



G.K. Gujar Memorial Charitable Trust's
Dr. Ashok Gujar Technical Institute's,
Dr. Daulatrao Aher College of Engineering, Karad.
Vidyanagar Ext. Banawadi, Tal. Karad 415124, Dist. Satara, Maharashtra INDIA

Internal Quality Assurance Cell (IQAC) Training & Placement Policy

Email Id: tpo@dacoe.ac.in

Contact No.: 7028993889

Ref. No: AGTI's DACOE/ T&P/Policy/ Circular

Date: 19/05/2023

Training and Placement Policy

The institute strives to provide 100 % placement assistance to the students in their own domain. The following are the guidelines adopted to ensure equality, fairness of opportunity, quality of training & placement to all the students. The guidelines will ensure that maximum number of students will campus placement.

A. ELIGIBILITY & REGISTRATION

1. The students who have **minimum attendance of 75 %** and above in Academics, Personality Development Programmes, Employability Enhancement (CRT) Programmes / any other Training Programmes are arranged by the institute only eligible to appear for Campus Recruitment Process.
2. Students should register their names by submitting Students Data Sheet /Portal as per the prescribed format given by Training & Placement Cell. **Only those students who have registered will be provided with the necessary support from Training & Placement Cell.**
3. Once a student registers to appear for the Recruitment Process of a company, he /she cannot withdraw his/her candidature after getting the offer letter **on the basis of location/ technology/package/ or any other factors.** Such students will be debarred from Placement process.
4. The institute follows **"ONE STUDENT ONE OFFER"** policy. However the students will be provided second placement opportunity after all the students' placement.
5. It is mandatory for all the eligible students to participate in Campus recruitment process organized by Training & Placement Cell. However, the eligibility criteria imposed by the company is final & mandatory for the students.
6. It is mandatory for a student to apply for the recruitment process of a company only if he / she is eligible as per the criteria laid down by the company through registration platform/Notice Poll. The students should has to register for the drive otherwise he/she will lose the opportunity.
7. The Training & Placement Officer (TPO) is the single point of contact for all kinds of clarifications & communications (such as registration for placement assistance, updating the database, intimation regarding process etc. as case may be.)

B. Virtual / Offline Recruitment Drives

Some of the companies conduct the Campus Employment Process online (Virtual) Hence students attending Campus Recruitment Process should adhere to the following instructions:



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- (a) Report at the venue of pre-placement talk/ Interview at least 15 minutes prior to the scheduled time. (In case of Face to Face / Offline Recruitment Process)
- (b) Login at the meeting link (Google Meet / Zoom/ Microsoft Teams etc.) at least 15 minutes prior to the scheduled time. Students should follow the decorum during the virtual recruitment process. (In case virtual Recruitment Process)
- (c) Students should carry hard copy of their resume, photocopies of all original certificates, KYC documents and 6 passport size photographs for the interview process.
- (d) Students should appear for Campus Recruitment Process (Pre-Placement Talk / GD/ PI) only in uniform / formal dress code. The TPO reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not follow formal attire.

C. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements & keep updated regarding the process, date & time w. r. t. the Placement activities on notices via online platform/ T&P App/ E Mail Communications / Whatsapp messages etc.

2. Attendance & Punctuality:

- a) A student who gets shortlisted in the recruitment process of a company must appear for the entire selection process unless rejected midway by the company. Any student who withdraws in the middle of a selection process will be debarred from further placement process and action will be taken by higher authority.
- b) Late Comers for Aptitude Test / GD/ Interview may not be allowed to appear for the selection process.
- c) Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified with the HR during Pre placement talk & no further argument / discussion will be entertained.
- d) It is mandatory to every student to submit the copy of offer letter, selection email, and offer letter immediately to T & P office.

D. RELATING TO CODE OF CONDUCT:

1. Training & Placement Officer hold the sole right to deal with Training & placement matters (Internal or external)
2. All post offer communication after selection must take through Training - Placement Cell.
3. The students are hereby instructed to not to have any direct communication with company officials/ HR, whatever communication they need it should through TPO only.



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4. Any kind of misbehavior / complaints reported by the company officials /HR will be noted seriously and if found true, the student will be debarred from future campus placements.
5. It is the responsibility of all students to stay in constant touch with Training & Placement Office for details and updates regarding Placement matters.
6. The student has to follow the instructions & code of conduct specified by the organizations.

E. PROHIBITION/BLACKLISTING GROUNDS FOR STUDENTS

Students may be prohibited/blacklisted from the placement if he / she is found involved in any disciplinary activity or engaged in malpractices/ practices during the recruitment process. The following are the grounds for the students.

1. The students giving wrong data/information to Training and Placement Office. He/she will be debarred/blacklisted from the placement activities.
2. The students cannot drop out from selection process once he/she been shortlisted for further rounds.
3. Sharing of placement related information or campus job opportunities with anyone outside the institute is strictly prohibited.
4. For all matters not covered by the above regulations, the Placement Cell will use its own discretion to take appropriate decisions. The decision taken by this T& P cell shall be binding to all students.


Note: The Training & Placement Cell reserves the right to make the necessary amendment in this policy as per the necessity.


TPO


IQAC
Coordinator


Vice Principal



Principal

CC:
for Dean-III for 

Dean- Academics

HOD- MECH 

HOD- CIVIL 

HOD- ENTC for 

HOD- CSE 

HOD-BSH 

All-TPCs

All students