

## CRC POLICY & PLACEMENT GUIDELINES

These guidelines and instructions are essential for a successful placement process. Adhering to them will help students make the most of their opportunities and ensure a smooth experience. Non-compliance may lead to disqualification from placement opportunities.

### INSTRUCTIONS

- All students interested in placements must register on Superset.
- Students aspiring to pursue higher education or explore alternative career options outside the campus should inform the CRC in writing before the start of the 7th semester.
- Maintain a minimum of 60% (6 CGPA or equivalent) with no standing arrears to be eligible for an adequate number of placement opportunities.
- Engage in live projects or research work in a related area of your program/discipline to demonstrate your knowledge and skills to potential employers.
- Enhance your aptitude and reasoning abilities.
- Strengthen your technical skills.
- Direct communication with company officials is not permitted.
- Candidates who express their intention to participate in any on-campus or off-campus placement recruitment drive but fail to attend the pre-placement talk (PPT) may be subject to blacklisting by the CRC.
- Any form of misbehavior or complaints reported by company officials will be taken seriously, and if proven, the student may be debarred or blacklisted from future campus placements.

### THINGS TO KEEP IN MIND BEFORE JOB APPLICATION

**Read and Understand Job Descriptions (JD) Before Applying:** Carefully review and understand the job description before applying directly through Superset.

**One Offer Per Student:** Each student is eligible for one job offer initially, with the possibility of a second offer after consideration and approvals from CRC authorities.

**Commitment:** Once students have applied, it is mandatory to commit to the placement process. Backing out after applying is not allowed, and students who fail to follow this commitment will be barred from both immediate and future placement drives.

**Block on Future Drives:** Students who receive an offer will be blocked from participating in further campus drives.

**Non-Appearance Consequences:** Students who have applied through Superset but do not appear for the placement drive will be barred from future drives.

**Understanding Service Bond Agreements:** Before applying for a job, students should carefully review and discuss any service bond agreements and terms with their parents or guardians. For clarification, students can also consult CRC managers to ensure they fully understand their commitments before proceeding with their applications. This ensures informed decision-making regarding job applications.

## THINGS TO KEEP IN MIND BEFORE AND DURING IN-CAMPUS PLACEMENT DRIVE

**Documentation:** Students must bring multiple copies of their resumes when attending placement drives. Ensure you have them ready in advance.

### **Dress Code and Presentation:**

- Wear college uniform with a tie and black/brown formal shoes.
- Adhere to the dress code; failure to do so will result in students not being allowed to appear in the placement drive.
- Maintain a well-groomed appearance.
- Present yourself professionally by keeping your shirt tucked in and wearing well-ironed clothes.
- All students must wear /carry Institute ID cards at all times.

**Preparation:** Conduct thorough research about the company and the job profile for which you have applied before attending the placement drive.

### **Communication:**

- **Check Email Regularly:** All placement-related information will be communicated via email. Monitor your inbox, including the spam folder, for updates.
- **Provide Information:** When approaching the placement cell with queries, ensure you provide the following details: name, university roll number, college name, email ID, course, and branch. Queries without this information will not be entertained.

**Behavior and Attitude:** Display warm and welcoming behavior when interacting with recruiters and HR. Inappropriate behavior may lead to disqualification from current and future drives.

**Punctuality:** Arrive on or before the specified time for placement drives. Latecomers will not be allowed to participate in the recruitment process.

## THINGS TO KEEP IN MIND BEFORE AND DURING VIRTUAL/ONLINE DRIVE

- Conduct thorough research about the company and the job profile.
- Read instructions carefully before attempting online tests conducted by recruiters.
- Follow instructions for adding/joining specific WhatsApp groups.
- Keep an eye on the chatbox to find important links shared by recruiters, if any.
- Avoid unnecessary chat in the chatbox during the placement drive.
- Manage your time effectively to ensure you are available and prepared for virtual drive activities.
- Ensure a stable internet connection and that your camera is operational throughout the virtual drive.
- Maintain a proper dress code during the virtual drive to present yourself professionally.

Students should refrain from writing any nonsensical comments or engaging in unethical behavior during the placement drive. Such actions not only risk disqualification but may also result in serious consequences for the student.

For any queries or clarifications, please contact the placement cell at the Corporate Relations Centre (CRC), United Group of Institutions.