Placement Policy for Umit College

1. The organization must complete a Job Announcement Form (JAF) and submit it to the Training and Placement Cell (TPC) of Umit College either as an attachment to [TPC email address] or in hard copy. Any updates to the filled JAF must be promptly communicated to the TPC via email.

2. Details provided in the JAF will only be shared with students if the company provides a comprehensive breakdown of the offered CTC, including bonuses and stock options, and specifies any bond/service contract. First-year CTC details must be provided mandatorily. Relevant JAF content is disseminated electronically to students along with additional information provided by the company.

3. Depending on requirements, the company will receive either summarized data or resumes of interested students from the TPC. This information can be used by the company to prepare a shortlist before commencing the next placement process. All provided data will be duly verified by the TPC.

4. The company will be allocated slots and dates (Placement Calendar) for conducting Pre Placement Talks (PPT), Written Tests, Online Tests, or Interviews. Confirmation of allocated slots must be made by a specified date. Failure to confirm may result in the slot being allocated to another company. Slot changes may be considered subject to availability.

5. The final placement process (Group Discussion/Interview) is scheduled from [Specify Start Date] onwards. Details are as follows:

   - [Specify Dates]: Two Interview slots/day

      - Slot 1: [Time]

      - Slot 2: [Time]

      - Results for each slot to be declared by [Time].

- [Specify Dates]: One/two slots from [Time] to [Time] and [Time] to [Time].

- Companies preferring a single visit for both PPT/test and final selection may arrange a mutually agreed-upon date, ensuring no clash with other scheduled companies.

6. TPC assigns dates and slots based on:

- Job profile and growth prospects

- Offered CTC (including take-home)

- Past recruitment record and Pre-Placement Offers (PPOs)

- Conduct of pre-placement activities

- Internship opportunities for pre-final year students

- Feedback from students/alumni

- Company's record of offer revocation/rescinding

7. Companies are advised to conduct PPTs well in advance of the final placement process to allow students ample time for decision-making.

8. The company must maintain an extended list of shortlisted candidates due to potential unavailability. TPC will provide a comprehensive list of such students before the scheduled slot.

9. Companies exceeding their allotted time must have results declared along with the next scheduled companies.

10. Final selections should be submitted to TPC by the end of the assigned slot. Results should be communicated within 24 working hours post-interview completion.

11. Offers must be extended to waitlisted candidates based on dropouts from the main list, if applicable.

12. Companies are urged to adhere to scheduled dates and slots to minimize inconvenience to all parties.

13. Interview durations and rounds must comply with specified guidelines to ensure fairness and availability of students for other companies.

14. Umit College follows a 'One-Student-One-Job' policy with exceptions for certain circumstances, as detailed in the policy.

15. Coordinator discretion is final regarding exceptions to the 'One-Student-One-Job' policy.

16. Any significant changes to job profile or CTC require coordination committee recommendation and Coordinator approval.

17. Offer letters must be sent to TPC for distribution to students before March 31, 2025, or within two weeks of the interview date for later visits.

18. If actual hires are fewer than stated in the JAF, the company must provide reasoning and feedback to the TPC.

19. Companies may conduct selections for summer internships during their visit, referring to the Internship Policy and Placement Calendar.

20. Violations of the policy may result in due action at the discretion of the Coordination Committee of the Training and Placement Cell.