

CAMPUS PLACEMENT POLICY AND STUDENT CODE OF CONDUCT

I. Introduction & Scope

The Training & Placement Cell (T&P Cell) at Christ College of Engineering (Autonomous) aims to facilitate employment opportunities for students through campus recruitment drives, internships, industry interactions, and career development activities. Placement is entirely dependent on a student's individual performance during the recruitment cycles. This policy establishes guidelines to ensure a just, transparent, and disciplined placement process for the students. It is designed to be clear, professional, and firm on guidelines to ensure fair opportunities for all students while protecting the institution's reputation with recruiters.

II. Objectives

- a. Shape the career goals of students
- b. Provide requisite training to our students
- c. Identify the latest trends in the job market
- d. Strive for 100% employment for all eligible students
- e. Act as a strong interface between institution and industry
- f. Foster an environment where students are ready to face the future

III. Eligibility

To participate in the campus recruitment process, students must meet the following prerequisites:

- Academic Clearance: Clear passing status in all previous semesters with no active/uncleared backlogs. Students with active backlogs/arrears may participate only if permitted by the recruiting organization's eligibility requirements.

- Attendance: Mandatory attendance in placement training sessions, resume workshops, or mock drills organized by the T&P Cell.
- Assessments: Satisfactory performance in the periodic assessments, mock tests, and evaluation exercises conducted by the T&P Cell as part of placement preparedness initiatives.
- Performance Index: Satisfactory Index score computed based on a combination of academic performance, SEP performance & Placement assessments.
- Minimum CGPA: Must meet the specific cut-off defined by the recruiting company.

IV. Student Registration

- Students intending to participate in campus placements must register with the T&P Cell at the beginning of the placement season through ETLab portal.
- Students must maintain updated resume and 2 set of photos on the ETLab portal.
- Registration shall be considered valid only after verification of the data by T&P Cell.

V. Communication and Information Sharing

- All placement-related communications will be made through official institutional email, placement portal, or authorized communication channels.
- Students are responsible for regularly checking notifications and responding within prescribed timelines.
- Failure to respond within deadlines may result in exclusion from a recruitment process.
- Important information will also be shared through individual department staff coordinators and student placement coordinators.

VI. Pre-Recruitment Preparation

- Before stepping into Semester 7, eligible students must ensure that they are in possession of the following. If not, they have to apply for/create the same:

- Passport
 - PAN Card
 - LinkedIn Profile
 - Driving License
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- For any placement drive, students must carry with them a pen, notepad, two passport size photos, two copies of their resume, copies of certificates of internships & add-on courses and other relevant documents as mentioned in the resume (in a good-looking file).
 - If the placement drive is conducted outside the college:
 - Be prepared with all the necessities for the whole day (water, food, extra pair of clothing, etc.).
 - Transportation will not be provided by the college. Make sure to reach the destination well before the scheduled time.
 - If the placement drive is conducted at a destination far from your place of stay, be responsible while travelling alone. If possible, ask any of your relatives to accompany you for the drive.
 - If the placement drive is conducted in online mode:
 - Be prepared with a computer with stable internet connection and UPS support
 - Make sure webcam and microphone (mic) are in good working condition
 - Select a quiet place and ensure proper lighting in the room
 - Before going for any recruitment drive, make sure you have done your research about the company thoroughly by discussing with an employee working there or from the company's website (about products & services, location, employee strength, turnover, locations, Details of Senior Management, etc.).
 - Pre-placement talks will be conducted during placement drives. Make sure you pay complete attention. Be prepared to ask questions during pre-placement talk or during the interview. Such candidates have an edge over those who don't ask questions. Also, you can expect questions to be asked for the interview from the pre-placement talk.

VII. Attendance and Debarment Policy

The T&P Cell follows a zero-tolerance policy for casual absenteeism.

- Attendance at pre-placement talks, assessments, interviews, group discussions, and recruitment activities is mandatory once a student has applied for a company.
- Students must report on time and follow all instructions issued by recruiters and Placement Cell officials/Student Volunteers.
- Unexplained absence from any stage of the recruitment process will be treated as a disciplinary violation. In case of an emergency situation, where-in the student cannot attend a placement drive, he/she should inform the Training & Placement Officer at the earliest and follow appropriate proceedings.
 - First Instance of Unexcused Absence: (e.g., registering for a drive and failing to show up for the test/interview) will result in suspension from the next three (3) consecutive campus drives.
 - Second Instance: Permanent debarment from the active placement season.
- Misbehaviour: Any rude behaviour, arguing with recruiters/staff/volunteers, or creating a disturbance during the placement process will result in immediate debarment.

