

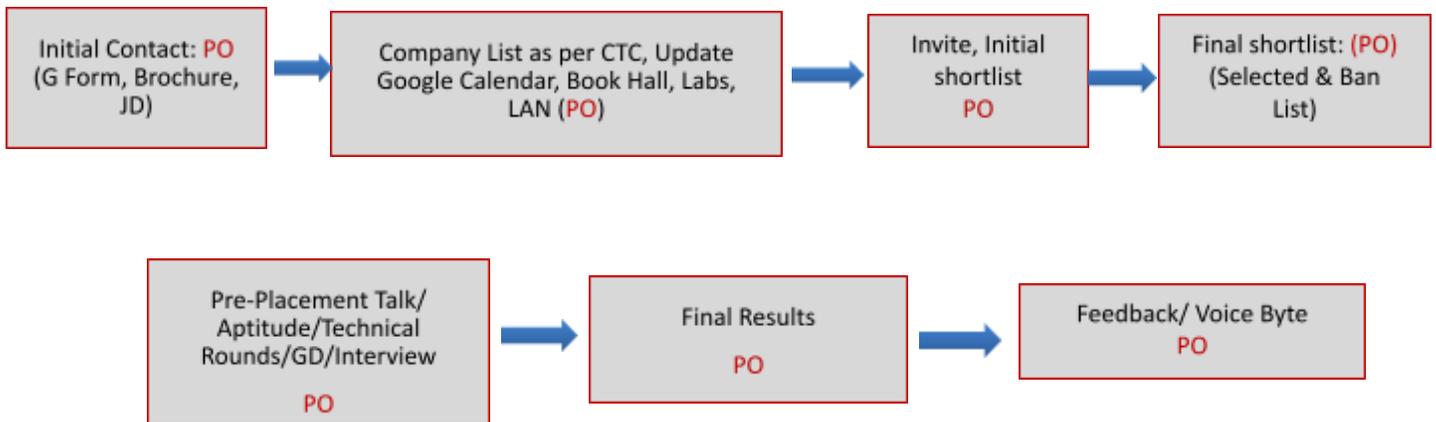


COIMBATORE INSTITUTE OF TECHNOLOGY

PROTOCOL FOR PO'S

FRAMEWORK:

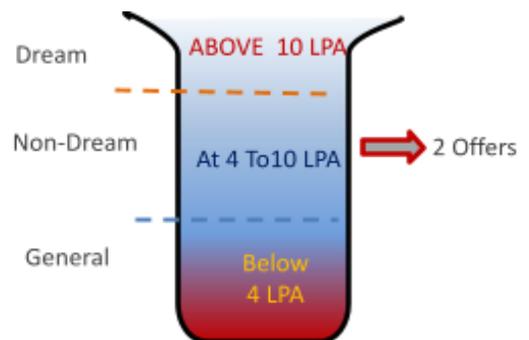
- This document indicates the guidelines and procedures to be adhered to by the Placement Officers (PO) during the course of each process. All PO's are required to familiarize themselves with them and suggest inclusions and deletions as warranted from time to time.
- The placement process chart is as indicated in the flow chart below.



- The Placement Policy as formalized after inputs from all stakeholders in the beginning of the placement season. The placement policy for the Placement Year 2024-25 is as indicated below.

A maximum of 2 offers are permitted in all categories:

- ❑ One offer above 10 LPA (Dream)
- ❑ One offer at 4 and including 10 LPA (Non-Dream).
- ❑ One offer below 4 LPA (General).



- PO's are required to be transparent in the shortlisting of students as per the criteria communicated by HR as received in due course through the job description (JD)/ Google response form. Brochure may be circulated by mail as well.
- PO's are required to carefully filter out students meeting the JD criteria and placement policy restrictions. Students previously selected by companies duly communicated by mails in a specific category must not be shortlisted again. Students who have been placed on the 'Ban List' are required to complete the ban criteria before participating. This should be clearly indicated in the willingness form prepared and duly circulated. The final shortlist list should be checked by the PC Team to verify its accuracy.

- No student should be forced to participate against their will. This is detrimental to the college reputation and encourages underperformance. In case companies require students to be blocked this should be clearly indicated.
- Attendance as per schedule for Pre-Placement talk and subsequent short list is mandatory, details of students qualifying for each step may be recorded and their absence if any recorded. Any misbehavior is to be reported by the Placement Team to the PO. Suitable action to ban the student as per policy is to be taken and details updated in the website citplacementcell.in.
- On completion of the Interview round, the final select list is to be communicated and duly uploaded in the website citplacementcell.in.
- PO's must maintain confidentiality and should refrain from communicating process details, aspects discussed with company recruiters and fellow PO's to the general community.
- Scheduling of companies, shortlists, process details, method of assessment, lab details, CTC and block details should be communicated through mail. Selected students details after confirmation by the company recruited
- banned student details, feedback may and published on the website
- The placement Registration for B.E / B. Tech, M.E / M. Tech, M. Sc, MCA must be done on or before the month of June 2021. The Registration link will be provided by the Placement Coordinators. Students not interested in placements are requested not to register for placements. They are asked to fill the not interested form stating out the reason. Only registered students are allowed to appear in the campus recruitment process.
- Students will be de-registered from the placements if they are involved in any in-disciplinary activities in any stage of campus recruitment.

