Placement Rules for the Academic Year 2023-2024

This Placement policy is subject to change at a later stage with the discretion of the body comprising of Vice Chancellor, Registrar, Director (Student Development Board), & T.P.O. The changes made if any at a later stage will be notified.

## Placement Rules:

1. All Final Year B. Tech, Final Year M. Tech and Final Year MBA students who are expected to graduate from the COEP Technological University, Pune by the end of the academic year 2023-24 and are seeking job/ Employment may register for campus placements with Training and Placement Office. This will be done in the last week of June 2023 through the portal specified by the TnP office.
2. Campus placement is a facility provided for the students **excluding the sponsored post graduate students** with **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE.**
3. The role of the Training and Placement Cell is that of a facilitator and counselor for placement related activities. Training and Placement cell does not guarantee a job. Registration is not mandatory. Students not interested in employment are advised not to register for placement.
4. The placement facility is available only to the students registered with Training & Placement Cell for Core / IT job profile.
5. Students having:

A) **UG :** Backlog of 3 or more courses or minimum credit earned till sixth semester are less than 120 credits and CGPA is less than 6.5, are not permitted to register for placement. (first semester) Such students are advised to clear the backlogs and then register after earning the minimum credits and clearing backlogs and register in 2nd semester.

B) **M.Tech/MBA/PGDM :** Backlog of 2 or more courses or CGPA is less than 6.5 in the first year, are not permitted to register for placement.

1. All communication/mails will be sent to individual student’s college mail id only. Students are expected to go through company website and register for the placement drive of that company only if interested.
2. It is the responsibility of the student to look for the announcements / notices /updated information / shortlisted names etc. before, during and after the process. The relevant information will be circulated through college mail only and through the mobile app of ‘Superset’ in form of messages.

7a. Registration for Campus Recruitment will be done by the respective students through the

 portal specified by the TnP cell.

7b. COEP uses ‘SuperSet” as the placement portal. Resumes will be automatically generated.

 Student should take care that their resume is linked to their profile and every student is

 advised to have only one resume.

7c. Data updation can be done by the students only when informed by mail from placement

 cell. As any data updated or modified has to be verified by the tnp faculty to be reflected

 in the students profile.

1. **Information:** It will be the sole of responsibility of the individual students to submit truthful information wrt the dead and live backlogs, pointers etc. This data will be verified by the TnP student co-ordinators and approved by the TnP Faculty advisors. If at any stage, it comes to the notice of this office that the students have submitted false information, then strict disciplinary action will be taken against such candidates, including debarring such students from the placement process completely.
2. Details given in the resume by the students must be genuine and any student found **violating this rule will be disqualified from the placement process for the rest of the academic year.**
3. **Higher studies:** Students who are desirous of pursuing higher studies should not register for placement. Such students must inform the placement cell in writing in advance. It is advised that these students may register for placement at a later date after all these exams like GRE/CAT/GMAT etc. are over.
4. Students must be formally dressed in COEP’s college uniform whenever they participate in any interaction with a company, even if it is virtual. **This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they are not in college uniforms when the placement process takes place at college campus/in online mode.**
5. Students must keep their Identity Card (RFID) with them at the time of PPT/Test/Group Discussion/Interviews and produce the same when demanded by the visiting team or their representatives even in online mode.
6. For pre-placements talks (PPT) students should:
	1. For Online - Follow the instructions for registering for the process online as specified in the mail. The students should join for the PPT 15 minutes before the specified time if in online mode.
	2. For in person - When placement process will be held in college campus the students must be present at least 15 minutes before the scheduled time at the venue & be seated. Delay in reporting will disqualify the student from recruitment process. Students should be punctual & once the HR People/Company representative enters the venue all doors will be closed and students will not be allowed to enter the venue.
7. Students interested in a particular company, can attend its PPT. Attendance for PPT is mandatory. After PPT if students are not interested in that Company then they can withdraw.

## During the Campus Recruitment Programme, a student who opts for the written test should mandatorily appear for the GD/PI also, failing which the student will be debarred from the Campus Recruitment Programme for 10 or more eligible forthcoming companies. Casual approach of students will not be tolerated.

1. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT.
2. Canvassing with the Company Personnel will disqualify the candidature of the student. For any queries related with placements the students should contact the T&P cell only. If

the students have any **queries/problems, they should first discuss with their departmental TnP student coordinator then departmental T&P Faculty, and then deliberate the same with the T&P cell if necessary. If the issue is not resolved still then to the Director (Student Development Board) and finally to the Vice Chancellor (if only the need arises). Student should strictly follow this protocol. Students should not contact or write mail to the industry people directly. Strict action will be taken by the placement cell if students are found violating this rule.** All companies which take students for summer internships will be asked in advance about any Pre Placement Offers they have been extended. The student will be given a choice to accept or reject the Pre Placement Offer from the company where the student has completed the summer internship till one day before the start of the placement season. In cases the student accepts it; the PPO will be treated equivalent to securing a job through the placement cell. If the student does not accept the offer, the company would be notified (before the first day of placements) of the same. **The offer of PPO (by the company, where the student has done internship) and its acceptance (by the student) shall be through placement office only. In case the student is required to decide on the PPO within a specified day i.e no longer than 1 day), then such a decision must be made within 24 hours of receipt of PPO mail from placement cell. Once a student accepts a PPO, s/he will be out from placement process. If the student accept the PPO offers then it will be treated as 1st job offer and the student will be eligible for 2nd job offer as per the placement policy.**

1. Any student found to have secured a pre placement offer and not informed the placement cell of the same will be debarred from the placement process and the company where the student has done internship will be notified of the same.

