GKCIET, Malda

Training and Placement Policy

A. ELIGIBILITY:

A.1. All the regular students (Diploma, B.Tech) who are expected to pass out from the Institute by the end of the academic year are eligible for the campus placement/ interview, coordinated by Training and Placement Cell of GKCIET.

A.2. Students having Supplementary/ live Backlog papers will not be eligible for any placement related activities until they clear the same except if the company allows them.

A.3. All eligible Students can appear for jobs in CATEGORY -2. However, if a student is offered with a job in CATEGORY-2 at the first instance, then he or she is not eligible for jobs in CATEGORY-1.

A.4. An eligible student can accept 1(one) job offer in CATEGORY-1; 1(one) job offer in CATEGORY-2. However, the student will be eligible for CATEGORY-3 .

A.5. After securing a job offer in the CATEGORY-3 (DREAM) the student will be taken out from all other placement processes, except the PSUs. The student will not be allowed to participate in any other placement activity thereafter.

	CATEGORY-1	Companies offering CTC below 3 LPA
	CATEGORY-2	Companies offering CTC between 3 LPA and 8 LPA
	CATEGORY-3	Companies offering CTC above 8 LPA [Designated as DREAM Job]

A.6. Mass recruiter will fall under Category 2 irrespective of CTC.

B. REGISTRATION:

B.1. Registration of all the eligible students from any academic program / courses will be done by filling up the registration form (Google Form).

B.2. Campus Placement is a facility provided for the students of GKCIET. Registration is compulsory for the students to participate in the campus placement. Only registered students are allowed to appear in campus recruitment process

B.3. All data filled in the registration form to maintain the data base should be genuine and should be verified by the faculty-in-charge of concerned department and any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to Institute Disciplinary Committee for appropriate disciplinary action.

B.4. It is compulsory for all students to have PASSPORT/PAN CARD/ AADHAR CARD within 90 days of registration with T&P Cell.

C. DEREGISTRATION:

C.1. All data filled in the registration form to maintain the data base should be genuine and should be verified by the faculty-in-charge of concerned department and any student found violating this rule will be deregistered from

the placements for the rest of the academic year and any student found involved may be referred to same Institute Disciplinary Committee for further action.

C.2. Students will be de-registered from the placement session as per the institute rules if they are involved in any indiscipline activities in any stage of the registration process and campus recruitment.

D. PLACEMENT/INTERNSHIP / VOCATIONAL TRAINING: PLACEMENT:

D.1. Students who will be shortlisted for any particular placement process are bound to go through the entire selection process unless rejected by the corresponding company. Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the next five successive companies.

D.2. It is the responsibility of the student to check Emails/ Coordinator Whatsapps/ announcements/notices/updated information/shortlisted names etc. in the notice-boards of the Training and Placement Cell/ Placement webpage at the Institute website.

D.3. Students must bring their identity cards with them whenever they go through a placement process.

D.4. Students are expected to be on time as per the announcements. Late comers for any of the interview process will not be allowed to appear for the selection process.

D.5. After notification of the placement process of the particular company, the student has to express his/her willingness for appearing in the online/ virtual/ on campus/ off–campus recruitment process for a particular company. If a student does not appear in that company even after expressing willingness, then she/he will not be allowed for any further placements process for the rest of the academic year.

D.6. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.

D.7. Students found cheating or misbehaving or these activities informed by the companies to the Training and Placement Cell in the selection process (PPT/ Test/ GD/ Interview) will be disallowed from the placements for the rest of the academic year.

D.8. Students must be formally dressed (usually white shirt, black trouser, tie & black blazer (during winter) whenever they participate in any sort of interaction with a company. Training and Placement Cell reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

D.9. As the placement process is official, students shall be eligible for attendance on the placement dates and the attendance will be sent to the respective departmental HODs. Attendance will be given only for the period of online

test/ group discussion/ interview. The Training Placement Representative (TPR) on duty will be given the attendance for the whole day with prior permission.

D.10. If there are more than 1 (one) company allotted for placement interviews on the same day, common shortlisted students will have to give their order of preference, in case of final selection in more than 1 (one) company on the same day, before the start of the interview process of the companies.

D.11. If the students are selected in the both companies, he/she has to accept the valid offer as per their given preference.

D.12. Students will be allowed for campus drive only if they completely attend Finishing School programme organized by Training and Placement Office.

