



PLACEMENT CELL – REGISTRATION

AMAL JYOTHI COLLEGE OF ENGINEERING, KANJIRAPPALLY

University Reg. No :	YoP: 2025					
Name :						
Mobile Number :						
Email ID :						
Branch & Batch						
<input type="checkbox"/> CSE-A	<input type="checkbox"/> CSE-B	<input type="checkbox"/> ECE-A	<input type="checkbox"/> ECE-B	<input type="checkbox"/> IT	<input type="checkbox"/> EEE	<input type="checkbox"/> CHE
<input type="checkbox"/> ME-A	<input type="checkbox"/> ME-B	<input type="checkbox"/> CE-A	<input type="checkbox"/> CE-B	<input type="checkbox"/> AUE	<input type="checkbox"/> MET	<input type="checkbox"/> FT
<input type="checkbox"/> MCA	<input type="checkbox"/> INT MCA	<input type="checkbox"/> M.Tech: (Branch) _____				
Declaration:						
I read and understood the rules and guidelines mentioned in this document and agree to strictly adhere to the same. Placement Cell may take appropriate action following the violation of any rules from my side.						
_____	_____	_____				
(Date)	(Name)	(Signature)				

PLACEMENT GUIDELINES

The Placement Cell functions as a facilitator and counselor for placement related activities. It provides placement assistance to all the registered students.

Selection of Companies

Companies will be invited and recruitment drives will be scheduled by the Placement Cell on the basis of one or more of the following parameters:

- a) Job profile and growth prospects.
- b) The pay package offered by the company.
- c) Past record of recruitment at AJCE.
- d) Feedback from the alumni regarding the company.

Eligibility Criterion

- a) Eligibility criteria varies according to companies. Candidates who secured an aggregate of 60% and above throughout (from SSC onwards) their academics and having no standing backlogs in B.Tech/M.Tech/MCA, will be treated as Green Zone. The institute will put maximum effort to place all the students who come under Green Zone.
- b) Students with an aggregate less than 60% or having backlogs will be in Red Zone. However, if a particular company permits students with backlogs, they will be allowed to attend those interviews.

Necessary placement assistance will be given to them. Prior to onboarding process, the candidates are expected to clear all arrears and complete the entire course.

- c) For non-technical jobs (like Business Development Associate, administration, management, banking etc.), aggregate or backlogs may not be a criterion. Exceptionally good communication skills, soft skills and impressive professional etiquette are required for these jobs.
- d) Some companies recruit candidates based on their outstanding skills in programming or knowledge in using certain tools/software or based on the certifications done. Aggregate or backlogs may not be a criterion for such companies as well.
- e) During the final semester/at the time of joining, if the student happens to have arrears, or the aggregate stands below the required level as per the company norms, their job offer/letter of intent/confirmation mail stands cancelled as per the company norms.

Rules for Placement

1. Only those candidates who are looking for a career immediately after the currently pursuing course needs to register with Placement Cell. Candidates who are planning for entrepreneurship or higher studies should not opt for 'placement' at any cost.
2. The Placement Committee strictly enforces One-Student-One-Job Offer policy.
3. The companies visiting the campus are divided into various categories based on the pay package (Cost to Company or CTC) offered:
 - Category A : Companies offering CTC greater than Rs. 5 LPA or those listed as Tier-1 organization by Placement Cell.
 - Category B : Companies offering CTC from Rs. 3 LPA to less than Rs. 5 LPA.
 - Category C : Companies offering CTC less than Rs. 3 LPA.
 - a) As soon as the student secures a job in a company belonging to Category-A, he/she will be out of the Placement Session and will not be allowed to attempt for any other company.
 - b) A student can appear for a company of Category-A on campus under either of the following cases:
 - i. The student has not been placed in any company.
 - ii. The student has been placed in a company of Category-B and 90% of the students in Green Zone have been placed in his/her respective branch.
 - iii. The student has been placed in a company of Category-C.
 - c) A Student can appear for a company of Category-B on campus under cases b (i) or b (iii).
 - d) A Student can appear for a company of Category-C under case b (i).
 - e) In case of a student being offered multiple jobs (in different categories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.
 - f) In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arises a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
 - g) A student rejecting an internship offered through Placement Cell is required to inform (in writing through faculty mentor) the Placement Office. Internships which may lead to a job will also be considered as placement in that company.
4. Subject to the conditions mentioned above, students registered with Placement Cell are given the choice to select the company for placement, based on their eligibility, priorities or specialization. Candidates are directed to thoroughly review the job description, understand the nature of the work

