

## PLACEMENT POLICY & STUDENT UNDERTAKING FORM - ICS

The Department of Corporate Relations works as a facilitator between the Corporates and the institute. Placement Activities are driven by the Department of Corporate Relations & supported by the student body. Students are advised to constantly stay in touch with the Student Placement Coordinators and Department of Corporate Relations for recent updates of the Placement training and activity.

The following guidelines will help us for a smooth conduct of the Placement Activities (Internship & Final Placements). Students need to follow the guidelines with due diligence.

### I. Shortlisting Criterion for Students:

- Companies may shortlist the students on the basis of information provided to them by the Department of Corporate Relations and eligibility criterion set by the company
- With the changing scenarios, companies prefer to keep their eligibility criteria depending on the profile offered
- In case a company wants a student's shortlist; following can be their criteria:
  1. Current CGPA /%
  2. KT Status (if any)
  3. Percentage of marks in qualifying examination i.e. Graduation, Higher Secondary (12th)/ Diploma (Aggregate of all years) & Secondary (10th Standard Aggregate)
  4. Relevant fulltime experience/internship and projects undertaken
  5. Relevant Curricular & Co- curricular activities

### II. Attendance during Placement Process:

- It is mandatory for a student who is eligible as per the criteria by the company and registered for the same, to be a part of the Recruitment Process.
- Attendance records will be maintained by the Department of Corporate Relations and the absenteeism may lead to taking a strict action against student. (Refer – Point No. X)

### III. Pre-Placement Talks:

- Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, service agreement details (if any) etc. with the companies. Students are required to get well-versed with all these details by seeking clarification during the pre-placement talk
- Pre-placement talks for a specific company will be sent well in advance, as and when received from the company
- Only students who have attended the pre-placement talk will be eligible to be a part of the recruitment process for that company
- It is mandatory for a student to attend the Pre-Placement Talk as a part of recruitment process or else he/she will be liable for a disciplinary action. (Refer – Point No. X)

### IV. Opting Out Process:

Students who do not require Placement Assistance from the Department of Corporate Relations are requested to submit an '**Opt Out Form**' stating a valid reason for withdrawal to the Department of Corporate Relations.

### V. Dress Code and Grooming:

All students need to come well-groomed for a Campus Placement drive. Each and every student need to follow Business Formals as a standard dress code for all the Campus Placement Activities

#### **Girls:**

- Should ensure that they wear plain Black trousers teamed with a white-collar shirt
- Checks, self - textures and Bold stripes are not allowed
- Hair should be neatly combed, pinned up and tied
- Should wear closed toe black shoes with decent sized heels
- Should use light make-up complimentary to skin-tone



*Approved  
J. S. J.*

- Should have properly cut and filed nails
- Use light/nude shades of lipstick and nail paint
- Can wear sleek chain with small pendant over the neck with formal ear-rings

**Boys:**

- Should ensure that they wear plain Black trousers teamed with a white-collar shirt
- Checks, self - textures and Bold stripes are not allowed
- Hair should be neatly cut and combed
- Should ensure that they are well groomed (clean-shaved / well-trimmed beard)
- Should wear well-polished black shoes

**Note:** The Department of Corporate Relations reserves the right to send a student back to change into proper formal attire if he/she is found not to be following any one of the above-mentioned parameters or not complying with presentable/acceptable norms of the institution.

**VI. Coordination with Student Placement Coordinators:**

For the recruitment drives, the students are required to co-operate with their respective Student Placement Coordinators as they will be the intermediaries between the Department of Corporate Relations and the student body. Students should provide to their respective Student Placement Coordinator with all necessary details and documents as and when requested before the given deadline for that specified company.

**VII. Rules to be followed during the Interview Process:**

- Placement opportunities with a fixed salary of 4 lacs and above will be shared. However, if any student receives an offer from outside with the salary less than 4 lacs will have to compulsorily fill the "Opt-Out form".
- Students shall not negotiate with the employer about salary, location preference for posting, work domains or any other terms during the interview process as these are already announced by the company concerned
- At no point during an interview process, should the parents/ guardians of a candidate communicate with delegates from the company concerned either in person, verbally or in writing
- Derogatory remarks about other candidates or the institute, negotiations other than those permitted under the due process will be seriously viewed and such students will be liable for a disciplinary action (Refer – Point No. X)
- Attendance will be taken before every process begins. The student has to report as per the time mentioned in the email sent/ informed to him/her, failing which due disciplinary action will be taken (Refer – Point No. X)

**VIII. Withdrawal Procedure:**

- Students shall not withdraw from the selection procedure of a company at any stage, unless they receive a final offer from company that they had appeared for (results awaited) or a concurrent process. If a student violates any rules mentioned above, he /she will be liable for a disciplinary action (Refer – Point No. X)
- If a student is appearing for one or more company processes at the same time, student may be given the choice to opt for one of his/her choice. However, this will not be applicable for the new campus process

**Note:** Post your recruitment; the company may share the offer letters to you directly or via the Department of Corporate Relations. In case you receive the letters directly, you are required to submit a copy of the same to the Department of Corporate Relations.

