



**ZEAL EDUCATION SOCIETY'S
ZEAL CENTRAL PLACEMENT CELL
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ZEAL CENTRAL PLACEMENT CELL

"Where Employability Meets Opportunity."

DEPARTMENT OF TRAINING & PLACEMENT PLACEMENT POLICY 2026–27

1. PREAMBLE

The Department of Training & Placement (T&P) is committed to enhancing the employability of students and facilitating career opportunities through campus placements, internships, higher studies support, entrepreneurship guidance, and industry engagement.

The objectives of this policy are:

- To maximize placement opportunities for all eligible students.
- To improve average, median, dream and super-dream salary packages.
- To promote core engineering placements.
- To strengthen industry-academia collaboration.
- To support students pursuing higher studies, entrepreneurship, and competitive examinations.
- To contribute to NBA accreditation outcomes and NIRF ranking parameters.

Participation in campus placements is a privilege extended to eligible students and requires adherence to this policy.

2. ELIGIBILITY FOR PLACEMENT ASSISTANCE

To be eligible for placement assistance, students must:

1. Register with the Department of Training & Placement within the prescribed deadline.
2. Submit the Placement Registration Form.
3. Submit an approved resume in the prescribed format.
4. Complete all mandatory placement readiness activities.
5. Maintain a minimum of 80% attendance in placement-related training programs.
6. Possess accurate academic records and disclose all backlogs honestly.
7. Complete aptitude tests, mock interviews, group discussions, and employability assessments as prescribed.

Students involved in serious disciplinary misconduct may be temporarily or permanently barred from placement activities after review by the Placement Discipline Committee.





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3. PLACEMENT OFFER CATEGORIES

For the purpose of campus placements, offers shall be classified as:

Regular Offer

CTC below ₹6 LPA

Dream Offer

CTC between ₹8 LPA and ₹10 LPA

Super Dream Offer

CTC above ₹10 LPA

The Dean – Training & Placement may revise these thresholds based on market conditions.

4. DREAM OFFER POLICY

The institute follows a “One Student – Progressive Career Opportunity” model.

A. Students with Regular Offers

Students securing a Regular Offer shall remain eligible for:

- Companies offering at least 50% higher CTC, or
- Any Dream or Super Dream company.

B. Students with Dream Offers

Students securing a Dream Offer may participate only in Super Dream opportunities.

C. Students with Super Dream Offers

Students securing a Super Dream Offer shall normally exit the campus placement process.

D. Branch-Specific Opportunities

IT / Computer / AI-ML / Data Science Students

May receive:

- One IT Offer
- One Core/Domain Offer

subject to Dream Offer eligibility rules.



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Core Engineering Students

May receive:

- One Core Offer
- One IT Offer

subject to Dream Offer eligibility rules.

5. INTERNSHIP, PPO AND PPI POLICY

Students receiving:

- Pre-Placement Offers (PPO)
- Pre-Placement Interviews (PPI)
- Internship-to-Full-Time Conversion Offers

shall be considered placed under this policy.

The Institute considers internships as an integral part of professional development and a pathway to employment opportunities including Pre-Placement Offers (PPO) and Pre-Placement Interviews (PPI).

5.1 Professional Conduct During Internship

Students undergoing internships through the Institute shall:

1. Maintain professional conduct, discipline, and integrity throughout the internship period.
2. Adhere to all rules, regulations, safety procedures, confidentiality agreements, and company policies.
3. Report regularly to the assigned industry mentor and institute faculty mentor.
4. Complete all assigned work, projects, documentation, and presentations within stipulated timelines.
5. Maintain satisfactory attendance and punctuality at the internship organization.
6. Refrain from any misconduct, insubordination, harassment, unethical behavior, or actions that may damage the reputation of the company or institute.
7. Protect confidential company information, intellectual property, business data, software code, customer information, and trade secrets.





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5.2 Internship Performance Evaluation

The internship performance shall be evaluated based on:

- Attendance and punctuality.
- Professional behaviour.
- Technical competency.
- Learning attitude.
- Communication skills.
- Teamwork and leadership.
- Feedback from industry mentor.
- Project completion and presentation.

Unsatisfactory performance may lead to withdrawal of placement assistance privileges.

