

Shri Ramdeobaba College of Engineering and Management, Nagpur

Placement Policy – Batch 2025

Objectives

- To acquaint the students with the rules and regulations governing the placement activity.
- To help the students strategize their placement preparation.
- To achieve a perfect balance of the aspirations of the students and the goals of the institute

Introduction

The Placement Policy is a guiding document for all the students seeking placement through the Career Development and Placement Cell (CDPC) of the college as well as for the faculty and staff of the CDPC. The Placement Policy intends to promote placements. It contains the rules and regulations which will govern and guide the placement activity through the pre-placement, during placement and post placement stages. It also spells out the procedures and the processes to be followed by the students, expectations from the students and also the responsibilities of the students while availing the placement support from the institute. It expects a strict compliance of the same by the students.

The Placement Policy for the 2025 batch has been drafted keeping in mind the dynamic needs of the Job market and evolving recruitment practices of the employers and further refined considering the experiences and insights gained in the previous year.

Pre Placement Policy

1. Active Engagement:

- Regular attendance and punctuality are imperative for all pre-placement talks, interviews, and other placement-related activities organized by the CDPC.
- Failure to attend scheduled placement activities may result in penalties affecting placement opportunities.

2. Resume Building and Portfolio Development:

- Well-structured ATS compatible resume highlighting academic achievements, extracurricular activities, internships, projects, and any relevant experiences.
- Develop a portfolio showcasing projects, designs, or research work that demonstrates practical skills and capabilities. It is also recommended to carry a brief document on the project outcomes planned and achieved by the projects.
- Non-compliant portfolio may result in exclusion from certain placement activities.

3. Profile Building customized as per industry requirements:

- Tailored resumes and applications to highlight skills, experiences, and achievements aligning with the job description, ensuring a direct match and increased chances of profile-based short listing.
- Generic applications will not be accepted.

4. Certifications and Pro-Active Participation:

- To obtain relevant certifications based on the job profile as per their career goals. CDPC also recommends that students should pursue certifications prevailing in industry like Salesforce Trailhead that includes earning badges and super batches, Google Developers Community Certifications, Presence on coding websites including HackerRank, CodeChef and earn stars to build profile, Cloud Certifications of AWS, Azure and Google Cloud. CISCO Network Academy, Oracle Devgym, Udemy/Coursera, or equivalent are highly recommended.
- Students registered with CDPC can avail free certification of CISCO Netacad and EduSkills from the college.
- It is highly recommended to include the links to your professional certifications on your LinkedIn profile and resume to showcase your skillsets in public.
- Active participation in industry coding competitions is highly recommended as it helps to get pre-placement offer.
- Students are expected to participate in coding tests conducted by prominent IT companies like Infosys (InfinityQ), TCS (NQT), Cisco and other renowned coding platforms such as CodeChef, Geeks for Geeks, LeetCode, CodeForces, etc.
- Most of the In-campus companies prefer HackerEarth and HackerRank for coding assessment.
- Non-participation could result in reduced placement opportunities or benefits.

5. Ethical Representation:

- Submit all the information without any typographical errors.
- Provide truthful and accurate information in the resumes, interviews, and any other communication made through the official channels during the placement process.
- Avoid any form of misleading or fraudulent representation, as it jeopardizes your credibility.
- Consequences for unethical behavior during placement drive:
 - The candidate is likely to be disqualified from consideration for the position or/and from participating in future placement activities organized by the CDPC.
 - Strict prohibition of any form of misleading or fraudulent representation. Violation will result in automatic disqualification and potential blacklisting from future placements.

6. Professional Conduct:

- Maintain professionalism in all interactions with company representatives. Respectful communication, active listening, and a positive attitude are essential.
- No direct interaction apart from placement drive with company officials. If found, strict disciplinary actions will be taken by CDPC that may result in student getting debarred from the placement activity.
- Direct response to email received from the organizations, sending LinkedIn connection requests, interaction on WhatsApp or any other messaging platform must be avoided. Entire communication must route through CDPC only.
- Uphold a high standard of behavior during interviews, networking events, and any other engagements with industry professionals.
- Candidate aiming for higher education must notify the same to CDPC in advance, and placement opportunities for such students will be limited.
- Consequences for not following professional conduct during placement:
 - The candidates may be immediately disqualified from consideration for the position they applied for and future opportunities, as their behavior demonstrates a lack of professionalism.
 - Such cases will be forwarded to institute disciplinary committee for further action.
- While requesting LOR for higher studies, from department, students must take approval from CDPC in the form of NOC.

