



## Placement Policy for Recruiting Organizations: AY 2022-2023 Batch

The T&P Cell, Government College of Engineering, Yavatmal welcomes all recruiting organizations to take active part in the Placement Process during the academic year 2022-2023. Government College of Engineering, Yavatmal assigns considerable importance to the Placement Process and extends all support to facilitate a match between recruiter expectations and student aspirations. The institute Placement Team consists of a T&P Officer, Prof. I/c of T&P from respective Program Departments and support staff including Student Coordinators of T&P.

This team endeavors to see that GCOE, Yavatmal is the most preferred destination for recruiting organization. To realize a win-win situation for GCOE, Yavatmal and our partner recruiting organization, all are expected to follow it strictly. It may be noted that some policy change may take place during the year in the best interest of the stakeholders and which will be duly informed to the recruiters.

The *Placement Policy for Recruiting Organizations* is applicable to all recruiting organizations that are invited to participate in the academic year 2022-2023 campus placements of GCOE, Yavatmal.

### 1. Placement Season:

The placement season started is scheduled to begin from August End Week/September 5, 2022 and will continue up to June 30, 2023. Preference would be given to Core sector engineering companies and Software product/services companies in the first half of the placement season. The mail placement season is slated for September Second/Third week.

### 2. General Guidelines for Recruiting Organizations:

- A) Recruiting organizations are requested to mark all GCOE, Yavatmal related placement communication to [mmd101@gmail.com](mailto:mmd101@gmail.com).
- B) Recruiting organizations are requested **NOT to involve** anybody from GCOE, Yavatmal in the decision making process while short listing or selecting candidates.
- C) All job offers are to be made **THROUGH** the T&P Cell only. The acceptance letters of students selected by the organization will also be sent through the Placement Office.
- D) The schedule for various activities pertaining to a recruiting organization as informed by the Institute Placement Team from time to time will have to be strictly followed.
- E) Recruiting organizations should **NOT** contact any students (by phone, email or any other means) unless he/she has been selected by the organization through campus placement or is otherwise explicitly permitted to do so by the Placement Office.
- F) CTC/Salary information should be provided in terms of **gross salary** per annum. The institute takes utmost care to maintain confidentiality of this information. The minimum salary to be offered to the AY 2022-23 batch graduates shall not be less than INR 3.50 lacs per annum. Break-up of the CTC in terms of various allowances, fixed and variable component, joining bonus and stock options to be

vested shall be clearly indicated. The recruiting organizations shall not include any hidden costs in the CTC document which may not be paid to the candidates as part of their salary. Any charges to be deducted from the salary shall be clearly mentioned and the value of such component is adhered to.

- G) The recruiting organizations shall also clearly mention the related terms and conditions which will govern the joining and service matters of campus selects including:
- (i) Exact date and place of joining, whether accommodation and transport will be provided by the recruiting organization and list of documents which will be required to be submitted by the new joiners. The institute will provide the campus selects with provisional degree certificate and copy of the final semester grade card to validate their academic credentials. In the event of non-availability of these documents (*in such cases where the campus selects are required to join the organization before these documents are officially provided by the institute*), the recruiting organizations are requested to allow the campus selects to join provisionally on the basis of Course Completion Certificate/Academic Activity Completion Certificate.
  - (ii) Any agreement/bond is to be signed by the candidates before joining duration of the bond period and value of the bond. The agreement signing process and legal process shall be clearly mentioned along-with the list of documents to be submitted along-with the bond papers.
  - (iii) Training period after joining, any performance test after training which may impact the continuation of the campus select in the organization,
  - (iv) The recruiting organizations are required to follow the Placement Guidelines on the day of their campus visit. The Placement Guidelines will be communicated a few days prior to the scheduled date of campus visit.
- H) The institute allows the campus selects to undergo 6-Month Full-Time onsite Internship during their Eighth Semester and the recruiting organizations are requested to clearly indicate their willingness to on-board the campus selects for internship to the institute before the campus drive so that the option will be known to the campus appearing students. Such internships will be governed by the institute 'Internship Policy', a copy of which will be made available to the recruiting organization during the campus visit. Specific terms and conditions of the internship program to be offered by the recruiting organizations shall be shared with the institute/campus selects.
- I) The recruiting organizations shall provide requisite details regarding mode of internship to be offered to the campus selects like onsite, remote, part-time, proctor monitored and whether successful completion of the internship by the campus selects will be a pre-requisite to their joining the organization.
- J) The recruiting organizations who offer such full-time internship to the students selected by them in the campus recruitment shall also provide the institute (i) Certified Attendance sheet during the period of internship (ii) Internship Evaluation Report (in the format to be shared by the institute) & (iii) Internship Completion Certificate on the successful completion of the internship or as per the institute academic requirements.

Extracted below are some sections of GCOE, Yavatmal *Placement Policy for Students*, which may be of interest to the recruiting organizations.

**Extract from *Placement Policy for Students: GCOE, Yavatmal AY 2022-2023 Batch***

**1. Sanctity of Eligibility Criteria:**

- (a) The eligibility (academic and other) for particular campus recruitment is always specified by that company and is not subject to any change at the institute level. It is expected that 'No concessions' in this regard shall be asked by any individual student or group of students.