PLACEMENT PROCESS:

- Dream to Non-Dream is not allowed
- Non-Dream to Non-Dream is possible with a **pay difference of 3 LPA** provided only if **department criteria is satisfied**.
- Department criteria for Non-Dream to Non-Dream are, for CORE departments (*Civil, Mechanical, Chemical, EEE, ME, MTech*) **50 % of the students who opted for placements are placed in the respective department**.
- Department criteria for Non-Dream to Non-Dream are, for CIRCUIT (*ECE, CSE, IT*) and COMPUTING (*MSc DS, SS, DCS, MCA*) departments **60 % of the students who opted for placements are placed in the respective department**.
- Dream to Dream is possible only with a **pay difference of 6 LPA**.
- Job offers per student are **restricted to two**.
- Recruitment in companies **below 3LPA are not counted towards placements**.

PLACEMENT POLICY:

- Information regarding the process will be mailed to the students at least 5 days prior (subject to change depending upon the company). It is the responsibility of the student to check for emails/ announcements/ notices for updated information/ shortlisted names etc. in coordination with student placement coordinators. **Students are expected to be on time as per the announcements.**

- Information about the **Pre-placement talk (PPT)** will be mailed as well as displayed on the notice board of Placement & Training Cell of the Institute (depending upon the company). Students should occupy the venue 15-minutes before the scheduled start of the PPT.
- **If a student does not appear for a company, he/she will be banned from attending the placements for the three companies in which they are eligible.** They must inform the respective coordinators at the earliest before skipping the company's placement process and student's request will be considered only after consultation with the Placement Officers. A student found skipping the companies frequently will be de-registered from the placements.
- Students should follow the dress code through out the placement process. If a student found violating the dress code, he/she will not be allowed to attend the next rounds and will further be banned for the next **three companies** for which the student is eligible.
- Students eligible in a particular company must attend its PPT without fail. If a **student fails to attend the PPT**, he/she will not be allowed to attend the next rounds and will further be banned for the next **three companies** for which the student is eligible.
- If a student fails to attend the **intermediate rounds** of a placement process, he/she will be banned for the next **three companies** for which the student is eligible. If a student fails to attend the **final round** of a placement process, he/she will be banned for the next **five companies** for which the student is eligible.
- If a student skips **another company after his/her first ban**, the student will be banned for the next **five companies** for which the student is eligible. If a student **fails to attend any company after the second ban it will lead to de-registration from the placement process.**
- A student who gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
- If a student rejects an offer after accepting the offer letter, he/she will be **de-registered from the placement process.**

REMOTE ONLINE PLACEMENT PROCESS:

- All candidates must fill the *remote placement drive requisite* form that will be shared by the Placement Coordinators.
- **Requirements for the remote online process including laptop, smartphone, internet facility, etc., should be met by the students. All candidates are asked to make the necessary arrangements. If a candidate is unable to meet the requirements, he/she is asked to state the inability in the form. These candidates will not be shortlisted for remote online process but will be able to attend companies whose process are scheduled after college reopens.**
- It is the responsibility of the candidates to **follow up the emails** from the company for meeting and interview invite links during the online process.
- In case of encountering any issues in the middle of the process, the candidate must immediately contact the respective Placement Coordinator, whose contact number will be shared prior to the process.
- It is the **sole responsibility of the candidate to meet the requirements** for the **intermediate rounds** i.e. until they get rejected by the company, if they get shortlisted for the remote online process. If a candidate fails to attend any intermediate round **disciplinary action will be taken on the candidate in regard with the placement policy on a case to case basis.**
- Before any video interview sessions, candidates must be in a formal outfit and make sure that they are in front of a plain background.

GENERAL INSTRUCTIONS:

- Late comers for aptitude test/GD/interview may not be allowed to appear for the selection process.
- Students should maintain discipline during the placement process. Any student found violating the disciplinary rules set by the company or defaming the institute name will be debarred from the placements for the rest of the academic year.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be banned from the placements for the rest of the academic year.
- **Dress Code for non-remote processes**

BOYS:

Plain White formal Shirt, Black formal Pant, Black formal leather Belt, Black formal shoes, clean shave.

GIRLS:

Cotton chudidhar and cotton pants with pinned shawls. Leggings are strictly prohibited.

- **If a student decides to reject a placement offer, he/she is required to submit a letter in writing to the Placement Cell in advance and Placement Cell will provide further instructions.**
- **Students must wear their identity cards whenever they go through a placement process.**

NOTE:

- Students found violating the above said rules will be de-registered from the placements and they may be referred to the Dean - Placement and Training for further actions if any.
- For all matters that are not covered by the above regulation will be brought to the notice of Placement Officers and, the Placement Cell will use its discretion to take appropriate decisions.
- The above said regulations are subject to change in future.