



Zeal Education Society's

Zeal College Of Engineering And Research, Narhe, Pune -41

Department Of Management

PLACEMENT POLICY FOR YEAR 2019-20



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Introduction:-

Placements are benchmark to the performance of any management institute and it depicts the success and the growth of the institutions. We at Zeal Group of Management Institutes are proud of our achievements in this field.

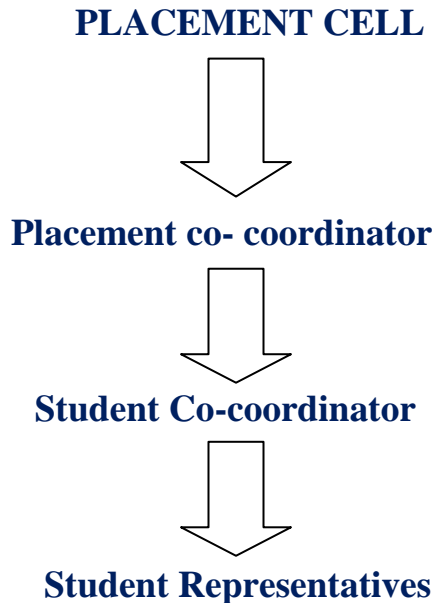
The Placement Cell of ZGMIS plays a vital role and is gradually becoming a key department of the institute. As there are large numbers of Management colleges coming up in Maharashtra/India, the competition for employment is increasing every day and the job of placement is becoming a challenging one. Our Placement cell is performing the following activities:-

- **Arranging Winter/Summer training for students.**
- **Inviting various organizations for campus recruitment.**
- **Training to suit various needs of industry.**

The Objective of the placement cell is to facilitate the process of placement & ensure that each eligible student gets an opportunity to face an Interview.

Adding to it, the endeavor of the Placement cell is to ensure 100% placement assistance to all the students. The Cell is assisted by student placement coordinators who lead a team of placement representatives. The placement Cell ensures and takes care to provide the best arrangements and hospitality for the visiting companies' officials.

Placement Cell Structure



- **Brief Profile of a Placement coordinator:**
 - Placement coordinator will be acting as a facilitator & counselor.
The areas of responsibilities will include conducting job-placement activities & further convincing more & more companies for campus recruitment.

- **Brief Profile of Student Coordinator:**
 - Student Coordinator will be the representatives of ZGMIS on behalf of the Placement cell & will be acting as a liaison between the Company & the students applying for the Job.

- **Brief profile of Student Representatives:**
 - Student Representatives will be assigned task to record details of companies to be invited for placement.
 - These representatives will contact the Companies & follow-up with them to ensure that they are aware of the Institute, the profiles of students on the placement dates.

Procedure: - Selecting the student Coordinator/Representatives

Step I – Notice regarding vacancy will be displayed on the notice board on yearly basis.

Step II - Preliminary Interview of the students who have applied will be conducted by the

Placement Coordinator/Head Of the Department/Director/Any Designated Authority.

Step III - Announcement of the selected names for the student coordinator/Team

Members.

Required Skills - for Student Coordinator/ Representatives

- Convincing power
- Good Communication skills
- Capacity of coordination
- Good academic background
- Presentable
- Willing to devote time for the placement activities

Placement Procedure

A. Eligibility Criteria;

Students will be eligible for participating in the placement process on the following grounds:-

- i) The students have cleared all tuition fee dues.
- ii) Students secured attendance 85% & above.

Students will not be eligible for participating in the placement process on the following grounds:-

- i) Students who have opted out of the placement process. Such students need to submit an undertaking mentioning their decision of not participating in placement process.
- ii) Students pursuing their Part time/Sponsored/correspondence courses are not eligible to take part in the Placement process as per the Institute policy.

B. Pre-Placement Activities

Following are the Pre-Placement activities that need to be done by the Student Representatives in coordination with the Student Coordinator & under the guidance of Placement Coordinator;

- A list of companies / organizations with Address, contact details, concerned HR/person etc to be maintained.
- Preparation of a Placement write-up / Brochure.
- An invitation letter that is to be sent to the company/Organizations.
- A Corporate presentation.
- A register to record calls made to the companies / organizations should be maintained on daily basis.
- Send invitation & documents containing the relevant information to the companies.

