

# **Placement Policy**

## **Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais**

### **1. Registration**

- 1.1. All eligible undergraduate and graduate students (B. Tech, M. Tech, MBA, Ph.D. etc.) of RGIPT (henceforth Institute), who wish to avail themselves of the final placement services at the RGIPT Jais campus need to register with the Placement Cell of the Jais campus at the beginning of the placement drive for the concerned year.
- 1.2. Students interested in registering for placement services must submit the duly filled registration form along with the relevant documents on or before the notified date. Delayed registrations will not be entertained without justifiable reasons.
- 1.3. Students who could not register due to some of the reasons, including medical grounds or pursuing entrepreneurial activities, will be considered and allowed even at a later stage.
- 1.4. Once registration of a student is approved by the competent authority, the placement policy of the Institute in force or amended from time to time shall apply to the students concerned of the Institute.
- 1.5. The placement policy of the Institute in force or amended from time to time shall be deemed to have been accepted by the registered student.

### **2. Availing Final Placement Services:**

- 2.1. Placement Service is also a privilege extended to the students and thus should not be interpreted as a right.
- 2.2. Final Placement Service is only for the final year students graduating in that academic year (for example, a student graduating in 2026 can avail of the final placement drive 2025-26).
- 2.3. If any organization specifically requests information on unplaced students of an immediate past graduating batch, then only the unplaced students of that batch may be contacted, and their desired details may be shared with the organization concerned.

### **3. Eligibility for Participation in Placement Drive:**

- 3.1. Age: As per the participating organization's policy.
- 3.2. Medical conditions: As per the participating organization's policy.
- 3.3. CPI: Must meet graduating criteria as set by the Senate of the Institute. Further, the participating organizations may have additional criteria for CPI.

- 3.4. Students involved in disciplinary cases will not be considered for the placement process. Registration of such students(s) will be withheld until the case is unresolved and exonerated by the competent authorities. Student(s) will have to give very transparent and complete information regarding any involvement in “disciplinary case”. Concealing such information will lead to the cancellation of candidature for the placement process at any stage.
- 3.5. Students with pending dues of any form will not be allowed for the placement processes until they clear all the dues and submit the no dues form to the Placement Cell.
- 3.6. A student involved in a Police case/FIR will not be allowed. If they have received a PPO or offer from the company, the recruiter will be informed to take necessary action as per their HR policies.
- 3.7. Incomplete Grade (I): Students with “Incomplete course grade” will not be allowed for the placement process.
- 3.8. Backlog Cases- A student with backlog(s) will not be allowed to participate in the placement process.

#### **4. Intent to Participate in the Recruitment Process:**

- 4.1. In case an organization shows interest in participating in the campus drive, it is considered that all the registered students are willing to participate in the recruitment process of the concerned organization. The information regarding the participation of the company in campus placement activities shall be communicated to the students in due course of time.
- 4.2. In case a registered student shows an unwillingness to participate in the campus recruitment process of an organization visiting campus, full justifications with sufficient reasons must be submitted to the Placement Cell for the record.
- 4.3. Students must submit a signed copy of their unwillingness to Placement Cell. Else, a student may send an email stating the reason for the unwillingness to participate in the recruitment process of an organization visiting campus.

#### **5. Guidelines & Application Rules:**

- 5.1. All applications to the companies are to be made through the Placement Cell. If a student does not apply for a particular company before the deadline, he/she will not be allowed to participate in the selection process of that and subsequent companies.
- 5.2. Placement Cell is not responsible if a company decides to reject a student application based on PPT /presentations/workshops attendance.

- 5.3. All students are advised to check the company profile and background of each company thoroughly before applying. In the event of any clarification required, please cooperate with the Placement Cell before applying.
- 5.4. The student can withdraw his/her application to a company only if the last date of application/deadline is not over. There can be no withdrawals made after this date.
- 5.5. Students are expected to ensure that their resumes contain no ambiguous, incorrect, fraudulent, or misleading information. Resume evaluations will be conducted throughout the placement process. Should any discrepancies be discovered during verification at any stage, the student will be disqualified from all placement activities moving forward. Such actions will also invoke strict disciplinary measures.
- 5.6. Dress Code: Formals, Full Sleeve Shirt (tucked in), Trousers (full pants), Hair combed, Shoes (Polished), Churidar for Girls. Flip Flops/Sandal, Shorts, Sleeveless will not be allowed. Suits & Blazer are recommended.