INTERNSHIP / VOCATIONAL TRAINING:

a) All the undergraduate students of from GKCIET, Malda have to undergo internship of a minimum period of 15 days in any Industry/ Research Organization of their choice and any internship will not be allowed beyond or prior to the notified Vacation period (Semester Break).

b) The Internship/ Vocational Training (VT) forms to be used, are obtained from the website. If the formats are supplied by organization, the same should be forwarded by Training and Placement Cell. Any internship which is not processed through the Training and Placement cell will not be considered.

c) The filled in forms are to be forwarded by Mentor/ HOD of the respective department and submitted to the Training and Placement Cell (in 3rd Semester onwards).

d) Any internship offered through Training and Placement Cell has to be accepted and rejection of it will debar him/ her from placement process.

e) Students have to accept the PPO if obtained during internship otherwise he/ she will not be allowed in the placements process for the next year.

f) Students applying to INTERNSHALA for internship must take prior permission from Training and Placement Cell.

For all matters not covered by the above regulations, the Training and Placement Cell will use its discretion to take appropriate decisions.

E. DREAM JOB OPTION:

E.1. A company with CTC above 8 LPA and PSU can be given DREAM status only for those branches/ courses that have achieved at least 75% placements in that session.

E.2. If a company is given dream status for a particular branch then Eligible students of that branch even with one job offer in CATEGORY-1 and CATEGORY-2 will be allowed to sit for this category .

E.3. All eligible students, excluding PPO holders will be allowed to participate in the hiring process of DREAM Job.

E.4. Any deviation from this policy under extraordinary circumstances will be dealt with at the discretion of the Training and Placement Cell.

F. PRE-PLACEMENT TALKS (PPT) AND OFFERS:

F.1. Notices of the PPT will be will be emailed by Training and Placement Cell of the Institute. Students should occupy the venue 15-mintues before the scheduled start of the PPT.

F.2. Students interested in a particular company, must attend its PPT without fail.

F.3. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc. with the companies during PPT.

F.4. If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

F.5. A student must submit his/ her acceptance to the Training and Placement Cell, for the **on- campus** job offered, within 24 hours of result announcement.

F.6. In case, students decide not to join the company, they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Training and Placement Office.

F.7. If a student gets an **off campus** offer, then he/she should inform the Training and Placement Office about the **off campus** offer within 24 hours of offer confirmation.

F.8. All students who will be offered PPO (Pre-Placement Offer) are bound to accept the aforesaid offer except dream job (PSU) and hence all recruitment/placement related activities will be frozen for that student.

F.9. Once the job (National and International) is offered to the students, they have their own responsibilities to join the organization according to the terms and conditions offered by the organization. Institute does not have any further responsibilities on the same.

For all matters not covered by the above regulations, the Training and Placement Cell will use its discretion to take appropriate decisions.

N.B. :

a) The Institute is not a job provider. The role of the institute is to offer quality education to the students so that they can excel in their lives. The responsibility of the Training and Placement Cell (TPC) is to facilitate and counsel the students for placement & Internship related activities. It ensures equal employment opportunities for all the eligible students and does not guarantee a job.

b) The role of Training & Placement Cell endeavors to become a link between the Job Seekers [i.e. Students] and Job providers [i.e. Companies / Corporate Industries] by building up their potential and networking with companies.

PLACEMENT GUIDELINES FOR COMPANIES:

a) Companies are required to fill the Campus Placement Information (CPI) Form and/or Internship Form, as per their requirement, to hire students from GKCIET.

b) All eligible Students can appear for jobs in CATEGORY-2. However, if a student is offered with a job in CATEGORY-2 at the first instance, then he or she is not eligible for jobs in CATEGORY-1.

c) An eligible student can accept ONLY 1 (one) job offer in each category.

d) After securing a job offer in the CATEGORY-3 (DREAM) the student will be taken out from all other placement processes, except the PSUs. The student will not be allowed to participate in any other placement activity thereafter.

	CATEGORY-1	Companies offering CTC below 3 LPA
	CATEGORY-2	Companies offering CTC between 3 LPA and 8 LPA
	CATEGORY-3	Companies offering CTC above 8 LPA [Designated as DREAM Job]

e) If there are more than 1 (one) company allotted for placement interviews on the same day, common shortlisted students will have to give their order of preference, in case of final selection in more than 1 (one) company on the same day, before the start of the interview process of the companies.

f) If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

g) Companies must confirm the Date of Joining to the candidates for Internship and/or Full time roles only after discussion and approval from the Training and Placement Cell.

h) Companies should route all kinds of information only through Training and Placement Cell. Any communication directly extended to the student without prior confirmation from Training and Placement Cell will stand invalid.

Downloads:

1. Training and Internship Application Form
2. Industrial Visit Application Form