Placement Policy:

1. Academic Eligibility Criterion:

- **For CORE Branches:**
 - a. Maintain maximum attendance during Campus Recruitment Training (CRT) sessions / Technical Training
 - b. Maintain minimum score of 60% in all the employability assessment tests (Best of three attempts).
 - c. For higher stack organizations (8 LPA+), the employability assessment score above 70% is desirable.
- **For CS / IT Branches:**
 - a. Maintain maximum attendance during Campus Recruitment Training (CRT) sessions / Technical Trainings
 - b. Maintain minimum score of 60% in all the employability assessment test (Best of three attempts).
 - d. For higher stack organizations (12 LPA+), the employability assessment score above 75% is desirable.

2. Day Zero/Dream Placement Eligibility:

- Candidates receiving offers from 12 LPA - 19 LPA for CS Group and 8 LPA - 10.5 LPA for core will be considered as placed in the Dream category.
- Score of 75% in self-assessment metrics provided by CDPC and aggregate of 7.5 CGPA in academics is preferable.

3. Super Dream Placement Eligibility:

- Candidates receiving offers of 19.5 Lakhs or higher are considered under the Super Dream category.
- Super Dream status for **core company** is designated to offers of 11 Lakhs or above.
- Opting for a Super Dream offer automatically removes the candidate from the placement system entirely.
- 75% aggregate in CDPC Assessment matrix.
- Aggregate of 7.5 CGPA throughout in academics.
- Students, once placed for Dream/Super Dream organizations are not allowed to either dishonor the offer or leave the organization before the stipulated time period mentioned by the company.

4. Participation Mandate:

- Students not registering for campus recruitment will be assumed to be not interested in placement through CDPC and will not be allowed to appear in any campus drive throughout the year.
- All eligible students seeking assistance for placement via CDPC for securing placements or internships must compulsorily participate in all **Day 1 Companies**. Absenteeism or non-responsiveness will lead to disciplinary action.
- It is mandatory for the students to attend the placement process who have already registered for the same. In event of non-compliance to the placement process the students will be responsible for the consequences.
- Once the student appears for the placement process, the student cannot reject the offer made by the company (in whatever format it is offered i.e via-email, written communication, telephonic conversation, direct offer during interview process).
- Student must vigilantly check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, location etc.) as prescribed by the employer
- If any company (with LOW or HIGH CTC offered to the selected students), freezes the students from its side and inform CDPC not to permit these selected students to appear for any other placement drive then those students will not be permitted to participate in any other higher package company or any new company. (RCOEM is just a mediator-coordinator. However, during the process college has to abide by all the rules framed by the company from time to time)

- Proficiency in foreign languages such as German, Japanese etc. are considered prerequisite for international job opportunities.
- Participation in the placement process should be maintained in all circumstances without asking for any grant of attendance in the academic schedule being followed.

5. Resume Submission Policy:

- Resumes submitted to CDPC must be ATS friendly (minimum 60%), must follow a one-page profile format, and be created using a professional site/app.
- Resumes should include a recent passport size photograph.
- Contact information such as Active Contact number, Professional Mail ID etc. should be in a standard format.
- Name, Father's Name, Mother's Name and other relevant personal information etc. shall remain the same throughout, as per educational documents.
- Include the link of your LinkedIn profile in the resume.
- Ensure that the resume covers essential details such as academic performance, skills, professional certifications, and any other accomplishments.
- Ensure all information provided in the resume is accurate and truthful. Any false or misleading details will result in immediate disqualification from the placement session and strict disciplinary action by the CDPC.

6. One-Student-One-Job Policy (in specific stack):

For Core:

- Students securing a job in Core Company ('X') can appear for another Core Company ('Y') only if the CTC offered by 'Y' is at least 2.5 LPA higher than the current offer from 'X.'
- Students securing a job in Core Company ('X') can appear for another IT Company ('Y') only if the CTC offered by 'Y' is at least 6 LPA higher than the current offer from 'X.'

For IT:

- Students securing a job in Company ('X') can appear for another Company ('Y') only if the CTC offered by 'Y' is at least 4 LPA higher than the current offer from 'X.'