VIII. Professional Conduct

Students shall:

- Maintain professional behaviour during all placement activities.
- Dress appropriately as per the guidelines issued for recruitment events. The students must go well groomed (shaved beard, good haircut, etc.) and in full uniform (including blazer, tie, belt, formal shoes, socks & ID Card) for any placement drive. If found violating this, the concerned student/s will not be allowed to attend the next two placement drives.
- Demonstrate honesty, integrity, and respect towards recruiters, faculty, and fellow students.
- Refrain from any misconduct, malpractice, or unfair means during tests and interviews.

Any behaviour that negatively impacts the institution's reputation may lead to disciplinary action.

IX. Application for Recruitment

- Students may apply only to companies for which they meet the stated eligibility criteria.
- Applications once submitted should be treated as a commitment to participate in the entire recruitment process.
- Students shall not withdraw after being shortlisted without valid justification and approval from the Placement Cell.

X. Job Offer Policy

To ensure equal opportunity and prevent a few students from securing multiple offers while others remain unplaced, the institute enforces a *One Student, One Job* rule.

- Primary Rule: Once a student receives an official job offer in the core sector, they are automatically debarred from participating in any further campus placement drives.
- The "Dream Company" Exception: A placed student may be allowed to sit for one subsequent drive ONLY IF the visiting company offers a package that is at least [e.g., 30% higher or 2 Lakhs per annum higher] than their current offer, or if the company is officially classified by the T&P Cell as a "Dream Slot."

XI. Internship Recruitment

- Internship opportunities will follow the same standards of professionalism and conduct applicable to final placements.
- Students selected for internships are expected to honour their commitments.
- Withdrawal after acceptance without valid reasons may result in restrictions from future placement activities.

XII. Offer Acceptance and Joining

- Students must communicate offer acceptance within the timeline specified by the employer.
- Once a student has been placed, he/she needs to submit a hardcopy and a scanned softcopy of the Offer Letter/Letter of Intent to the department immediately after receipt of the same from the company.
- Students are expected to join the organization on the date communicated by the employer unless officially deferred or exempted.
- Failure to honour an accepted offer may affect future placement support and institutional relationships with recruiters.

XIII. Code of Ethics

Maintaining a high standard of discipline ensures that recruiters continue to visit our campus year after year.

Students shall not:

- Misrepresent academic performance, skills, certifications, or work experience.
- Share confidential recruitment materials, test questions, or interview content.
- Influence selection processes through unfair means.
- Engage in activities that damage recruiter relations.
- Violations may lead to suspension from placement activities and disciplinary proceedings.
- Students are strictly forbidden from contacting company HR personnel directly via phone, email, or LinkedIn unless explicitly instructed by the T&P Cell. All inquiries must go through Student Placement Coordinators.
- Any misrepresentation, falsification of grades on resumes, or cheating during online/offline tests will lead to permanent blacklisting from the placement season and disciplinary action by the institute.

XIV. Responsibilities of Students

Students are expected to:

- Maintain academic focus and professional conduct.
- Participate actively in training and skill-development programs.
- Prepare thoroughly for recruitment opportunities.
- Respect deadlines and placement procedures.

- Act as responsible representatives of the institution.

XV. Placement Support after Graduation

The T&P Cell remains committed to supporting graduates in their professional growth beyond graduation, subject to institutional policies and availability of opportunities.

- Eligible alumni may receive notifications regarding suitable job opportunities shared with the institution.
- Alumni may participate in selected recruitment drives, career guidance sessions, webinars, and professional development programs organized by the T&P Cell, subject to recruiter requirements and institutional approval.
- The Placement Cell may provide assistance with resume review, interview preparation, and career guidance upon request.
- Alumni may access the institution's professional network and alumni engagement initiatives for career advancement opportunities.

XVI. Authority and Amendments

The Training & Placement Cell reserves the right to modify, interpret, or update this policy as required. Any amendments will be communicated through official channels. The decision of the Training & Placement Cell shall be final and binding in all placement-related matters. For all matters not covered in this document, the Training & Placement Cell will use its discretion to take appropriate decisions.

Declaration

I have carefully read all the pages of the Policy Document prepared by the Training & Placement Cell CCE and agree to abide by everything mentioned therein. I understand that the T&P Cell acts strictly as a facilitator and counsellor for placement-related activities. Registering with the T&P Cell only provides access to opportunities and that it is my own efforts that guarantee me a job offer.

Name & Signature of Student with date:

Batch and Class:

Name & Signature of Parent with date: