

PLACEMENT PROCEDURE, GUIDELINES & POLICY – CGPU CET

(w.e.f. 2021)

COLLEGE OF ENGINEERING TRIVANDRUM

Procedure

- The Career Guidance and Placement Unit (CGPU-CET) do the role of a facilitator and councilor for placement related activities. CGPU-CET does not guarantee a job.
- Companies / Organizations opting for recruitment from the institute shall furnish their credentials along with details of job offer (pay package, location, allowance and other incentives) along with preferred dates for the recruitment process. The dates will be discussed and mutually agreed upon with CGPU-CET.
- Companies visit the campus on the agreed date/s and conduct Pre-placement Talk (PPT)/tests and/or interviews based on their recruitment process.
- The company shall furnish the final list of selected students to CGPU-CET after the culmination of the recruitment process. It is desired that companies shall furnish the final list without much delay. The offer letters for the selected students shall be given to CGPU-CET and not directly to the students.

Guidelines

- The placement facility can be availed by all the students of the institute who are registered with CGPU-CET. Students shall fill their personal and academic details in CGPU-CET database and the same shall be updated whenever required. Furnishing of false information will result in disqualification of the student from the recruitment process.
- Any student against whom disciplinary action is pending will not be allowed to participate in the placement process.
- Students are instructed to keep their **Identity Card** with them at the time of Pre-placement Talk (PPT)/Test/Group Discussion/Interviews, and produce the same when asked by the visiting team, CGPU-CET staff or their representatives.

- Students shall **compulsorily attend** the Pre-Placement Talk (PPT) made by the companies. A candidate who is absent for the PPT without genuine reasons will be disqualified from the selection process of the company for which he/she has missed the PPT.
- Opting out of the selection process during the midway of the selection process is not allowed. Such students will be disqualified and will not be allowed to participate in any further recruitment process conducted by CGPU-CET.
- Students shall ascertain their eligibility before applying for a company. Hiding of facts shall be viewed seriously and such students will be disqualified and will not be allowed to participate in any further recruitment process conducted by CGPU-CET.
- Any sort of misbehavior on the part of students which affects the PPT/Selection process or reputation of the institution shall be viewed seriously and appropriate action will be taken depending on the severity of the situation.
- Cheating in all forms or making proxies during the selection process is strictly prohibited and those caught in such activities shall be debarred from all the recruitment process conducted by CGPU-CET. Also disciplinary action will be taken against such students.
- Canvassing with the Company Personnel will disqualify the candidature of the student. If students face any difficulty or have any queries, they should contact the member of Placement cell only. Students should not contact the recruiter directly. This should be **strictly** followed.
- Students should be **punctual** in attending the PPT/Selection process. Delay in reporting shall result in disqualification of the candidature.
- Students are **discouraged** to go for off-campus placements in the companies unless such placements are **approved** by the placement cell; since such conduct affects the company-institute relations adversely.

Policy

- There is **no restriction** on applying/appearing in recruitment process **until the first job** is secured. A student will be considered to have secured a job if his/her name appears in the selection list or an offer letter is received.
- Generally three slabs based on CTC are envisaged:
 - Slab 1: With CTC less than ₹ 6 Lakhs
 - Slab 2: With CTC equal to or greater than ₹ 6 Lakhs but less than 12 Lakhs
 - Slab 3: With CTC equal to or greater than 12 Lakhs
- The policy is to give **one job to one student at first instance**. However a student can be considered for subsequent jobs under following conditions:
 - Students who are placed in a particular slab can appear for placement in companies of higher slab provided he/she is not placed in a core company. A student placed in a core company can **only** appear for companies of **dream status**.
 - Students once placed, can appear for a core company only if the ctc of the core company is higher than the ctc of the already placed company.
 - Students placed in State or Central Public Sector Units / Central or State Government is not allowed to participate in further recruitment process.
 - Students pursuing UG/PG/PhD courses under QIP or other deputation schemes and those who are already on rolls of various companies but have taken leave to pursue these courses are not allowed to participate in the recruitment process conducted by CGPU.
- Companies are given dream status by CGPU-CET based on CTC, brand, credibility, relationship and past record of recruitment with the institute.
- A student who accepts the offer in any slab **and** complete the joining formalities of a company or has undergone substantial training process from the placed company shall not be allowed to participate in further recruitment process.

- Student who secures more than one job shall inform CGPU-CET as regards the job he/she is going to join well in advance.
- If a student does not accept an offer due to personal reasons / pursuing higher studies needs to inform CGPU-CET in writing well in advance. Rejection of offers without valid reasons will disqualify the candidate from attending further recruitment process.
- CGPU follows a self sustaining system. As followed in the previous years, all students who are placed through CGPU shall make a one-time contribution of 1(one) per cent of the cost-to-company (ctc) offered by the company, subject to a minimum of Rs. 3500 and maximum of Rs. 7500. The contribution shall be made prior to leaving the campus after completion of the course.
- The placement guidelines and policy is subject to revision based on the market situation, job scenario and other exigencies.