and responsibilities involved, assess the salary structure, and research the company before registering for any recruitment drive. Excuses such as cancelling the candidature after registering for the drive or rejecting the offer after getting job confirmation will not be entertained.

5. The Placement Cell consistently conducts a thorough background study before considering any company for recruiting students from AJCE. Our objective is to ensure that the companies we engage with are reputable and offer genuine opportunities for career growth and development. However, students are also strongly advised to conduct their own research on potential employers. By conducting their own due diligence, students can make informed decisions and choose employers that align with their career goals and aspirations.
6. The Placement Cell does not endorse recruitments that require any form of payment for candidate selection. However, some companies may demand training fees after selection for specialized training based on your interview performance. Any such demands from the employer's side should be brought to the attention of the Placement Cell immediately. It is the candidate's responsibility to decide whether to proceed with such offers and manage the associated training fees independently. The Placement Cell will not take any responsibilities in such cases.
7. Exclusive recruitments by certain companies (considered as Tier-1 organizations) are to be treated with the utmost importance, requiring extremely professional and impeccable behavior from students. Any action causing a bad reputation for our college will result in strict disciplinary measures, including debarring from the Placement Cell.
8. In certain instances, companies may request the Placement Department's assistance in shortlisting a limited set of candidates who meet specific requirements or skills. Feedbacks and recommendations from respective departments will be considered for shortlisting candidates in such cases.
9. Companies typically conduct thorough background verification of selected candidates before onboarding. This includes verifying academic details through the university, college, and Placement Cell, as well as through police checks. Providing false information during registration or job securing may lead to severe consequences, including a lifetime ban by companies. Students found guilty of such actions, resulting in a bad reputation for the college, will be immediately debarred from all placement activities for the rest of the year.
10. Students are advised to actively seek job opportunities through external sources as well since companies looking for candidates with specific skills, having limited vacancies, or those from remote locations may not conduct campus recruitment drives. Register on job sites and maintain a professional and active LinkedIn account.

Placement Database

11. Student's Database is an integral part for placement activities. Candidate list will be filtered out from this database based on the eligibility criteria of specific company and emails with registration link will be forwarded only to those candidates.
12. *If there is any change in the personal/contact details, aggregate or number of backlogs, the registered students must visit Placement Cell in-person and update the details at the earliest. Failing to do this, if a student misses a chance to appear for a recruitment drive, Placement Cell will not be responsible. Once the candidate list is mailed to the recruiting firm, no changes or additions will be entertained at any cost.*
13. Personal and academic details updated with database should be genuine. Do not round-off marks. Any students found violating this instruction will be debarred from Placement Cell.

Recruitment Drives- Registration, Participation, Communication

14. Recruitment notifications will be communicated to the eligible registered candidates. If interested to participate, they must register for the drive, as directed, before the deadline mentioned. Late registrations will not be entertained and candidates will miss the opportunity to attend the drive.
15. Candidates should take utmost care while entering data in the registration form; especially the contact details. In case of wrong data, students will miss the chance and will be considered as unauthorized absence.
16. Candidates are advised to keep their updated resume handy in both hardcopy and softcopy formats. Softcopies of certificates, passport size photos, Government as well as college ID cards and resumes should be stored in an accessible location such as Google Drive, ensuring they can be retrieved in case of an emergency.
17. When uploading resumes or certificates in registration forms, make sure the correct files are uploaded and renamed according to the instructed format.
18. By mistake, if any ineligible candidates received the email with registration link for a recruitment drive, do not register and report the same to Placement Cell immediately.
19. Once registered, any genuine inconveniences for attending any of the recruitment process, must be informed through a written statement to Placement Cell, before the candidate list is forwarded to the recruiting firm.
20. A student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
21. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
22. All communication from the Placement Cell will be sent to individual email-ids. Students should check the mail daily without fail. Placement Cell is not responsible if the candidate fails to check the mails and thereby is not informed of the opportunities/ lack of information.
23. Students are not allowed to share any emails/official communication, registration links etc from Placement Cell to your colleagues or friends, unless directed. Strict actions will be taken against the students violating this rule and will be debarred from Placement Cell. Any concerns/complaints regarding the same may be reported directly, in-person, to the Placement Cell.
24. Once a student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off-campus or on-campus. But, it is of their liberty to search for better job through own effort.
25. Students should be ready to attend any screening programme conducted by Placement Cell on the request of companies. Short- listed students list only will be forwarded to companies.
26. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.

