



SANJIVANI GROUP OF INSTITUTES, KOPARGAON

Sub: Undertaking for participating in campus placement opportunity at Sanjivani **Please fill any one form from the following**

I _____, student of _____ Enroll. No. _____ want to

avail all the placement assistance that will be provided by the college. **To avail these opportunities I am committing for the following:**

A) I will appear for each and every activity organize via T&P department, which will include

- 1) Placement drives (on /off/Pool campus) 2) PD Training / Preparation Session 3) Seminars / workshops /guest lectures 4) Industrial Visits 5) Assessment tests (online / off line)
- 6) Any other activity arranged by T&P department

B) I will regularly update the T&P department on all information with respect to

- 1) % of marks & result updation 2) Contact Details 3) Any additional course / other information

C) I assure to maintain 95%(+) attendance in all activities conducted by the T&P department, failing which I may be debarred from any further T&P activities.

I am aware that in case I fail to deliver on my commitments made above, I will not be eligible for any placement support from T & P department.

Name: _____ Mobile No.: _____ Signature: _____ Date: _____

Name Of Parent: _____ Mobile No.: _____ Signature: _____

Name and Sign of Mentor _____

**Note: Those who are not submitting this consent form to T&P Cell.
(On or before 27.06.2017), will presume not interested in T&P activities.**

Sub: Undertaking for not availing placement opportunity at Sanjivani

I _____, student of _____ Enroll. No. _____ do not require any placement assistance. Further I am not interested in Training & Placement opportunities that will be provided by the college. I am aware that as a result I will not be eligible for the following:

- 1) **Any placement opportunity provided by college(on campus / off campus/ online / offline assessment or placement)**
- 2) **Any industrial exposure (industrial visits / interactions / projects / PDP etc.) arranged by T&P department.**
- 3) **Any guest lecture/ seminar/ workshop being organized by the T&P department**

I am also aware that I will not be able to change my option throughout the course. I also understand that if I intend to avail the placement opportunity from Sanjivani post given deadline, I will be liable to pay Rs.3000 non refundable fees

Name: _____ Mobile No.: _____ Signature: _____ Date: _____

Name Of Parent: _____ Mobile No.: _____ Signature: _____

Name and Dated Sign of Mentor _____

A. Placements

1. ELIGIBILITY & REGISTRATION

- 1.1. All students who will be graduating from SRES SKBP Polytechnic, Kopargaon by the end of the academic year and are seeking employment must register for campus placements with T&P office.
- 1.2. Registration for Final year students will be done in the month of June.
- 1.3. Campus placement is a facility provided for the students of SRES SKBP Polytechnic, Kopargaon. Registration is compulsory for all students of final year.
- 1.4 Refundable T & P deposit of Rs. 3000/- is compulsory for all Final year students. It is to be noted that in case of violations of placement norms of T&P Office, part or full amount will be confiscated.
- 1.5 Students are required to express their willingness in writing for appearing in the campus recruitment process. If a student does not appear in any company even after expressing willingness in writing, he / she will be disallowed from the placements for the rest of the academic year.
- 1.6 A penalty of Rs. 300/- will be imposed on students if they do not attend pool campus after giving consent.
- 1.7 If a student accepts a company offer and does not join the firm later, the deposit of 3000/- will be confiscated and also college deposit.
- 1.8. Students will not be allowed for Placement drive if they are involved in any undisciplined activities at any stage of the academic year.

2. RESUME

- 2.1. Students are informed to submit their resumes to the respective T&P coordinators as and when they are asked to submit. If they fail to submit during that period, strict action will be taken against those students.
- 2.2. The details of the resume have to be genuine and any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to Institute Disciplinary Committee for further action.

3.1 PRE-PLACEMENT TALKS (PPT)

- 3.1 Notices of the PPT will be displayed on notice board of Training & Placement Cell of the Institute. Students should be present at the venue 15 minutes before the scheduled start of the PPT.
- 3.2 Students interested in a Placement must attend its PPT without fail, with proper dress code.
- 3.3 Students must clarify details regarding salary break-up, job profile, place of work, bond details, etc., with the companies during PPT.

3.2 POST- PLACEMENT PROCESS

Employment Formalities:

- 3.2.1 Selected students shall go through all employment formalities, as outlined by the company. This could include medical tests, visits to the company and other prescribed formalities.

Offer Letters:

- 3.2.2 Students shall coordinate with the Placement Department for their offer letters sent by the companies.
- 3.2.3 It is common for companies to send the offer letters to the Institute, several months after placements. Students must be patient and be in touch with the **Placement Team for the same.**
- 3.2.4 Any discrepancy in the offer letter needs to be resolved directly between the student and the company, since several matters are discussed directly between the student and the company during the interview process, which the Placement Team could be unaware of.

3.2.5 Only in severe cases of discrepancy, should the Placement Team be requested to intervene.

4. PLACEMENT PROCESS (In and Off Campus)

4.1 It is the responsibility of the student to check announcements/notices/updates/E-Mail/Whatsapp/information/shortlisted names, etc. on notice boards of Training & Placement Cell Office and Placement webpage on Institute website. Students are expected to be in time as per the announcements.

4.2 Late comers for aptitude test /GD / Technical and Personal interview will not be allowed to appear for the selection process.

4.3. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. **Any student who withdraws deliberately in the middle of a selection process will be disallowed from placements for the rest of the academic year.**

4.4 Students should maintain discipline and show ethical behavior in every action they take during the placement. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.

4.5 Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.

4.6 Students appearing for off campus drive interview are informed to take cognizance of working environment, salary statement of the company. They should inform the college about any appointment received within 2 days after result.

4.7 If company refuses offer letter due to any reason, college does not take any responsibility of the situation.

4.8. Student should travel on their own responsibility by understanding all risks in traveling and taking consent from their parents.

5. JOB OFFERS

5.1. A copy of the offer letter is required to be submitted in the placement office along with 2 passport size photos.

5.2. In the entire process the student can accept one offer only after which he/she will be automatically removed from the placement process.

a) If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

b) If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.

6. MISCELLANEOUS:

6.1 MEDICAL TEST: The Placement office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student will be allowed to seek placement through this office again.

6.2 JOINING STATUS:

1. a) If students decide not to join the company, they should inform the company in consultation of TPO in writing in advance. They are also required to submit a copy of that letter to the Placement Office.
2. b) In case if any delay in joining the company due to any reason (either from company / by student) then it will be in between company and student.
3. c) In case if company withdraw job offer due to any reason then it will be in between company and student.

6.3 DRESS CODE:

Students must be formally dressed (College uniform, tie, Identity card & black shoes) whenever they participate in any sort of interaction with a company. T&P office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory. For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.

B. Training Rules and Regulations

1. COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

1.1. Pre-final year / Final year students are required to participate in Workshops / Training Programs organized by Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/ updated information on the notice boards of Training & Placement Cell. Student may be disallowed for campus placement process for not attending the Workshops / Training Program.

1.2 Student-Clubs are encouraged for conducting the same types of programs under student activity scheme of SRES SKBP Polytechnic, Kopargaon.

2. VOCATIONAL TRAINING

Pre-final year students (should compulsorily participate in Industrial Training at different organizations through Training & Placement Cell.