CHANDIGARH GROUP OF COLLEGES
Building Careers. Transforming Lives.

Chandigarh Group of Colleges

Jhanjeri, Mohali

1800 274 0444

www.cgc.ac.in

Introduction

The Placement Policy outlines the guidelines and procedures for facilitating successful job placements for students. The objective is to ensure that students receive opportunities to secure employment in their chosen fields and enhance their career prospects. The policy applies to all undergraduate and postgraduate students enrolled for CGC J specialisation programmes and seeking placement support.

Student Eligibility

Key Eligibility Areas

Details

Academic Performance
All students who have completed the requisite academic requirements for theirrespective programmes are eligible for placement support:

• 55% and above in 10th Std. and 12th Std. or equivalent

• 60% and above across all semesters in UG and / or PG programme(s) of study

Fees and Dues
Students with outstanding fees or dues shall not be eligible for placementopportunities

Backlogs
Students having backlogs **shall not be eligible** for placement opportunities (*Separate consideration can depend on policies of hiring company*)

Attendance
Students need to demonstrate themselves as keen professionals, hence fulfillingthe attendance criteria in regular classes, industry immersion programmes as well as all placement training programmes, is necessary:

• Regular Classes: 60%+ (or as per University norms)

• Industry Immersion/Activity/ Programmes: 75%+

• Placement Training Programmes: 90%+

Employer Requirements
Students must maintain a satisfactory academic record and fulfil any additional criteria specified by employers

Any other requirement(s)
Any other terms of eligibility as defined by the University, or the hiring company shall be kept into consideration

Placement Preparedness

• CGC J shall provide all students who are registered for placements, a preparedness programme in relevant areas such as aptitude, soft-skills, technical skills, etc. This programme is mandatory.

• Students are required to put in effort to practise what is taught during the training, and attend all periodic assessments conducted as part of this programme.

• Schedule of all such programmes shall be communicated to students via email, hence students are required to check emails regularly.

- Student Profiling and Assessment: It is compulsory for students to participate in all assessments and training initiatives that are meant to improve the overall placement prospects. (Students who do not participate in the profiling and assessments process will be automatically considered opted-out of the placement process)
- Students must actively participate in placement preparation activities, such as resume building, interview workshops, masterclasses, and career counselling.
- Students must ensure submissions of all required assignments, projects, coding projects, creative or whatever is relevant as part of the portfolio, show reel, Resume requirements.

Placement Process

- **Placement Registration:** All students must register with DCPD Team by submitting their updated resumes and other required documents within the specified timeline and fee. (Refer Appendix 1 for Registration Process)
- **Job Listings:** Placement Operations team (POT) will share relevant job listings received from various companies with the eligible students, ensuring transparency and equal opportunity for all.
- **Application and Shortlisting:** Students interested in specific job opportunities must submit their applications through the Job Application Link given in the job posting. Employers will shortlist candidates based on their eligibility criteria, for further process.
- **Interviews:** Shortlisted students will participate in interviews (including all rounds of technical test and / or evaluation, HR interviews / Personal Interviews, Group Discussions, etc.) conducted by employers.
- **Selection and Offer:** Employers will communicate their selection decisions to the Placement Operations Team (POT), who will then inform the students through the Faculty Placement Co-ordinators. Students who receive job offers must accept within the stipulated timeframe and share the copy of the offer letters with the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT).
- **Confirmation and Joining:** Students accepting job offers must confirm their acceptance in writing to both the employer and the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT). They must also adhere to the joining formalities of the employing organisation.
- Any change in the students Mobile Number or Email id shall be immediately notified to the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT).

Job Offers

- Every student is allowed only one offer through the placements process.
- A student may appear for further opportunities post receiving an offer from an organisation, if and only if the CTC of the opportunity is 1.5 times and above the received offer.
- Pre-Placement Offers (PPO): During their internship, students with good performance may receive a PPO from the internship company. A PPO with clearly defined pathway (with clearly mentioning post internship CTC, etc.) is considered equivalent to a placement offer.

Code of Conduct

Students participating in the placement process must adhere to the following code of conduct:

- Maintain professionalism and integrity throughout the placement process, and respect the guidelines and instructions provided by the DCPD and potential employers.
- Attend all pre-placement talks, interviews, and other placement-related activities punctually.
- Notify the Faculty Placement Co-ordinators and / or the Placement Operations team (POT) promptly in case of any changes in contact details or job preferences.
- Provide accurate and up-to-date information while preparing resumes.
- Maintain basic decorum, discipline, and decency when company representatives are in the campus for placement related activities.