General Instructions for associating with Placement Cell**Training Program**

27. Placement training is an integral part of the recruitment process. It is extremely difficult to pass the aptitude and coding rounds without proper training. All students from all departments are advised to attend the aptitude training program arranged by the Placement Cell. Additionally, technical (coding) training is highly recommended for candidates pursuing a career in the IT industry. The training fee must be paid before the program commences.
28. All students must attend the training programmes, mock interviews and the mock GDs scheduled by Placement Cell. Students may request for mock interviews/assistance if required.
29. Prior to recruitments by major corporate, company-specified training may also be given to eligible students.

Resume

30. An updated and customized ATS friendly resume has to be prepared well in advance. Fine-tuned resume should be ready for inspection one week ahead of the selection process.
31. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

Dress code

32. *Students must be formally dressed whenever they participate in any sort of interaction with a company. Violating this may lead to expulsion from recruitment process. Neat, tidy and properly ironed college uniform is mandatory for attending the recruitment process.*
- i. *Requirement for gents: Well shaven face, hair properly cut and combed, nails pruned, impressive dressing, polished shoes, cheerful and respectful face.*
- ii. *Requirement for ladies: Well combed hair, moderate make-up, and excellent dress with neat footwear, pleasant and respectful face.*

Paraphernalia

33. *Students must keep their College Identity Card as well as a valid Government issued ID card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives.*
34. *Candidates must carry a minimum of 3 copies of their updated resume, 2 recent passport size photographs for the GD/Interview of a company. Originals/photocopies of mark list (X, XII, B.Tech/UG, PG), certificates of special achievements, if any, must be carried by students during recruitment process.*
35. *Candidates must carry necessary paraphernalia while attending online/offline tests and personal interviews. You are not allowed to borrow the same from fellow candidates while the recruitment is in progress. Calculators are allowed inside exam hall only if permitted by the recruiting team.*

Discipline, Punctuality and Participation

36. Students should maintain discipline and decorum in every activity during the placement process. Any improper behavior from candidates during the recruitment process or towards the recruitment team will lead to disciplinary actions and termination of candidate from placement activities.
37. Candidates should report at the venue on time as instructed or at least 30 minutes before the commencement of the recruitment process.

38. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
39. It is compulsory for every student to attend the Pre-Placement Talk (PPT) of a company in formal for which the candidate has applied. Otherwise the candidate will not be allowed to participate in the placement process of that company.
40. Candidates may clarify their queries with the recruiting team at the time of Pre-Placement Talk (PPT). Make the PPT as interactive as possible. Candidates should have a proper background study of the recruiting firm before attending the drive.
41. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. They should reach for PPT/Test/Group Discussion/Interviews on time. They will not be allowed to leave the Hall before the PPT finished. Any student found violating this will be liable to disciplinary action.
42. Unless permitted, candidates are not permitted to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
43. Students misbehaving in any manner with the company officials, staff of the Training and Placement Cell or student representatives will be debarred from Placement Session.
44. If a student is found adopting unfair means of any kind in placement procedure of any company, he/she will be debarred from all future recruitment drives.

