

Corporate Resource Center, KCNIT Banda
PLACEMENT POLICY FOR STUDENTS PARTICIPATING IN T&P ACTIVITIES
Code of Conduct 2017-18

Ref/CRC/JUL2017/01

1. Students should register their names for placement 2017-18 by visiting T&P cell.
2. It is the responsibility of the student to check the respective NOTICE BOARD/e-mail regularly for T&P related activities.
3. It is mandatory to maintain at least 80% attendance in all training and placement activities, without any fail. Students who do not fulfill this condition will not be allowed to take part in subsequent T&P activities
4. Students are advised to make a folder containing at-least 05copies of their updated CVs, 10 recent passport-size photographs (in formal), photocopies of marks sheets of 10th, 12th and all semesters B.Tech/MBA results.
5. Attendance in all the Pre-Placement Talks is COMPULSORY for everybody, regardless of whether he/she is interested in sitting for that company or not, or whether he/she is already placed.
6. A student who does not appear for 2 of the campus drives in which he/she is eligible, without any prior information and/or giving valid and convincing reasons, will be debarred from future drives.
7. If a student gets selected in a Core profile Company, he/she may not be allowed to appear for another core profile company unless higher salary package is offered. This will limit maximum up to 2 offers only.
8. If any student gets the job of BPO/KPO profile, he/she will be allowed for core / Techno Commercial Sales/ Marketing profile but not for the same profile in another company.
9. A student who applies and gets shortlisted by the company is bound to go through the entire selection process unless rejected mid-way by the company. Any student who withdraws deliberately in the midst of selection process will be debarred from taking part in subsequent placement activities for rest of the academic year.
10. Students should maintain discipline and show ethical behavior during the placement process/activities. Any student found violating the disciplinary rules set by the institute /company or defaming the name of the institution will be debarred from the placement for the rest of the academic year.
11. Students dress should be STRICTLY FORMAL throughout the year and essentially during any of the official activity /event. The Cell reserves the right to refuse permission to a student to attend official event /activity, if his/her attire is inappropriate.
12. In case, students decide not to join the company, they should inform the company & placement office in writing with valid and convincing reasons along with the consent of his/her parent(s).
13. Students must clarify details regarding salary break-up, job profile, place of work, contract conditions etc. with the companies during PPT or interview process.
14. Students are not authorized to communicate with the companies at individual level or in personal capacity, **unless asked for**. Any deviation would be viewed seriously inciting action against particular student(s) involved in such activity. Any corporate interaction by any student must be carried out in consultation with T&P Team.
15. KCNIT doesn't prefer to invite any company that demands for any sort of training fees, security deposit or any other kind of money related to placement. Such kinds of offer are floated on mutual acceptance between the company and the student. Apart from that, if any student is asked to pay for any such payment post joining/work tenure, Institute will be held responsible for it.
16. KCNIT invites companies after checking their authenticity. Similarly, Student should also be equally responsible to check from his/her end on all these aspects. Henceforth, Institute will not be responsible for any kind of work culture in any organization. Also, Institute would not interfere between employer and employee after acceptance of offer by student.