**IX. A student will not be eligible for placement process in case of one or more of the following reasons:**

- Academic restrictions / Afflictions (more than 5 backlogs/KT's in on-going program)
- Fee Arrears
- If any student doesn't register for any company till 30<sup>th</sup> Sept 2024, he/she will be considered as Self Placed or Opt-Out candidate
- Unprofessional behavior during a recruitment process
- Lobbying with company delegates by self or through others



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- Negotiating salary / terms (when it is already pre-defined)
- Derogatory remarks on colleagues / Institute
- Unilateral & Arbitrary withdrawal, midway in the recruitment process
- Deliberate underperformance at the designated selection processes during the campus selection

**X. Action Taken:**

In case of any disciplinary issues as cited in the points above (including point no IX) following action will be taken: -

- From the start of Placement Season till 30th of Nov' 2024 you will be permanently debarred from the Placement Process.
- From 01<sup>st</sup> Dec 2024 for one misconduct you will be debarred for 15 days. For the second misconduct you will be debarred permanently from the Placement Process.



**STUDENT UNDERTAKING**

I, \_\_\_\_\_ hereby request you to kindly allow me to register for the Campus Placements at MET's, ICS (MCA) for the Batch 2023 – 25. I am interested in the Placement Assistance provided by the Institute. I agree to abide by the rules and regulations laid down by the Management and by the Department of Corporate Relations as under: -

1. I have read the Placement Policy and agree to abide by the rules and regulations specified in it
2. I shall ensure 100% attendance in all the mandatory sessions organized by the Institute like Guest Lectures, Pre-Placement Talk, Alumni Interactions, Placement Trainings, Workshops and numerous other confluences
3. I shall ensure minimum 75% attendance in all the semester
4. I shall ensure that my updated CV is shared with Placement Officials
5. Whenever I register for the placement process of a particular company, I shall be punctual and attend the entire Pre-Placement Talk and the entire Selection process of the company
6. I agree to abide by the service conditions of the company that comes to campus; including location and work schedule
7. After I receive an offer from the company, I shall join the company as required
8. I will adhere to timelines laid down by the Department of Corporate Relations and follow their code of conduct
9. I am aware that the Department of Corporate Relations is solely responsible for sending the updated CV to the company, as per the recruiter's requirement [e.g., marks, stream, etc.] and the final decision rests with the employer
10. I undertake that if and when my CV is submitted to any organization on my request, and I am short listed, it will be obligatory on my part to attend the interview and selection process
11. I undertake that if given an offer by the organization, the acceptance of the same shall be conveyed to the Department of Corporate Relations and not directly to the organization, unless the HR of the organization communicates with me regarding joining/selection formalities/documents. I will not communicate any decision directly to the HR of any hiring organization
12. I undertake that I will not communicate directly with the organization identified by the Department of Corporate Relations at any point of time, unless required to do so by the Department of Corporate Relations
13. I am aware that students not adhering to the Dress Code (Formal Attire with Blazer) and not carrying their CVs plus Photos (Passport Size) will not be allowed to participate in the placement process
14. I undertake that I will sincerely participate in all the pre-placement assessments, online/offline preparatory tests, Mock Interviews; failing to which I can be debarred from Campus Placements



*Approved  
A. K. Singh*

15. If, I desire to search for a placement on my own then I will keep the Department of Corporate Relations duly informed in writing and I will ensure that the benchmark set for the CTC & other parameters by the Institute are adhered to
16. I agree to be disciplined during the entire placement process
17. I undertake that I will never malign the Institute's name, image and reputation by using negative words online or offline. Such libel will be strictly penalized
18. If I violate any of the above conditions, I shall forfeit my right to seek placement through MET
19. The above conditions have been explained to me and I hereby promise to abide by the same and take full advantage of the placement opportunities offered by the institute

Student Name: \_\_\_\_\_ Div: \_\_\_\_\_

Roll No: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Department of Corporate Relations Registration Form for AY 2023-25 ICS

Course: \_\_\_\_\_ Specialization (To be filled before III Semester): \_\_\_\_\_

Name: \_\_\_\_\_  
 (In Capital) (Surname) (Name) (Father's Name)

GR No: \_\_\_\_\_ Class Roll No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male/Female (Tick one)  
 (DD/MM/YYYY)



E-mail Address (& college):  
 Personal Email Id: \_\_\_\_\_ College Email Id: \_\_\_\_\_

Address for Correspondence:-  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_

Tel (Landline) No: \_\_\_\_\_ Student Mobile No: \_\_\_\_\_

Guardian's /Parents \_\_\_\_\_

Mob No: \_\_\_\_\_ Email Id: \_\_\_\_\_

Academic Achievements: \_\_\_\_\_

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Percentage/CGPA of Marks Obtained:

SSC %	HSC %	Diploma(if any)	Graduation %	Post Grad. % (If any)

Annexure

Signature: \_\_\_\_\_

In case of any

*Annexure  
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