## Multiple Companies Process:

1. Each student is eligible for one job offer only. If a student(s) is (are) appearing for multiple company’s process, the student(s) must accept the offer of company which announces their results first.
2. Every student who is selected by a company is out of placement process thereafter.
3. All companies are requested to announce the result of selected students / release the Offer / LoI and hand over to TnP office after the completion of the recruitment process.
4. The students should confirm the acceptance of offer as soon as possible (within a day of declaration of result) and same shall be communicated to the company. If the student fails to submit his confirmation within the stipulated time, then the selection of such student will be cancelled, and the student will be ruled out of the placement process for the current academic year.
5. Announcement through email will be considered as firm offer. Offers received from companies must be collected as per circular / notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. All offers (made by the companies) shall be through this office only. This office will not be in a position to resolve problems, if any, that may arise with respect to offers made directly to the student by the company.
6. The Placement office assumes that every selected student will pass the medical test of the respective organization in which he/she is selected. If there is a rejection at this stage, the student will be allowed to appear for the succeeding companies. Students should go through and understand instructions related to medical test carefully. The same should also be got adequately clarified during PPT/interview.
7. A nice decorum should be maintained by the students during the Placements/Recruitment programme. Any behaviour bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. Students will be disqualified from further placement activity if etiquettes are violated.

## 6 months Internship:

1. **Students who have received a PPO from the company where they have completed their summer/winter internship and if they accept the PPO, they will be allowed for 6 months (semester long) internship only in the same company if the company permits. If the company is not ready to offer 6 months (semester long) internship from where the student has received PPO, then the student can apply for internship elsewhere. But on following conditions:**
	1. The student should submit an undertaking that s/he has accepted the job offer/ PPO from company(A) and s/he is joining the company(B) only for internship and s/he will join Company(A) only, after the completion of internship at Company(B).
	2. The student will also have to submit an NOC from the company(A) saying that they

don’t have any objection for the students to join another company(B) for internship.

* 1. Company (B) who wishes to consider students for internship will be informed of all the details about the status of the intern, including the PPO received with Company(A).
1. Students will have to inform if they are opting for ‘Scheme A’ or ‘Scheme B’. During registration on placement portal. If such a student is selected by a company in first 2 -3 months and has opted for ‘Scheme B’ then this info will be shared with the company & if this company is ready to offer 6 months internship, then the students will join this company for internship from January onwards.
2. If a student is selected for internship/project in a given industry/ organization, s/he should get NOC from the industry/organization that he/she can opt for a job through placement cell of COEP. In case the s/he does not produce the NOC from the industry/organization s/he will not be considered for placement process.

As referred in final year B.Tech Curriculum & as guided by Faculty Advisor/Mentor.

## For M. Tech and MBA Internship

1. Initial internship process till selection of student in a specific company will be done by Placement Cell, if the company approaches placement cell.
2. After selection whether the students should join the respective company for internship for the specified project, this decision will be taken by HOD and faculty coordinators and this final decision will be informed to the Placement Cell before the student starts the internship.
3. If a student is selected for internship/project in a given industry/ organization, s/he should get NOC from the industry/organization that s/he can opt for a job through placement cell of COEP. In case the s/he does not produce the NOC from the industry/organization s/he will not be considered for placement process.
4. After completion of the internship, students should submit their certificate to the respective department.
5. For PGD Program Internship and Placement:
6. The Internship and placement will be the sole responsibility of the PGD Coordinator of that course.
7. If any company that comes to placement cell for recruitment and are interested in recruiting PGD students, then only it will be done centrally.
8. The process and procedure have to be followed by the PGD coordinator as is done centrally.
9. For all matters not covered by the above rules & regulations, the Placement Office will use its discretion to take appropriate decisions, when need arises. The decision taken by this office shall be binding on all students.
10. If market situation and Job scenario necessitates a revision in the Placement Policy, it will be done in a manner to maximize the benefit to the student community. The students, who get selected through the campus, will have to sign an Undertaking with the Placement Cell of the Institute. This is mandatory.
11. Students are expected to read these rules carefully and sign a declaration to follow the same and co-operate for better future.

## Categories of Companies based on CTC:

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| --- | --- | --- | --- |
| **Sr. No.** | **Category** | **For CS/IT Domain Company** | **Other than CS/IT Domain Company** |
| 1. | Level 1 | 5 - 11.99 LPA | 5 – 9.99 LPA |
| 2. | Level 2 | 12 -21.99 LPA | 10 – 19.99 LPA |
| 3. | Level 3 | 22 LPA Onwards | 20 LPA Onwards |

**Important:**

**Students once selected in one package slab, he/she will be eligible for the second job in higher package slab only if there is a difference of minimum 4 LPA in between two packages offered by the companies.**

For instance, XYZ selected for 9 LPA, he/she will be eligible to apply for the next category of Level 2 for 13 LPA and above.

**Bulk Recruitment Companies:**

The companies identified and declared as Bulk recruiters by T&P office are also invited to participate in the recruitment process. All unplaced students are eligible to participate in bulk Recruitment Company’s process. The students who are placed in bulk recruitment companies are eligible to attend the placement process of the succeeding recruiters in Level 1/Level 2/Level 3 slots as per above mentioned eligibility.

**Students can opt for only two offers from the above categories (Level 1/Level 2/Level 3), including Bulk company offers. The students who get selected in bulk categories will be eligible for only one job from the categories mentioned above i.e Level 1, Level 2 and Level 3.**

#  Dr. M. P. Khond Dr. Raju N. Ladhwe

#  Director Training & Placement Officer

#  Student Development Board

# Dr. S. D. Agashe

# Vice Chancellor