- Companies/organization will send their consent to participate in the process along with expected profiles.
- The details are made available to the students via Notice Board.
- Suitable dates for Pre-Placement Talk (PPT from here on) will be decided after discussions between the company and the Placement Cell.
- After confirmation from the company, students are notified for the PPT date.
- The company visits campus and conducts its PPT.
- The company may also, if interested, conduct selections for summer internships of the first year students on the same day.
- Standard Format should be maintained for all the companies for the purpose of declaration of the names of selected students.

Planning Activities:

- A standard format of Resume is to be given to the students for Resume Preparation
- Placements can be done on a rolling/weekly/fortnightly basis depending upon the no. of companies registered for campus recruitment.
- The Placement Cell allots a date to the company as per the ranking by the students. The company is ranked on the basis of following parameters:
Job profile and growth prospects.

The package being offered by the company.
Past record of recruitment.

Feedback from the students regarding the company.

- The placement cell needs to follow-up with the companies regarding for the finalization of the dates.
- The company can confirm or negotiate the dates with the placement cell.
- Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
- The list of short listed students is mailed to the Placement Cell prior to the campus selection date.

C. During the Placement

- Companies visit the campus on the given date and conduct the written technical/aptitude test, group discussion/personal interview as a part of their selection procedure.
- The company/organization is required to furnish the final list of selected students as soon as possible after the final completion of procedure.
- The selected students may or may not be allowed to sit in further job interviews as per the **placement policy** of the institute.
- The Student representatives of the placement should make necessary arrangement for the company official visiting the campus for selection.

D. Post-placement Activities

- The Placement Coordinator has to follow with the concerned person in the respective company/ies to get the Appointment Letter of the selected candidates at the earliest along with their joining date.

Placement Policy

A. General Conditions:-

- The role of the Placement Cell is of a facilitator and counselor for placement related activities.
- Once the student accepts the offer given by the company, he/she will be out of the placement activity.
- In case a student appears for two or more companies on a particular day then he/she will be considered selected in the company which first comes out with the final selection list and he/she will be out of the placement process of the other companies.
- In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
- Any issues to be discussed should be forwarded to the respective Placement Representative and it is his/her responsibility to take it up with the Placement Cell.
- . If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.
- All placements related communication will be done through notices that are displayed on the placement notice board.
- Each student shall be eligible for only one offer. Till a confirmed offer letter is accepted by the student offered by the company.

B. Debar from the placement activity.

Students will be debarred if any of the below mentioned is true:

- o Student registers to attend a company's interview and on the day of interview doesn't turn up

- o If there is a misbehavior / indiscipline on the part of the student during the interview process
- o Student does not accept the offer made by the Company.

C. Pre-placement Interview:

- A student in case of pending Pre-Placement Interview Offer is eligible to participate in the placement process.

D. Pre-placement offer: -

- Students having a Pre-Placement Offer from a company must inform the Placement Cell about the acceptance or rejection before the placement process begins. In case any student doesn't inform the placement Cell about the same, he / she will be considered to have accepted the offer and will be debarred from the further placement activity.
- In case if the student accepts the pre-placement offer, he will be out of the placement activity.

E. Code of Conduct:-

- Students must be punctual in reporting to the company for the recruitment process.
- Students should not discuss any points (Package, Job profile, Location etc) at the time of interview. Any queries should be discussed with the Placement Coordinator.
- It is expected that students prepare a file, in hard copy, of all their academic records when appearing for campus recruitment process.
- Candidates should always carry **4** copies of their **resume** (as per the college format) and **2** passport size **photographs** for the GD/Interview of a company.
- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session 2013-14.
- Students must keep their **Identity Card** with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or their representatives.
- Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.

- Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on.
 - Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
 - It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
 - No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement /Coordinator of Placement Cell.
 - Students are also advised to keep a watch on the Notice Boards.
 - Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
 - It is mandatory for students to follow the following points in order to be eligible to sit for the pre-placement talks and interviews:
 - **Dress Code:**
 - A. For Boys**
 1. Full-sleeves formal shirt with formal plain trousers
 2. College suit and tie (mandatory)
 3. Neatly polished black shoes
 - B. For Girls**
 1. Full-sleeves formal shirt with formal plain trousers
 2. College suit
 3. Formal Shoes.
- (The policy is subject to change at a later stage at the discretion of the Placement Cell. The changes made, if any, at a later stage will be notified to all concerned.)**

Placement Coordinator for Department of Management-

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