5.3 PPO/PPI Eligibility

Students shall become eligible for PPO/PPI consideration based on:

- Internship performance rating.
- Employer recommendation.
- Completion of assigned projects.
- Compliance with company policies.

The final decision regarding PPO/PPI issuance rests solely with the employer.

5.4 Misconduct During Internship

The following shall be treated as serious misconduct:

- Unauthorized absence.
- Breach of confidentiality.
- Falsification of reports.
- Misrepresentation of academic credentials.
- Data theft or intellectual property violations.
- Workplace harassment.



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- Use of unfair means in assigned tasks.

Such misconduct may result in:

- Cancellation of internship.
- Withdrawal of PPO/PPI recommendation.
- Suspension from campus placements.
- Institute disciplinary proceedings.

5.5 PPO Acceptance

Students receiving a PPO shall communicate their acceptance or rejection to the employer and the Department of Training & Placement within the prescribed timeline.

The PPO shall be treated as a placement offer and governed by the Institute's Dream Offer Policy.

5.6 Institute Representation

Students shall remember that they represent Zeal College of Engineering and Research during internships. Any behaviour adversely affecting the reputation of the Institute may result in disciplinary action.

6. STUDENT RESPONSIBILITIES

Students shall:

1. Provide accurate academic and personal information.
2. Maintain updated resumes and LinkedIn profiles.
3. Attend pre-placement talks, training programs, assessments, and interviews.
4. Report to placement drives at least 15 minutes before the scheduled time.
5. Maintain professional conduct throughout the recruitment process.
6. Communicate placement outcomes and offer letters to the T&P Department promptly.
7. Follow all instructions issued by the T&P Department and recruiting organizations.

Any falsification of information may lead to immediate disqualification.

7. PROFESSIONAL CONDUCT AND ETHICS

Students are expected to:

- Demonstrate honesty and integrity.
- Refrain from cheating during assessments or interviews.



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- Avoid misconduct, impersonation, or unfair practices.
- Respect recruiters, faculty members, and fellow students.
- Maintain the reputation of the institute.

Any conduct bringing disrepute to the institute may result in disciplinary action.

8. AI USAGE POLICY

Students may use AI tools for:

- Resume enhancement
- Skill development
- Aptitude preparation
- Interview preparation

However, students shall not:

- Use AI tools during company assessments where prohibited.
- Use AI-generated responses during interviews without disclosure.
- Engage in any form of AI-assisted cheating.

Violation may result in disqualification from placement activities.

9. DRESS CODE

Students shall attend all placement activities in:

Institute Placement Uniform

OR

Business Formal Attire

Including:

- Formal shirt
- Formal trousers
- Formal shoes
- Institute ID card
- Tie and blazer (where specified)

Casual attire including jeans, T-shirts, sneakers, sandals, and floaters is prohibited.





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10. REGISTRATION AND ATTENDANCE POLICY

Students shall register only for companies in which they have genuine interest.

Absence Policy

Violation	Consequence
First Unauthorised Absence	Suspension from next 3 drives
Second Unauthorised Absence	Suspension for remainder of semester

Note: Medical emergencies and exceptional circumstances may be considered upon submission of supporting documents.

11. OFFER ACCEPTANCE POLICY

Students shall accept or decline offers within the timeline specified by the recruiting company.

Failure to respond within the stipulated period may result in:

- Offer cancellation
- Suspension from future placement opportunities
- Timely Updates should be shared with Placement Department

12. EMPLOYER TRANSPARENCY POLICY

The T&P Department shall endeavor to ensure that participating companies disclose:

- Job Description
- Salary Structure
- Work Location
- Service Agreements/Bonds
- Internship Conditions
- Joining Timelines
- Career Progression Opportunities

Students are encouraged to seek clarification before participating.





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13. SOCIAL MEDIA AND CONFIDENTIALITY POLICY

Students shall not:

- Share confidential recruitment information.
- Publish assessment questions.
- Misrepresent offers on social media.
- Post content detrimental to recruiters or the institute.

Violation may result in disciplinary action and possible withdrawal of placement privileges.