- In case of any correspondence to the student directly by the company, it should be immediately notified to the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT) by the student.
- Any cheating or misbehaviour on the part of the student found during the selection process (PPT / Test / GD / Interview) will lead to debarring from the placements process and / or disciplinary action.
- In case of any emergencies due to which the student is not being able to appear or attend placement related process,they need to inform in writing within a week (7 days) with valid proof (if applicable) to the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT).
- Student failing to respond, even after repeated reminders, from the Placement Team by way of emails, calls, or messaging forums, regarding internship and placement opportunities, for a period of 15 days, will be termed as "inactive" and will be considered as not interested in placement from CGC J.
- The Faculty Placement Co-ordinators and / or the Placement Operations Team (POT) reserves the right to debar a student from placements process in case they are found guilty of indiscipline.
- Students attending online interviews or process are to ensure good Internet bandwidth, proper audio/visual device, clean and noise-free environment and proper online etiquette.
- Attendance, Punctuality and Dress Code: Students appearing for placement (including Pre-placement activities) are expected to be punctual and report at the given time, attend with full preparation by going through relevant literature such as the company website, company's publicity material, JD, etc., dress formally and carry their identity cards withthem ON or OFF Campus.

On/Off/Pool Campus Interview Process

- The Placement Operations Team (POT) shall notify students of all placements related information (such as job description, company profile, bonds, etc.) only through emails, via the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT). All students should respond or apply to the particular job posting vide email or application link with their consent to apply or not apply giving valid reasons, within stipulated time period.
- Eligible Students who do not apply for openings or fail to attend interview or the selection process of a company after being shortlisted are obliged to provide the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT) with valid reasons for not applying or attending the interview, failing which, they may face the risk of getting debarred from the further placements opportunities.
- Final shortlisting of students done by a company shall not be called into question by any student. Offer acceptance: The students shall formally convey acceptance of a placement offer within a stipulated time following the release of offer. The responsibility of going through the offer letter and complying with timely submission of documents lies entirely with the student.
- Offer Letter Submission: It is the responsibility of students to submit a copy of their offer letter to the Faculty PlacementCo-ordinators and / or the Placement Operations Team (POT).
- Testimonial Submission: Placed students are advised to submit a testimonial to the Faculty Placement Co-ordinators and / or the Placement Operations Team (POT).
- Withdrawing from placement: Students wishing to withdraw from placement after they have registered for placementshall do so through a formal written communication to the Faculty Placement Co-ordinators and / or no fee refund applicable.

Appendix-1

Registration and Attestation by Students and Guardian:

Placement Rules and Regulation

<u>Student Undertaking</u>

Name: _____

Roll No.:   _____

Program: _____

Specialization: _____

Pass Out Year: _____

Email ID: _____

Mobile No.:   _____

I hereby agreed on the following:

1. I have read placement policy and agreed to follow the same.
2. I will be appearing in all placement drives offered by the college.
3. I will be registering in all drive offered by the college as per the eligibility criteria of the company.
4. If I missed 2 placement drives, college has full right to debarred me from rest of the placement drives if I fail to submit valid reason for the same.

Date: _____

Student Signature

CODE OF CONDUCT FOR PLACEMENTS

Dear Students,

Companies are utilising online technologies for testing and interviewing students till face-to-face communication is permitted, hence, DCPD team is working tirelessly to enable as much interaction between companies and graduating students as possible. We all need to be fully prepared for this change and adapt to the new systems, processes, and protocols. This document lists the guidelines for the Placement Process. All students must familiarise themselves with and strictly adhere to these guidelines.

DOS & DON'TS: PRE-CONDUCT

- Check your information in the DCPD database and correct discrepancy, if any. Correctness of data is the responsibility of the student. Update any change in your contact number, email, etc. with your department and DCPD as soon as possible.

- Check your email and WhatsApp messages regularly and respond to your Department Placement Coordinator immediately in case of any discrepancy or issue.

- It is mandatory to attend the Placement Drive / Event if your name is in the list. For Non-Mandatory Drives, individual consent would be taken.

- Any student found defaulting in attendance would be permanently debarred from placement drives.

- The final decision to allow students for the Placement Drives as per the requirement / eligibility of the company, solely lies with DCPD.

- All students must prepare their CVs as per the standard template shared by DCPD department. The file name of the soft copy also has to be as per the standard format shared. It is mandatory to have your picture on the CV.