- (b) Any student who misrepresented his/her eligibility for any campus recruitment process shall be disqualified from further campus recruitment process.

## 2. Norms for Campus Recruitment:

- (a) **Undertaking** - All participating students in AY 2022-23 Batch campus recruitment process shall sign an undertaking available with the T&P Cell to approve of general rules and guidelines to be followed.
- (b) **Registration process for a campus interview:**
- i) The process of registration by eligible and interested students for each campus interview will be followed. The T&P Cell will notify the faculty I/c of T&P, students and coordinators about the schedule and other relevant details. The preferred mode of communication will be e-mail of individual students and/or the official Whatsapp group administered by the T&P Cell. The mail will be routed through the T&P Coordinators and Staff I/c of T&P.
  - ii) The registration for a campus interview process is to be done in person by the concerned student by signing on the registration sheet provided by T&P Cell as per the notified schedule. No proxy registration is allowed. Any student who is guilty of proxy registration will be disqualified from the campus recruitment process.
  - iii) **Registration** - Registration by a student for campus interview shall be irreversible. He / She will not be able to withdraw from the campus interview process of that company at any stage of the process. No such permission will be granted to any student. The institute has to commit the talent pool from which the company has the liberty to select the best available talent. Any student withdrawing from the process midway essentially vitiates the spirit of the process and hence unjustifiable.

## 3. Campus Recruitment: Process Requirement (Completion of Selection and Joining Formalities):

- i) It will be the duty of all campus selects to complete all selection and joining related formalities as per the company specific requirement within the stipulated timeline. The selection related formalities include acceptance of offer made by the company, signing of agreement / bond (if applicable), Medical Examination, providing them all documentation (Passport / PAN card) as required, submission of personal history form, authentic contact details with permanent postal address *etc.*
- ii) A student who has got selected in a company through campus recruitment will have to accept the offer and honor it by completing all pre-joining formalities and actually joining the company as per the date of joining.
- iii) A student who has got selected through an in-campus selection process and did not either accept the offer or join the company within stipulated schedule would be deemed to have violated the Placement Policy of the institute and the following set of actions would be recommended to the Chairman, T&P Committee against such students.

## 4. Undertaking by Student and Parents - An undertaking by students and his/her parents to the institute to the effect that their son/daughter will be worthy of punishment in case he/she violates any of the rules and regulations as prescribed in the Placement policy of the institute for AY 2022-23 Batch. The undertaking will be taken from all AY 2022-23 Batch campus recruitment registered students stating that he/she will join the company once he/she get the appointment letter as per the company schedule and requirements.

## 5. Policy for Selection Offer

- i) **Multiple Offers** – The placement policy of the institute is designed to benefit all campus eligible students so that maximum number of students gets real opportunity to secure job offers through campus recruitment. (a) The requirement of software / IT sector Tier I companies with regards to

DAY 1 slot has also required to be taken into consideration (b) The core sector companies also need valid access to best talent pool of respective streams.

- ii) **Number of Offers** – The institute will follow the policy of ‘one student one offer’ with some concession given, like (a) A student getting offers from more than one DAY 1 company. After the Day 1 process is over, the student will be required to give his preference for the offer to be accepted by the her/him which will be irreversible (b) A student from non CS/IT disciplines with one offer from Software/IT Sector Company gets opportunity to appear for interview process of core engineering company of his / her choice which may visit after the placement season of software companies. If the student gets selected in the core company then, his/her previous Software/IT Sector Company offer automatically stands withdrawn.

This option will not be available in any manner to students who gets selected in core companies before the recruitment of software companies.

(c) This option will be made available to the selected students based on the judgment about placement scenario at that point of time and the decision of the T&P Cell in this regard will be final and will be binding.

(d) Dream company – A student selected through campus recruitment in a company can register and appear for the interview process of ‘Dream Status’ company which must have CTC increment of more than 100% of the original offer. To appear for the Dream company interview, the concerned student must provide undertaking that he / she will accept the latest offer and give a written submission for cancellation of earlier offer. The institute reserves the right to accord ‘Dream Company’ status to a company based on institutional needs and perception. The condition of 100% increment in the previous offer may be waived off in such cases.

All such instances wherein ‘Dream Company’ status is accorded to a company will be pre-announced to the campus eligible students.

## 6. Communication with Company HR:

- (a) Communication with company:
- i) All communication with the company in which a student has got selected shall be either done by the T&P Officer or through him. No direct communication with company HR shall be done. Any communication received from the company by the students shall be forwarded to the T&P Officer for record.
  - ii) If a selected student communicates directly to the company HR / Complains directly to company HR/post incriminating comment on social networking sites about the company will be disqualified from the campus recruitment process and his/her name will be recommended to the T&P Committee for showing dissent and indiscipline.
  - iii) The responsibility pertaining to direct communication with HR by a selected student will solely lie with her/him only

*(To be shared with the recruiting organization before the campus visit).*

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