



# PADRE CONCEIÇÃO COLLEGE OF ENGINEERING

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## P.C.C.E. PLACEMENT POLICY

### **A. Eligibility**

1. All final / pre-final year students of PCCE, Goa shall be permitted for campus placements, provided they meet the eligibility criteria, as will be specified by the visiting company.
2. Last day for registration will be communicated to students via WhatsApp/Email and Student Placement Coordinators.
3. Any false claims made in the CV / cover letter / resume will lead to disqualification. This may also lead to disciplinary action against him/her, if found to be done intentionally.
4. Students who fail to register on time will not be allowed to appear for that placement activity.
5. All students must mandatorily attend any placement related trainings / talks organized by the placement cell, failure of which will lead to disciplinary action.

### **B. Placement Rules**

1. Job offers will be classified in the following categories:

- Category A: Above 7.0 LPA (CTC)
- Category B: 3.5 LPA (CTC) upto and including 7.0 LPA (CTC)
- Category C: Upto 3.5 LPA (CTC)

Category will be mentioned during the intimation of the recruitment drive. Minor deviations from the CTC may be ignored at the discretion of Training and Placement Officer.

3. Vertical mobility only in the upward direction will be allowed, subject to a minimum 3 LPA difference with the offer in hand.
4. Vertical mobility in the downward direction will not be allowed. If a student is placed in Category 0, then he will not be allowed to answer any further placements.
5. Vertical mobility in downward direction may be considered provided there is a major deviation in the Job Description. Final decision will be of the Training and Placement Officer.
6. If a company specifies that they will only permit unplaced candidates to appear for their placement drive, then their request will be honored. If a company specifies that their selected candidates are not to be permitted for further placements, then their request will be honored. Both the cases will be intimated in advance before the recruitment drive.

7. If a student signs up for a placement drive, he/she must actively complete the entire evaluation process set by the company, unless they are eliminated in the process. This includes attending pre-placement talk until the final round of interviews.
8. During the selection process of a company, if the student receives a job offer from another company, he/she should inform the placement cell in writing via email. A student should not discuss this matter with the company officials.
9. Students are considered hired if they are selected by the company (written intimation received from the company officials). If a student is selected by a company, he/she will be considered unavailable for further placements as per the rules mentioned in this Placement Policy. This is irrespective of whether he/she accepts the offer or not.
10. All queries/communications from students should be routed to the placement officer through the respective department faculty coordinator only.
11. It is the responsibility of the students to keep themselves up-to-date by reading emails/ checking Whatsapp messages from the placement cell / faculty, and by reading all relevant posts.
12. Students are strictly forbidden from contacting the company officials directly, or via email or phone call.
13. It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
14. Any sort of unprofessional behavior or not adhering to any of the policies during the placement drive may lead to debarring from placement process and warrant an appropriate disciplinary action.
15. Once a job offer / intimation is made through the cell, the student will be marked unavailable for further placement drives in the respective category as per the rules mentioned in this Placement Policy. In case the student decides to accept another off-campus offer, he/she should inform the placement cell in writing via email.
16. During the selection process, if the company finds that a particular student is suitable for a position which is different than that mentioned in JAF, the company will still be allowed hire the student for this new role. However, this should be discussed with the placement office. In this scenario, if the student decides to reject this job offer, he/she will not be considered as hired and can continue availing the on-campus placement opportunities.

### **C. Placement Offers:**

1. Any Pre-Placement Offer or off-campus offer received by a student has to be intimated immediately to the placement cell in writing via email, within 2 days of selection.
2. Students accepting or declining a Pre-Placement Offer or off-campus offer will have to immediately (same day) notify the placement cell of the same. The decision of the student will be communicated to the company through the campus placement cell.
3. The student will be responsible to complete all proceedings/ document submission/ training etc. once the pre-placement offer is accepted.

#### **D. Policy-Exception Rules:**

A student who already has been selected by a company will be permitted to apply for another company, as per the discretion of Training and Placement Officer, for the following cases:

1. Discrepancies in salary: CTC mentioned in the offer letter is significantly lower than that which was mentioned in the job description.
2. Location Discrepancy: Location mentioned in the offer letter is significantly different from that mentioned in the job description.
3. Agreement Discrepancy: Conditions mentioned in the offer letter (ex. bond) is significantly different from that mentioned in the job description.

#### **E. Penalty:**

If a student does any of the following, he/she will be debarred from the placement process, and warrant a suitable disciplinary action.

1. Not showing up for pre-placement talk after applying for a job opening.
2. Missing a selection process either intentionally or due to not following up the email/portal updates.
3. Not attending any one of the selection process after getting shortlisted by the company.
4. Any sort of misbehavior on the part of students which affects the decorum of the presentation or the selection process or the reputation of placement cell.
5. Cheating or proxies in the forms / process.

If a student is not able to follow any of the first 3 points due to unavoidable emergency situations, the candidate must attempt to inform the Faculty Placement Coordinator prior to the date of process to avoid any penalty.

#### **F. Resolution:**

1. Training and Placement Cell is only a facilitator for placements. It does not guarantee a job.
2. Placement opportunities will be provided through the base policy "One Job Per Student". This is to ensure that all students get equal opportunity and few students do not consume all the jobs.
3. The Principal is the final authority, and in case of any dispute or grievance, the Principal's decision will be the final.

Sd/

**Training and Placement Officer**

**Date: 20<sup>th</sup> June 2022**