

PLACEMENT POLICY FOR STUDENTS (2014-15)

1. The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. **Training and Placement Cell provides 100% placement assistance to all the Registered students.**
2. Students seeking jobs, through Campus Recruitment shall register themselves by paying the necessary Certificate Course Fee & registration fee before the end of the semesters as per the table specified below:

U.G	B.Tech	3 rd Year 1 st Semester (3/1)
P.G	M.B.A / M.Tech	1 st Year 2 nd Semester (1/2)
	M.C.A	2 nd Year 1 st Semester (2/1)

3. **Eligibility Criterion:**
 - a. Student should get an aggregate of 6.75 CGPA equivalent to 60% & above throughout from SSC onwards.
 - b. Student should not have any backlog subjects up to B.Tech (3/1), M.B.A / M.Tech (1/2), & M.C.A (2/1).
 - i. Candidates who fulfill the above criteria will be treated as “**GREEN ZONE**”, and the institute will put 100% efforts to place all the students who come under GREEN ZONE.
 - ii. Students with a CGPA between 6.5 and 6.74 are treated as **RED ZONE STUDENTS** and will also be considered for the Certification and Registration against an undertaking that they will make up to a minimum of 6.75 CGPA before the commencement of a Drive and the institute can only provide the placement assistance. However, if a particular company allows students with one or two backlog subjects and below 6.75 CGPA they will be allowed to attend those interviews as special case only. Necessary placements assistance will be given.
4. **Campus placement card:**
 - a. All the Registered students will then be issued the “Campus Placement Card”. The student has to fill in the card by entering all necessary details. The concerned IRP Representatives shall ensure that the details furnished by the student are correct.
 - b. After every campus interview, the students shall enter necessary details of the campus event in the campus placement card. These cards will be maintained by their respective IRP Representatives and updated from time to time.

- c. The students who are appearing for interviews should help the College/ Depts. in the form a realistic feedback of their success and failures, in order to improve upon in-house training for better employment.

5. **Certification Program:**

- a. All registered students shall attend the **Certification Program** on Technical, Communication & Soft Skills, being conducted at the end of III year, (Summer vacation), without fail for which schedules will be announced before the III/IV final semester examinations. A Min. of **90% attendance and 60% marks** in the Week-End and Grand Tests in aggregate shall be maintained.
- b. The Grades Secured by the students in the Certification Course will reflect in their Transcripts.

6. **Special Training Programs:**

- a. During the academic year whenever the placement training programs are arranged by the **parent Dept. or CSS Dept.** all the students must attend without fail. A min of **90% attendance** is compulsory until they are placed.
- b. If any student fails to attend these **Special training programs** without prior permission / valid reason his/her name will be removed from the placement registered list.

7. **Selection of Companies:**

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at K.L. University.
- d) Feedback from the Alumni regarding the company.

8. Category of companies and Dream Offer:

The companies visiting the campus are divided in the following three categories:

- a) Category-A: Companies offering CTC \geq Rs 5LPA,
- b) Category-B: Companies offering CTC \geq Rs 2.75 LPA; but CTC $<$ Rs 5 LPA,
- c) Category-C: Companies offering CTC $<$ Rs 2.75 LPA

a. Teaching job is a special category and any student getting a job in this category can apply for non teaching job in any other category as per cases b - f.

b. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session 2014-15 and will not be allowed to appear for any other company.

c. A student can appear for a Company of Category-A on campus under either of the following cases:

- i) Student has not been placed in any Company,
- ii) Student has been placed in a company of Category-B and 80% of the students with CGPA $>$ 6.75 have been placed in his/her respective branch.
- iii) Student has been placed in a company of Category-C.

d. A Student can appear for a company of Category-B on campus under cases c (i) or c (iii).

e. A Student can appear for a company of Category-C under case c (i).

f. A student can have a maximum of 2 jobs excluding Category-C and teaching job.

g. In case of student being offered multiple jobs (in different categories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.

h. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the

selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.

i. Student rejecting an internship offered through Training and Placement Cell is required to inform (in writing through Department faculty advisor) to the Training and Placement Office on or before start of the semester, failing which he/she will be debarred from the placement process for the first ten days of the next placement session and will not be permitted to participate in the recruitment process of that particular company as well.

9. Student Mentors and IRD Coordinators:

Keeping the larger interests of the student community, the IRD Office would nominate faculty of the CSS and the core departments as mentors. The IRD also nominates faculty of the Core departments as IRD Coordinators. The major function of the mentors is to prepare the students for the Campus drives by giving them required inputs in the subjects and aptitude, while the Coordinators make all necessary arrangements for the campus drives including - updating the students about the various drives, dates, testing pattern etc.

10. Student found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted:

- The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and/or shortlisted.

11. Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in recruitment process of the next 5 companies he/she has applied to and shortlisted.

12. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session 2014-15.

13. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session 2014-15.

14. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.

15..If the student who is not already employed, is found to be absent in **3 ON/OFF campus recruitments**, his name will be deleted from the active list of registered students and the concerned HOD shall obtain a letter from him with his statement of unwillingness to participate in the further campus recruitments.

16. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.

17. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.

18. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.

19. No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement Representative of Training and Placement Cell.

20. Each student should join the online group of Central Placement Office and which will be handled by the Central Placement Office. Students are also advised to keep a watch on the Notice Boards, KLU TV and the online notice board for updates.

21. QIP/Sponsored/Self-financed and Part time students are not eligible to take part in the Placement Process as per the institute policy. Any student found doing so will be subjected to disciplinary action.

22. Any issues to be discussed should be forwarded to the respective Placement Representative and it is his/her responsibility to take it up with Placements Cell

23. .Placement Cell will try to convince the company to open for as many branches as possible so as to provide opportunity to maximum number of students and no objection from any branch / department will be entertained in this regard.

24. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.

25. The students shall be prepared to attend **off campus** interviews being arranged by the IRP cells at Hyderabad, Bangalore, Chennai, Pune and New Delhi or at any other place as situation demands at their own expenses.

26. **If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.**