14. STUDENT RIGHTS

Every registered student has the right to:

1. Fair and transparent placement processes.
 2. Timely communication of opportunities.
 3. Equal opportunity based on eligibility criteria.
 4. Clarification regarding company details.
 5. Appeal disciplinary decisions.
-

15. PLACEMENT DISCIPLINE COMMITTEE

The Placement Discipline Committee shall comprise:

- Dean – Training & Placement (Chairperson)
- Concerned HoD
- Department Placement Coordinator
- Department Training Coordinator

The committee shall review appeals and disciplinary matters.

Its decisions shall be final and binding.

16. PLACEMENT WITHDRAWAL

Students intending to pursue:

- Higher Studies
- Entrepreneurship
- Family Business
- Government Services





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- Competitive Examinations

shall submit a Placement Withdrawal Form.

Such students may reapply subject to approval from:

- Dean T&P
- HoD
- DTPC

17. COMPANY RESULT DECLARATION

Students may continue participating in placement drives until the result of a previous company is officially declared.

Once selected, eligibility shall be governed by the Dream Offer Policy.

18. POLICY REVIEW

The Department of Training & Placement reserves the right to modify this policy in response to:

- Industry requirements
- Placement market conditions
- NBA/NIRF requirements
- Institutional objectives

Any revisions shall be communicated to students.

19. INTERPRETATION OF POLICY

Any matter not specifically covered under this policy shall be decided by the Placement Discipline Committee and Dean – Training & Placement.

Their decision shall be final and binding.



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ANNEXURE – A

DISCIPLINARY ACTION MATRIX FOR PLACEMENT, INTERNSHIP, PPO & PPI ACTIVITIES

This annexure forms an integral part of the Placement Policy of Zeal College of Engineering and Research and shall apply to all students registered with the Department of Training & Placement.

The Placement Discipline Committee reserves the right to increase or decrease penalties based on the severity of the violation and the student's previous conduct record.

Sr. No.	Violation	First Instance	Second Instance	Third Instance / Severe Case
1	Reporting without prescribed uniform, ID card, tie, blazer or formal dress code	Not allowed to participate in the drive and marked absent for the day	Suspension from next 2 placement drives	Suspension from next 5 placement drives
2	Reporting late for campus drive, interview, GD, assessment or PPT	Warning and participation subject to company approval	Suspension from next 2 placement drives	Suspension from next 5 placement drives
3	Registering for a drive and remaining absent without prior approval	Suspension from next 3 placement drives	Suspension from next 6 placement drives	Suspension from placement activities for remainder of semester
4	Registering for a drive and withdrawing after company shortlist is released without valid reason	Suspension from next 5 placement drives	Suspension for remainder of semester	Suspension for remainder of academic year
5	Failure to attend mandatory company-specific training, assessment preparation sessions, mock interviews or pre-placement activities after registration	Suspension from that particular company's recruitment process	Suspension from next 3 placement drives	Suspension from next 6 placement drives



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Sr. No.	Violation	First Instance	Second Instance	Third Instance / Severe Case
6	Improper, rude, disrespectful, argumentative or unprofessional behavior with HR, company officials, interview panel members, faculty coordinators or T&P staff	Immediate removal from the drive and written apology	Suspension from next 10 placement drives	Suspension from all placement activities for remainder of academic year
7	Sharing confidential company information, question papers, interview questions or assessment links	Suspension from next 10 placement drives	Suspension for remainder of academic year	Permanent debarment from placement assistance
8	Cheating during aptitude test, coding assessment, online examination, technical evaluation, interview or use of unfair means including unauthorized AI tools	Immediate disqualification from the drive	Suspension for remainder of semester	Permanent debarment from all placement activities
9	Impersonation, arranging proxy attendance or allowing another person to appear on behalf of the student	Suspension for remainder of academic year	Permanent debarment from placement assistance	Institute disciplinary action
10	Submission of false information regarding CGPA, backlogs, certifications, projects, internships or achievements	Suspension for remainder of semester	Suspension for remainder of academic year	Permanent debarment from placement assistance



