



## **CAREER GUIDANCE CELL POLICY ( 2019-'20)**

### **1. Registration of Students**

- (a) The students willing to participate in the Campus Recruitment Process would be required to register their consent with the CGC (Career Guidance Cell) through the Knowledge-Pro on such date/s as the CGC may specify on this behalf.
- (b) The students who are not willing to participate the placement process should also mention the same in the KP, with the reason for not doing so.
- (c) The students who has consented for the placement process must submit a hardcopy of the consent letter to the respective departments within 2 working days from the date of Registration.
- (d) The students who are not sitting for placements must submit the hard copy of the declaration duly signed by their parents.

### **2. Placement training**

- (a) The departments will conduct specialized training for the students to prepare for their career and attending the training is mandatory for all the students.
- (b) The mere registration of the placements and the aptitude / technical training does not assure a candidate a placement. Placements are based on the performance during the interview of the respective company and their acceptance.

### **3. Participation guidelines**

- (a) Students can participate in placement process only if they have a minimum of 85% attendance in the Training classes conducted by the Career Guidance Cell.
- (b) The student becomes eligible to participate on meeting the academic / non-academic requirements specified by the company.
- (c) It is mandatory for students to attend the placement process on complying with the percentage criteria and other eligibility criteria specified by the company.
- (d) Those who fail to adhere on the same will not be allowed to sit for the following 2 drives.
- (e) The recruiters will decide on location of the placement process depending on the number of student registration.

### **4. Pre- placement Talks**

- (a) Recruiters interested in conducting pre-placement talks, which facilitates interaction between the students, and the potential recruiters, shall coordinate with the CGC and fix dates for conducting them.
- (b) The Pre-placement talks shall be conducted prior to the beginning of the Pre Interview screening and all the eligible students shall appear for the pre-placement talk.

#### 5. Pre Interview Screening

- (a) The procedure for pre Interview screening (if any) is the recruiters own policy.
- (b) The applicants selected in the pre interviews screening shall qualify for appearing in the final Interviews. Absenting in between the process is not encouraged.

#### 6. Final Offer

- (a) Once a student is selected in an organization, he/she will not be eligible to sit in any other organization's placement process, except for a dream company/offer (packages above 5 lakhs per annum). Students are expected NOT to violate the same.
- (b) The students are expected to submit a signed copy of the offer letter to the CGC within 2 working days.
- (c) The purview of the Placement Department would be limited only to the offers made as a part of the campus placements.

#### 7. Withdrawal

A withdrawal by an applicant after getting shortlisted shall **conclude** his/her participation in the recruitment process in future. A withdrawal of short-listed applicant in between the process will result in disciplinary measures, which can be upto an extent of **deleting** their name/s from the campus placement list.

However , a student may reject the initial offer, if he/she decides to accept the dream offer. In such case, the student need to communicate the choice by submitting a letter to the CGC.

#### 8. Communication & Liaisons with the CGC Department:

Students are expected to communicate with the CGC Department through their respective department CGC faculty coordinators only.

#### 9. Miscellaneous

- (a) The CGC is the only authorized body to formally approach and communicate with the recruiters in relation to the Campus recruitment/s.
- (b) The decision of the CGC shall be final regarding the students participation at any stage of the recruitment process.
- (c) The CGC may from time to time require the applicants to file various documents within a stipulated timeframe. Any willful violation on the same shall lead to automatic disqualification from recruitment process.





- (d) Students are expected to refer to the CGC notice board on the Ground floor of Block III, Faculty of Engineering. Students are also expected to be in touch with their respective department Faculty-in Charge / Placement coordinator / Student Placement representative on a regular basis regarding updates on the placement activity.
- (e) Only the registered students who are permitted by the Dean or HOD in terms of attendance ,pre – placement selection tests, etc would be allowed for the placement process .
- (f) Students failing to attend the placement process on qualifying, for two consecutive times, their name will be removed from all the future placement processes.
- (g) Students must be in time for the placement process and late comers will not be entertained.
- (h) Students should be well groomed and should be dressed in the institute formal suit.
- (i) Rejection of Pre-placement or Placement offer letters by the students will not be entertained.
- (j) Students attending the pool campus drives will be given attendance on receiving the confirmation of participation from the host college.
- (k) Students should carry at least 2 copies of their CVs , Mark cards, 3 passport size photographs and Government ID card in a folder for the placement process.

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