

TRAINING AND PLACEMENT POLICY


1. This policy is drafted to cater to the needs of the ever changing academic and industrial needs.
2. It is mandatory to attend the pre-placement training sessions as a parameter of eligibility for the campus placement drive.
3. Those students who fill the Google form given by the Training and Placement department are eligible to participate in the placement activities.
4. Students will use '**Atharva email only**' unless specified by the company for using 'Personal email' while registering on any company portal (if required).
5. All the recruitment updates regarding test schedule, interview rounds, selection etc. will be shared from the T&P Department through email, Google classroom and/or from student coordinators through class WhatsApp groups and it is the responsibility of the student to keep up with the same.
6. Students are advised to submit only the valid and true information in the shared registration form. If any discrepancies are found, the student will not be allowed to participate for the next three placement drives in the college. Information misrepresentation will be treated with utmost strictness.
7. All the '**Registered Students**' should be present at least 15 minutes before the scheduled time of PPT/aptitude test/interview/Group Discussion.
8. Once a student has registered for a company, it is mandatory for them to appear for all the selection rounds of that company, unless rejected by the company at any stage. Any student, who withdraws deliberately in the middle of the selection process, will not be allowed to participate for the next three placement drives in the college.
9. The Placement Cell organizes training and workshops on employability skills, personality development, and resume building, among other topics. Attendance to these sessions is compulsory. Additionally, monthly mock tests will be conducted to gauge the students' technical, verbal, and logical abilities. Based on their performance, students will be categorized into **A and B categories**.
10. The Placement facility is available to all the students registered with T&P Cell through the policy **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE**. This will ensure that every student will get equal job opportunities.
11. Students placed in a company, having a **package up to 4 LPA (lakhs per annum)** will be permitted to participate in placement drives for companies that are providing an annual **package of 6.5 Lakhs and above**.

12. If any company offers a package of **7.5 LPA or higher**, then all candidates whether placed or unplaced will be permitted to participate in the campus recruitment drive.
13. Any kind of misbehavior/ malpractice/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from the next three placement drives based on the feedback of the company.
14. All students must keep their identity card with them at the time of PPT/ Written Test/ GD/ PI and one copy of resume at the time of campus placement drive.
15. A student in casual dress will not be allowed for the PPT/Recruitment Process.
16. The eligibility criteria imposed by the visiting company will be the final.
17. After selection is confirmed by the company and informed to TPO, it is mandatory for the selected students to submit a photocopy of the offer letter to the Training & Placement Office.
18. Students are not permitted to directly communicate with HR or company personnel for any queries or concerns during or after the process. Instead, they are advised to consult the TPO. Please note that once a candidate is selected through campus placement, the institute will not be held responsible if the offer is rescinded by the company for any reason whatsoever. However, these students will be permitted to appear in future placement opportunities.



Anu Seengal

Training and Placement Officer
ACE



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Dr. Ramesh Kulkarni

Principal -ACE