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Sr. No.	Violation	First Instance	Second Instance	Third Instance / Severe Case
11	Breach of confidentiality, misconduct or poor discipline during internship	Cancellation of placement eligibility until review by Discipline Committee	Suspension for remainder of semester	Permanent debarment from placement assistance
12	Rejection of offer after formal acceptance by student without valid documented reason	Suspension from all placement activities for remainder of academic year	—	—
13	Failure to join company after accepting offer and confirming joining without genuine documented reason	Debarment from placement assistance and report to parent/guardian	—	—
14	Direct unauthorized communication with company HR for negotiation, pressure, complaints or misconduct that damages institute reputation	Written warning	Suspension from next 5 placement drives	Suspension for remainder of semester
15	Posting derogatory, misleading or confidential recruitment-related content on social media	Suspension from next 5 placement drives	Suspension for remainder of semester	Suspension for remainder of academic year
16	Damaging institute reputation before recruiters, during internships, industrial visits, assessments or interviews	Suspension from next 10 placement drives	Suspension for remainder of academic year	Permanent debarment from placement assistance



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Special Provisions

A. Genuine Emergencies

Penalties may be waived or reduced in cases involving:

- Medical emergencies.
- Death of immediate family member.
- Natural calamities.
- Government examinations.
- Other cases approved by the Placement Discipline Committee.

Documentary evidence shall be mandatory.

B. Serious Misconduct

The following violations shall ordinarily attract immediate suspension pending inquiry:

- Cheating.
- Impersonation.
- Forged documents.
- Offer rejection after acceptance.
- Failure to join after confirmation.
- Harassment or abusive behaviour.
- Data theft or confidentiality breach.

C. Parent Intimation

For violations attracting suspension from more than five placement drives or any semester-long suspension, parents/guardians shall be informed in writing.

D. Appeal Process

Students may submit an appeal within seven working days to the Placement Discipline Committee. The decision of the Committee shall be final and binding.

E. Authority

The Dean – Training & Placement and Placement Discipline Committee shall have authority to interpret this annexure and impose suitable disciplinary measures in the best interest of students, recruiters and the Institute.



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STUDENT DECLARATION

I, Mr./Ms. _____

Branch _____

PRN No. _____

Mobile No. _____

Email ID _____

hereby declare that I have read, understood and accepted all provisions of the Placement Policy of Zeal College of Engineering and Research.

I agree to comply with all placement regulations and understand that any violation may attract disciplinary action as per the policy.

Student Signature: _____

Date: _____

Place: _____

**PARENT / GUARDIAN DECLARATION FOR PLACEMENT AND
INTERNSHIP PARTICIPATION**

I, Mr./Mrs. _____

Parent / Guardian of

Mr./Ms. _____

PRN No. _____

Branch _____

hereby declare that:

1. I have carefully read and understood the Placement Policy, Internship Policy, PPO/PPI Policy and associated rules of Zeal College of Engineering and Research.
2. I understand that placement opportunities, internships, PPOs and PPIs are facilitated by the Institute and are subject to company requirements, market conditions, recruitment processes and employer decisions.
3. I acknowledge that the Institute does not guarantee employment, internship conversion, PPO, PPI, salary package, job location or joining date.



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4. I understand that students participating in campus placements and internships are required to maintain professional conduct, discipline and ethical behaviour at all times.
5. I shall encourage my ward to:
 - Attend all placement and internship-related activities.
 - Maintain professional behavior.
 - Adhere to company and Institute regulations.
 - Provide truthful information during recruitment processes.
6. I understand that violation of placement or internship policies by my ward may result in disciplinary action, withdrawal of placement assistance, suspension from campus recruitment activities, or cancellation of internship opportunities.
7. I acknowledge that companies may modify recruitment schedules, joining dates, compensation structures, work locations, internship durations, PPO/PPI decisions or employment offers based on business requirements.
8. I understand that the Institute acts only as a facilitator between students and recruiting organizations and shall not be held responsible for decisions taken by employers.
9. I agree to cooperate with the Department of Training & Placement in matters related to placement, internships, PPOs and PPIs.
10. I fully support my ward's participation in the placement and internship activities conducted by the Institute.

I hereby voluntarily provide my consent for my ward to participate in all placement and internship activities conducted by the Institute.

Parent / Guardian Name:

Relationship with Student:

Mobile Number:

Email ID:

Signature of Parent / Guardian:

Date:

Place: