

PLACEMENT DECLARATION FORM

I (NAME IN CAPITALS) _____ S/O _____

University Roll No. _____ a 2019 / 2020 / 2021 (Passing Out Batch) student of B.Tech. _____ (Stream) / MCA (please tick as appropriate) studying at MCKV Institute of Engineering, 243 G. T. Road (N) Liluah Howrah – 711204, would like to receive placement assistance from my Institute (MCKV Institute of Engineering). I have been informed that placement policy norms are to be followed for entitlement of placement assistance from the Institute. I hereby declare that I will adhere to the placement rules mentioned below and agree that the Placement Policy has been duly notified/communicated to me, with regard to my placement.

PLACEMENT POLICY, RULES AND TERMS & CONDITIONS

OBJECTIVES

- To define the placement activity coming under the purview of CRTT CELL / INSTITUTE.
- To streamline the placement process to ensure fair opportunity in an equitable manner for students to begin their work career.
- To ensure satisfaction of all stakeholders as far as practicable.
- To lay down the rules and regulations governing placement process at MCKV Institute of Engineering for all streams and programmes with due regard to the specific requirements of different programmes.

PLACEMENT REGISTRATION

- a) All students seeking placement through the CRTT CELL / INSTITUTE shall duly fill in the Placement Declaration Form (ALL DETAILS REQUIRED FOR CAMPUS RECRUITMENT) and submit it within the due date as notified by CRTT CELL / INSTITUTE.
- b) Students who do not register for placement by the due date will automatically be excluded from the placement process.
- c) Students are advised to be extremely cautious in opting out of placement registration as the opportunity for placement registration cannot be given after the due date under any circumstances.
- d) Each student will furnish to the CRTT CELL / INSTITUTE Curriculum Vitae with good coloured photograph in formal dress (soft copy) within time stipulated by CRTT CELL / INSTITUTE, at the beginning of final year for all streams.
- e) Students are advised strictly to inform the CRTT CELL / INSTITUTE of any change in their database as soon as it is effected and keep their contact details updated (contact address, e-mail id, mobile number, semester marks etc.). The CRTT CELL / INSTITUTE shall in no case be held responsible for any delay in communication arising out of false or incomplete information furnished by students.
- f) Intimation regarding campus recruitments or notifications thereof is given out by the CRTT CELL / INSTITUTE prior to such campus recruitment drives. However students are to consult the notice board and respective group mail/personal email/Class

Representative /Placement Representative regularly to update themselves on such events in their own interest.

CRTT CELL refers to Corporate Relations and Talent Transformation Cell,

INSTITUTE refers to MCKV Institute of Engineering

Unless otherwise specified, the following Terms and Conditions apply to all students who desire to participate in the campus recruitment drive organised by and through CRTT CELL / INSTITUTE and such students shall put their signature in order to be eligible and considered for such drives.

The policy of the CRTT CELL / INSTITUTE is to endeavour to arrange placement opportunity as per prevalent conditions (both at micro and macro level) and situations for eligible and registered students of the Institute subject to the undernoted terms and conditions :-

CRITERIA OF ELIGIBILITY

- A student seeking placement support through CRTT CELL / INSTITUTE should 'normally' have 60% or equivalent score throughout their academic career without standing arrears / gaps. However this varies from each recruiting company. In addition to this, the student has to satisfy additional criteria of eligibility set by the specific recruiting company. as per prevailing conditions, all students should declare their Xth and XIIth marks percentage, based upon their respective board rules and also on the basis of all marks obtained in all subjects appearing in their mark sheets, including additional subjects, if any.
- In case where the recruitment organization has any other relaxed / stringent norms, notification to that effect will be given by CRTT CELL / INSTITUTE and eligible candidates thereof will be allowed participation on case to case basis as per the decision of Head – CRTT CELL, in consultation with the recruiter.
- Besides the above basic rules, student's placements and training will be governed by the Placement Policy of the Institute in general which will be displayed on all respective Notice Boards of the Institute.
- He / She should not have any kind of disciplinary action taken or contemplated against him / her.

RULES AND REGULATIONS

- 1) Attendance criteria – The candidates must have minimum level of attendance as per rules, to be entitled for placement. This attendance shall be calculated periodically as per University norms and the CRTT CELL / INSTITUTE will not be providing assistance to candidates below desired level of attendance. This criterion of attendance will also cover presence in Technical training, Corporate Speaks, Seminars, Workshop, Grooming Sessions and Mock Interviews scheduled for the candidates. Any candidate attending less than 80% attendance in Training Classes, Grooming Sessions, Mock Interviews organized by the Institute will not be allowed to participate in Placement Activity and in case the Placement Advisory Committee concurs unanimously to accord such absenting students an opportunity for placement, such students should bear the cost of the training, either in full if the candidate did not participate in such training sessions at all or proportionately in case he attended only partially such training sessions. ** Students not attaining the minimum

attendance in their normal, regular academic classes are not entitled to attend placement activity, unless approved by the Management/competent authority of the Institute. **

** Except 2018 Batch **

Students absenting in more than three campus drives during the entire campus calendar shall be automatically debarred from appearing in future campus drives organized by and through CRTT CELL / INSTITUTE, without further reference. In case absenteeism due to any medical reasons, an application in hard copy by the Student, shall be forwarded and recommended by the Head Of the Department, to CRTT CELL / HEAD OF THE INSTITUTE, along with all relevant documents.