Joining Procedures, Bond

45. Following contingencies may occur:
 1. The company may require the selected candidate to complete the entire course before joining. This best alternative would be supported by the college in the interest of the company and the student. Students have to take full advantage and complete the course in full earnest.
 2. Once a student takes up a job with any company, it is mandatory for the student to work at least 18 to 24 months with the recruiter to maintain the relationship of the institute and industry.
 3. Most companies that recruits fresher's may follow a bond system of minimum two years. Candidates must understand the terms and conditions by the company prior to the recruitment process or at the time of pre-placement talk. Once selected, the students must join the company by signing the legal bond without fail and any sort of excuses on this regard will not be entertained.
 4. Sometimes, candidates may need to join internships after selection, even before the end of their course.
 5. The date of joining or onboarding is at the company's discretion, and the college cannot influence such decisions. In some cases, there might be delays. Candidates are advised to utilize the waiting period by pursuing certifications or engaging in other productive activities.
 6. The management of Placement Cell shall not be responsible for the cancellation of job offer / letter of intent / confirmation mail by the recruited company.

Letter of Intent (LoI)/Offer Letter/Appointment Order

46. Candidates receiving job confirmation from the recruiting firm should immediately report the same to Placement Cell.
47. Upon selection, candidates must submit the self-attested photocopy of the offer letter/Appointment order to the Placement Cell for future reference, accreditation and auditing purpose.

General Guidelines, Procedures

48. Placement is an on-going process. Even after graduation, Placement Cell will extend the services to registered candidates for at least two more years. Recruitment drives may be scheduled on-campus, off-campus or company direct. Students must strictly follow the guidance from Placement Cell.
49. Students are restricted from contacting company executives directly for any official communications. Any sort of communication must be through Placement Cell only. Once a student gets placed, an email ID may be provided by the company for official communications. In such cases, for any email communication with the company officials, Placement Cell officials should be kept in email CC.
50. Placement committee will not personally recommend to the HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
51. Students recruited by companies will have to undergo a background verification process. All personal and academic details will be verified by the professional agencies before issuing the appointment order. This includes the eligibility of candidate at the time of attending the recruitment process. So, only those candidates who meet the eligibility criteria should register for the recruitment drive. In some cases, candidates' character, social media accounts and family background will also be verified. Offer will be cancelled if the candidate fails in background verification process.
52. Candidates must sign the attendance register whenever they attend the recruitment drives or events organized by Placement Cell
53. Students shall be prepared to attend off campus interviews arranged by the Placement Cell at their own expense. The College management might arrange conveyance for off-campus recruitments up to the neighboring districts, provided, there are at least 20 eligible candidates and the college bus is available for service. The bus will return only after the completion of entire recruitment process.
54. If the market situation and job scenario necessitate a revision in the Placement policy, it will be done in a manner maximizing the benefit to the student community as a whole.
55. Candidates should be alert on the fake recruiters who demand money or personal bank account details for job offers. Such cases should be intimated to Placement Cell at the earliest.

Caution Deposit

56. In concurrence with the decision of college management, as a remedial measure to avoid unauthorized absence during recruitment process, students must remit a refundable caution deposit of Rs. 2,000/- with Placement Cell at the time of registering. Based on the job description shared, candidates may decide whether to register for a particular recruitment drive or not. Once registered and the candidate list is mailed to the recruiting firm, cancellation will not be permitted. Students, who register for a recruitment drive, but absent themselves (exception for verified emergency or medical reasons), will have to pay a fine as follows: (which will be deducted from the caution deposit)
 - a) First unauthorized absence: Rs. 1,000/-
 - b) Second unauthorized absence: Rs. 2,000/- and will be removed from placement process.
57. Any students found violating the rules and regulations mentioned in this document or involved in any sort of fraudulent activities or by misbehavior or unprofessional activities causing bad reputation to the college or its authorities, will be debarred from the Placement Cell and their caution deposit will not be refunded. Disciplinary action will be taken against the violators.
58. Caution deposit will be refunded to the bank account of eligible candidates only after the end of academic year. Placement Cell will not take any responsibility for the loss of cash due to any mistake in the bank account details provided by the candidate.