- Every student should register on major Virtual Conferencing platforms like Zoom, Skype, Google Meet, etc. with the standard Profile ID as shared by DCPD department.

- Students are required to study about company profile before appearing in Placement Drives.

DO'S & DON'TS: CONDUCT

- Be punctual and be ready for the Virtual Event at least 15 mins before the time.

- Registration / Marking your Attendance is Mandatory.

- Students need to be in Proper College Uniform / Formals during the Virtual Placement Process and always wear your College ID Card during all processes.

- Be attentive and intuitive during Virtual PPT sessions.

- FOLLOW ALL THE GUIDELINES AS MENTIONED IN THE TECHNICAL READINESS SECTION

- It is mandatory to keep the following available at all times:

    - CVs

    - Original certificates of 10th, 12th, Graduation, Post-Graduation, and all DMCs

    - Duly attested photocopies of all the above certificates

    - Coloured passport size photo against white background

    - College ID Card, Aadhaar Card, and PAN Card

- You cannot leave the process if shortlisted in any rounds. Process Defaulters would be dealt with seriously.

- Do not post any information related to placement events, news on web, or any social media platform.

- Do not discuss companies visiting or visited CGC J campus with outsiders or friends from other colleges.

TECHNICAL READINESS FOR VIRTUAL PROCESS:

BASIC TEST REQUIREMENTS:

1. A working laptop, desktop, or official computer with sufficient screen size.
2. Please make sure to charge the battery of your phone and laptop so that there is uninterrupted power supply.
3. High speed internet connection (at least 512 kbps). In case you are using a hotspot from your mobile phone then keep the phone out of the sight of the laptop camera.
4. Internet connection should be uninterrupted in case if you are using a Wi-Fi modem and hotspot.
5. If your internet router / modem has a battery, then you should charge it.
6. Do not open any other browser window.
7. Do not press the refresh button.
8. Instead of using public Wi-Fi connection, usage of personal internet connection is strongly advised.
9. Make sure there is no internet sharing.
10. Disable all internet sharing options including LAN sharing.
11. Webcam should be in good working condition (Mandatory Requirement). **By requesting to participate in Placement Drives, you undertake that you have tested the webcam (whether internal or external) and would ensure it to be in working condition.**

SYSTEM REQUIREMENT/SYSTEM PREPARATION

1. Install the latest versions of Google Chrome, Mozilla Firefox, and Safari browsers. Internet Explorer and Microsoft Edge browsers should be avoided.
2. Always keep the browsers updated to the latest version.
3. Do not open of any other browser or browser window under any circumstances.
4. Do not open calculators (software based, or OS based) under any circumstances.
5. Delete all browser history, downloads history, and clear browser cache before taking the test.
6. Good quality headphones with working microphone are required. Ensure the audibility is clear (for any verbal test).
7. Disable all pop-up blockers, sometimes anti-virus softwares also, firewalls, and secure internet software providers, etc.
8. If using external webcams kindly ensure it is in proper working condition.
9. Before undertaking the test do a proper check of the camera and browser.
10. In case of any technical error do not click on finish test, contact college administration immediately.

DO'S AND DON'TS OF TEST APPEARING FROM HOME.

1. The students need to wear college uniform or formal attire only.
2. Any casual attire or unprofessional behaviour would result in test cancellation.
3. Students need to keep their college ID card with them while appearing for the test.
4. Students must ensure that they use a separate room which is free from background noise and other distractions. Similarly, students appearing for test from their hostel rooms should ensure that they would not be disturbed in the room.
5. Nobody except the candidate is permitted in the room.
6. Students should have a clear background behind them. Remove any formulas, charts, or posters from the walls facing the camera. Absolutely no mirrors or glass behind the student.
7. Ensure that there is adequate light in the room, but no direct light towards the webcam.
8. No lips movement except while attempting the verbal section, if any.
9. **Use of Microphones or headphones is permitted only if asked for by the test administrator (Please note that under no circumstances, the candidate is permitted to use the headphones or ear phones if the test administrator does not allow it).**
10. Mobile phones should be set to silent if using to create an internet hotspot. Otherwise, the mobile phone should be switched-off and secured out of sight in your bag or closet.
11. **Maintain eye contact with the webcam (Critically Essential).**
12. Do not look here and there at any point of time, even while thinking.
13. If you are using rough paper, keep it near the mouse.
14. Do not keep any books or notes on your desk.
15. **No physical movement is allowed at any point of time (like drinking water or going to washroom).**
16. **Table and chair should be used while attempting the test (sitting on bed is prohibited).**
17. **No eating or drinking in between the test.**
18. Keep a close check on the time while attempting the sections.
19. Ensure your registration details are correctly filled and note down test ID, if any.
20. **Under no circumstances shall a candidate allow any other person to sit for the test on his or her behalf.**
21. Ensure that when you finish the test, the test completion message is generated by the computer and only then close the browser window.
22. Also note down the login and logout time.