Post Placement Policy

1. Downgrading Offers:

- Students placed in higher salary package are strictly prohibited from applying to companies offering lower packages for other positions.
- Compliance with this policy is fundamental to preserve transparency and fairness in the placement process.
- Consequences for downgrading placement offers:
 - CDPC reserves the right to revoke all the offers.
 - Student will be blacklisted permanently from entire placement activities.

2. Retention of Offers:

- By accepting an offer, it is deemed that the students have entered into a commitment and it is expected to honor their commitments and refrain from withdrawing. The withdrawal will only be considered in case of extraordinary unavoidable circumstances.
- Withdrawals can have severe consequences, impacting the institution's reputation and jeopardizing future placement opportunities for subsequent batches.
- Consequences for withdrawing a placement offer:
 - CDPC has right to revoke all the offers.
 - Student will be blacklisted permanently from entire placement activities.

3. Ethical Representation:

- Students are expected to provide genuine and accurate information throughout the placement process.
- Any form of incorrect, misleading or fraudulent information, whether in resumes, interviews, or communications, is strictly discouraged to uphold the highest ethical standards.
- Consequences for non-ethical representation:
 - CDPC will have the authority to revoke the students offer if found involvement in unethical activities.
 - Student will have to face disciplinary action by the Institute Discipline Committee.

4. Placement Cell's Decision:

- The Placement cell, in consultation with relevant authorities, holds the authority to make final decisions on exceptions or issues related to the post-placement policy.
- All students are expected to respect and abide by the decisions made by the Placement Cell.
- If a student receives an offer from an organization through the placement drive, which includes an internship followed by a Pre-Placement Offer (PPO), it is solely the

employer's decision to determine whether student is meeting all the benchmarks as well as make a call on factors such as role, location, perks, etc.

5. Confidentiality Agreement:

- Respect all confidentiality agreements signed during the placement process.
- Ensure that sensitive information obtained during the placement related to college or organization is handled with the utmost confidentiality and integrity.
- Consequences for violating confidentiality norms:
 - Student will have to face disciplinary action by the Institute Discipline Committee.
 - Along with this student may face consequence from organization in terms of monetary penalty, termination of candidature up to blacklisting in the industry.
- Terms of reference of offer are sole power of the respective Organization/Employer and it can be modified as and when required.

Note: *Career Development and Placement Cell (CDPC) serves as a facilitator in connecting the students with placement opportunities. CDPC disclaims responsibility for any discrepancies or issues that may arise during or after the placements. This includes, but is not limited to, the issuance of offer letters, determination of onboarding/start dates, and any alterations to terms and conditions. Additionally, CDPC will not be held liable if an internship role is not converted into a full-time offer, regardless of the reasons. These decisions rest solely with the respective organizations.*

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CDPC - Placement Policy Undertaking Form

Student Information:

Name: _____

Department: _____

Placement Policy Overview:

I, _____, hereby acknowledge and agree to abide by the placement policy framed by Shri Ramdeobaba College of Engineering and Management, Nagpur for participation in placement activities. I understand that this policy governs my conduct during the entire placement process and outlines the expectations, procedures, and consequences related to placement activities.

Parental Consent:

I, _____, the parent/guardian of _____, consent to my child's participation in placement activities as outlined in the placement policy of Shri Ramdeobaba College of Engineering and Management, Nagpur. I have read the policy and have understood the expectations and consequences outlined therein.

Parent/Guardian Signature: _____

Date: _____

Student Declaration:

1. I understand that participation in placement activities is a privilege and not a matter of right.
2. I will adhere to the Policy and instructions provided by the placement cell/coordinator throughout the placement process.
3. I will represent myself truthfully in professional demeanor during all interactions with potential employers.
4. I will comply with all deadlines and requirements set forth by the CDPC.
5. I will respect the confidentiality of information shared during placement activities, including company presentations, interviews, and assessments.
6. I understand that any violation of the placement policy may result in disciplinary action, including but not limited to suspension from placement activities, loss of placement privileges, or other sanctions deemed appropriate by the institution/organization.
7. I acknowledge that I have read and understood the placement policy, including the expectations, procedures, and consequences outlined therein. I agree to comply with the policy and understand that any violation may result in disciplinary action.

Student Signature: _____

Date: _____

Faculty Coordinator's Undertaking:

I will make sure to cross check on the authenticity of the details provided by students and will work as a bridge for CDPC and students.

Faculty Coordinator's Signature: _____

Date: _____