

Career Development Centre, SSN College of Engineering

Placement Policy

A. Registration

- All students must register online via the Placement Portal to participate in the placement process.
- Registration will be confirmed only after the Faculty Placement Coordinator (FPC) verifies and approves the student's information (marks, backlogs, education gap, etc.).
- Any student found providing false or incorrect data will be disqualified from the entire placement season.

B. Resume

- Students must use the ATS-friendly resume template.
- All resume details must be accurate. Providing false information will result in debarment from the placement season.

C. Placement Process Guidelines

- **Pre-Placement Talks (PPTs):**
 - Mandatory for students registered for the company.
 - Use the session to clarify all job-related queries (e.g., stipend, role, location, bond).
- **Professional Conduct:**
 - Formal attire is mandatory for both in-person and online interactions.
 - CDC reserves the right to deny participation and block students (up to 5 companies) for violations such as late arrival or unprofessional attire.
- **Student Responsibility:**
 - Keep resumes updated and monitor placement announcements.
 - Reach out to CDC or FPC for clarifications through official channels.

D. Offer Rules & Conditions

- **Offer Acceptance:**
 - Offers made in a single day slot: One offer must be accepted within 24 hours; others will be auto-cancelled.
 - Spot offers are binding. Once selected, the student cannot continue in any other ongoing company process.
 - CDC will notify recruiters on behalf of students.

Please note: All recruitment is subject to the business requirements of the corporate.

- **Multiple Offer Scenarios:**
 - Marquee Offer: Student exits placement and cannot participate in any further drives.
 - Super Dream / Dream / Regular: Eligible for companies offering at least twice the current package.
 - Core Company: Offer must be accepted; no further participation in any other company is allowed.
 - Internship with PPO: If PPO is extended, the student should accept the offer. May sit for further placement processes based on the policy.
 - Internship without PPO: Student may appear for full-time roles post internship.

- Off-campus Offers: Preference should be given to the on-campus offer unless the off-campus offer is from a Marquee company.

E. Final Semester Internship

- With Full-Time Offer: Eligible for a 6 to 12-month internship with the same company, subject to academic and employer approval.
- Conditional PPO: Internship treated at par with a full-time offer. Must perform well to convert offer. Such students may only apply to IT mass recruiters during the internship.

F. Documents & Code of Conduct

- Following list of documents are mandatory for interviews:
 - College ID Card
 - Updated Resume
 - 4 Passport Size Photographs
 - PAN Card (Original + Copies)
 - Aadhaar Card (Original + Copies)
 - Academic/Extra-curricular Certificates
- Etiquette:
 - Maintain professionalism with recruiters.
 - Do not contact HR directly; all communications must go through the CDC/FPC/SPC.

G. Policy Violations & Consequences

- **Not Applying:**
 - Failing to apply for 5 eligible companies without valid reason: Parents will be informed. Written explanation and signed approval from Parent, HoD and FPC required.
 - Failing to apply for the next 5 eligible companies: Blocked from 3 companies. Must bring parents to meet HoD, FPC and Placement Manager.
 - Continued failure to apply (5 more eligible companies): Permanently blocked from the placement season.
- **Unexcused Absence:**
 - Failing to attend after applying (without prior permission): Permanent block.
 - Technical issues: Must inform CDC/FPC 2 hours before the process.
 - Medical reasons: Must inform CDC/FPC 24 hours in advance and submit a valid medical certificate.
- **Other Violations:**
 - Use of personal email IDs (unless specifically required): Not allowed.
 - Failure to submit offer letter or ID proofs by deadline: Offer will be cancelled.
 - Misconduct or malpractice during recruitment: Blocked for the entire season.
 - Applying without meeting eligibility: Permanent block.
- CDC reserves the right to modify rules and take disciplinary action at any point. Its decisions are final.

I acknowledge that I have read and fully understood the Placement Policy. I shall abide by the same.

Student's signature

Parent's signature