DO'S AND DON'TS OF TEST APPEARING FROM COLLEGE.

1. **For students undertaking tests in college premises, if attempting the test on personal laptop, it should be attempted in the college lab only.**
2. Do check all the system requirements and, if any problem arises then, immediately contact the lab administrative.
3. **Changing the location of the laptop is strictly prohibited.**
4. Rest of the points are same as above.

GENERAL CHECKLIST

1. A good internet connection
2. Battery full charge
3. Power supply available and connected to laptop / mobile phone
4. Webcam
5. Up-to-date browser
6. Pop-up blocker deactivated
7. Headphone and microphone
8. College uniform or formals only
9. College ID
10. Rough papers
11. Clear background (No mirrors, no posters)
12. No noise or distractions in the room
13. Mobile phone on silent or switched-off
14. No internet connection sharing

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Date: _____

To Whom it may Concern

Name of Student: _____

University Roll No.: _____

Program: _____

Batch: _____

This is to confirm that Chandigarh Engineering College, Jhanjeri, has no objection

on joining of the above mentioned student at (Full Company Name) -

_____

as Intern/Trainee.

Director   DCPD Department

(Chandigarh Engineering College, Jhanjeri)

Internship - NOC

Students' Instructions

- Student should write his complete name (As per the certificates)
- Mention Complete Company Name with Location
- Mention the Joining in case of Placement/Internship/Training and End Date only in case of Internship and Training

Process

- Student will collect the NoC and No Dues forms from Respective Department
- After filling the Form student will complete his/her No Dues from College
- With No Dues student will take first approval from DCPD Representative on NoC
- Final Approval will be of College Director
- Student will submit the Original No Dues form and Photocopy of NoC at Respective Department Placement Coordinators.

Document to be Attached

- Company Offer Letter (Photocopy)
- No Dues (Original
- NoC (Photocopy)

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Ref. No: **Date:**

Undertaking Letter for Internship/Placement

Name:_____

Program:_____

Roll Number: _____

Batch:_____

Company Placed: _____

Date of Joining:_____

Placement Status: By Campus ◯   By Self ◯

I here by declare that I will fulfil all the below mentioned conditions before applying for NoC orNo Dues at the time of Internship/Placement.

- I will clear all my pending dues upto final semester of academics (mandatory), hostel & transport (if applicable) before taking No Objection Certificate.
- I will ensure to submit all the Assignments on time to department.
- I will appear in all Internal & External viva conducted by Institution.
- I will also appear in Middle Semester Test conducted by Institution.
- It will be my duty to submit all the applicable Project Files to my department on time (If Applicable).
- I am abiding to participate in End Term Exams conducted by University and ensure to complete all the pre exam activities like Exam Form Submission, Admit Card Collection etc.
- I will respond to all the communications hold by Department, Class Counsellor, Placement Coordinator and DCPD Department with in time.
- If I fail to fulfil the above conditions, College, Department or DCPD can take appropriate action like penalty, suspension or debarment from Examination, Placement, etc.
- I will ensure to follow all the policies, rules and regulation of the company after Placement/Internship.
- I understand that all the above conditions are subject to change as per time, situation, University or college policies

Student's Signature   **Parent's Signature**

Approved by   **Sanctioned by**

Dept. HoD   **College Director**

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Student No Dues Form

Name: _____ Roll No.: _____

Program: _____ **Specialization:** _____ **Pass Out Year:** _____

Email ID: _____ Mobile No.: _____

Bank Name: _____ A/C No. : _____

IFSC Code: _____

Department	Signature	Remarks
Head of Dept.		
Class Counsellor		
DCPD Office		
Accounts		
Registrar Office		
Library		
Sports In charge		
Canteen		
Hostel		
Transport		
Server Room		
Computer Lab		
Workshops		

Date: _____

Cc: PF of Students   **Director**

Documents need to be attached: -

- **Copy of the job offer letter/internship letter**