## **6. Pre-placement offers policy:**

- 6.1. Students who do not wish to accept a PPO from their internship company on-campus/off-campus must notify both the company and the Placement Cell via email in advance.
- 6.2. Once a Pre-Placement Offer (PPO) is extended to a student, the rejection of the offer is not allowed. As a result, the student will be considered ineligible to participate in any further full-time placement drives.
- 6.3. Any student who fails to inform the Placement Cell about receiving a Pre-Placement Offer (PPO) will be prohibited from participating in the placement process. Additionally, if the student has secured a job through campus selection during this period, the companies where they are employed will be notified of this rule violation.
- 6.4. During the 8th semester (B. Tech) and 10th semester (IDD), if a Pre-Placement Offer (PPO) is extended to students, they must report immediately to the Placement Cell. If students receive any on-campus offers during the 7th semester or 9th semester, they are allowed to accept the PPO only if the company providing the campus offer agrees with the academic policy of the Institute. Otherwise, the student must forget the PPO.

## **7. Sharing Information with Recruiters**

- 7.1. The placement status of all eligible students may be shared with prospective organizations, if required.

## 8. Student Conduct, disciplinary action & Disqualification

- 8.1. Students who do not attend the Online Assessment, PPT, and Placement Process of any company after applying for it, without a valid reason, will face a ban from participating in 3 to 5 subsequent placement drives for which they are eligible.
- 8.2. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- 8.3. No discussions with recruiters about the selections or selection process are allowed. Students found to have engaged in any discussion with recruiters regarding the final selection list during personal interviews will be barred from participating in placement activities.
- 8.4. Cheating or using unfair means in any form, including marking proxies during the selection process, is strictly prohibited. Therefore, students are required not to look at the screens of other computers or use ChatGPT or Google search etc.
- 8.5. Any other matter of indiscipline, including the use of unfair means in assessment tests, fighting, assaulting someone, striking, protesting, and violating the institute's rules, will be examined by the disciplinary Committee.
- 8.6. Defaulters would be subjected to disciplinary action.

## 9. Number of Job Opportunities

- 9.1. The Placement Cell at the institute follows a one-student-one-job policy.
- 9.2. Since multiple companies will be visiting the campus on the same day, it is possible for a student to secure more than one job during the same interview slot. Consequently, each eligible student will need to submit their individual preferences in advance. These preferences will be taken into account if a student receives offers from more than one company during the placement process.
- 9.3. Students' eligibility to sit for multiple job offers based on the offered CTC (Cost to Company) guidelines is as follows:
  - 9.3.1. **Dream Category:** Companies offering CTC  $\geq$  15 Lacs Per Annum. Once a student gets offers / PPO from this category, they are out of the placement process.
  - 9.3.2. **First Job Category:** Companies offering CTC  $<$  15 Lacs Per Annum. one (1) more attempt is allowed. If the company offered a 6-month internship from January to June, students could only apply to companies which do not have a 6-month internship clause.

9.3.3. **Zero Job Category:** Companies offering CTC < 6 Lacs Per Annum. Multiple attempts are allowed for the existing CTC. If the company offered a 6-month internship from January to June, then students can apply to the companies which do not have a 6-month internship clause.

9.3.4. **Exclusive Job Category:** Firms that come with international profiles or offer over 50 Lacs CTC are categorized as exclusive companies. This means that irrespective of the time of the year of hiring, they can access almost the entire talent pool available (barring a few companies) irrespective of the placement status of the student.

9.4. Further, the decision may be taken by the Chairman T&P, in the larger interest of the institute and students of RGIPT.

## **10. Information Disclosure**

10.1. All students should disclose jobs secured on-campus/facilitated by the Institute or outside the campus.

10.2. In case a selected student fails to join the recruiting organization owing to unavoidable circumstances, the same must be communicated to the Placement Cell. Else, the concerned student may inform the concerned organization with a timely written intimation to the Placement Cell.

## **11. Placement Result Register**

11.1. The annual placement register shall be maintained by the Placement Cell.

11.2. All placed students must sign the placement register for record purposes.

11.3. The placement register shall be updated by the Placement Cell based on the campus and off-campus placement records obtained from the students.

11.4. Students who opted for Higher studies or who are preparing for competitive exams must disclose this during placement registration. As companies are particular about the joining ratio, the students seeking higher studies will be allowed during the fag end of the placement season, in the event they couldn't get the admit card.

11.5. Companies hire through various competitions like hackathons, codeathons, and hiring challenges hosted by other organizations. If a student gets an offer from those events, it is considered on-campus. All on-campus policies are applicable.

## **12. General Rules:**

12.1. Regularly check your mailbox and WhatsApp groups for updates and discussions.

12.2.Students must carry their college ID card at all times during interviews and screening tests.

No one will be allowed to enter the test or interview venue without their ID Card.

12.3.Students must carry a complete file with at least 5 copies of the resume, certificate copies while appearing for the interviews.

12.4.At the time of appearing for interviews, students MUST carry copies of the RGIPT resume format & NO other resume.

### **13. Right to Amend**

13.1.The Institute reserves the right to amend the placement policy if the need arises.

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