- 2) *** It is mandatory for students of MCKVIE, seeking placements, to appear in MCKVIE PRE CAMPUS ASSESSMENT TEST (MCKVPAT). Students who do not appear in MCKVPAT will be considered as not interested for placements and hence no placement assistance will be extended to them. ***

*** Except 2018 Batch ***

- 3) **** Students who clear the above test as enumerated in point 2 will be given an opportunity to participate in Campus Recruitment Drives whereas Students who do not pass MCKVPAT need to re-appear for MCKVPAT again on payment basis as per actuals, which may vary from time to time, and this is to be borne by the students. ****

**** Except 2018 Batch ****

- 4) Every student should fulfill the criteria set forth by the CRTT CELL / INSTITUTE, as well as the hiring company to be eligible for being considered for placement in respective companies.
- 5) No student against whom disciplinary action of any kind has been taken / or being contemplated by the Institute shall be allowed to avail of placement services offered by the Institute.
- 6) (i) The CRTT CELL / INSTITUTE reserves the right to withdraw the placement assistance to and even withhold / cancel a job offer made to an eligible student if his conduct is found unsatisfactory / repeatedly violates the terms and conditions of the Placement Policy.

(ii) Even after placement candidates are required to maintain proper discipline and conduct as per the rules of the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate.

- 7) Every candidate has to fulfill the recruiter client's requirements as stated in recruiter Client Requirement Form (Job Description / Hiring Template) over and above fulfilling all terms and conditions mentioned above. Any relaxation in eligibility criteria shall be effected only if the hiring company agrees to the proposition as confirmed by CRTT CELL / INSTITUTE.
- 8) (i) Candidates, who further register for any specific campus / pool / off campus drive as per communication from CRTT CELL / INSTITUTE, cannot normally be absent in any of the recruitment drives for which the candidate is already registered nor can withdraw at any stage of the selection process or reject the offer (if selected).

(ii) If a student fails to turn up for a recruitment drive after registering for a particular

campus drive, the student shall be deemed to have defaulted the terms and conditions of the Placement Policy.

- 9) It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards/emails/group emails. Students are expected to be on time as per the notification. Failure to see the notice board / emails OR not receiving phone calls, will not be accepted as an excuse for not participating in any campus Recruitment event.
- 10) Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents / guardians and should arrange their own transportation. MCKVIE OR THE CRTT CELL / INSTITUTE shall not be responsible for boarding, lodging or health and safety of the attending students during the course of the campus drive and/or beyond.
- 11) Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season.
- 12) To facilitate placement to maximum number of students in any batch, it is the policy of the Institute to allow only one offer to any candidate. After selection of a student is confirmed by a recruiter, the name of the student will be taken off from the list of unplaced students and the said student will not be eligible for appearing in any recruitment drive organized by the Institute thereafter unless in special circumstances as per exigency of situation.
- 13) A candidate getting a job offer through the CRTT CELL / INSTITUTE must join the organization from which he has received the offer. Failure to do so will result in the loss of goodwill for the Institute and even dropping the Institute from the recruiter's future drives affecting the career of other classmates / juniors. Hence, those students who have received placement through CRTT CELL / INSTITUTE, with a particular organization, but intends to pursue other interest to benefit their career, shall keep CRTT CELL / INSTITUTE informed immediately of their intentions of not joining the organization for which they have been selected. Students are requested to cooperate in this regard for the benefit of all concerned. However, violation of this code may result in disciplinary steps being taken by the Institute as deemed fit and proper, including but not limiting to penal charges.
- 14) It must be clearly understood that the Institute contact various recruiters and puts all efforts to get organizations to recruit our students through ON-CAMPUS / POOL-CAMPUS / OFF-CAMPUS modes and has no role in the process of selection by the individual organizations nor has any role in the choice of function / location for which the recruitment is done by the recruiters which is driven purely by their business demands. While it is our effort to facilitate the placement of maximum number of students, placement for all eligible students may not be possible, since campus recruitment is dependent on a host of factors, including students' performance on the day of the drive. Performance of the students is the key factor during the course of campus interview and its favorable outcome / results.
- 15) Disqualification from placement activity : The Institute expects a high level of moral, ethical and professional behaviour from all its students. Therefore, in the interest of the students and Institute, any student can be disqualified from the placement opportunity and appropriate actions can be initiated against him/her if his/her behavior is not found befitting the institute. Any student found violating the discipline rules set by the company or

defaming the institute name will be disallowed from the placements for the rest of the academic year.

- 16) Students must bring their identity cards with them whenever they go through a placement process in campus or off campus, also their testimonials, photographs and updated CVs and any other materials as advised from time to time.
- 17) Any eligible candidate not following the interview dress code, CRTT CELL / INSTITUTE can stop them from appearing for the particular placement drive and/or any subsequent drives in the future.
- 18) Any candidate indulging in any of the following malpractices during the placement process, he / she will be debarred from placements.
- 19) Although every effort is taken by CRTT CELL / INSTITUTE, about the veracity and bona fide of a company visiting for campus recruitment, however, students are also advised to make proper enquiries and verification at their end too.
- 20) After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the CRTT CELL / INSTITUTE immediately. However, such behavior on the part of students is strongly discouraged and CRTT CELL / INSTITUTE may not issue 'No Objection Certificate' (NOC) to such students.
- 21) Any Candidate not honoring the offers made or terms and conditions set forth by any recruiting company, the candidate has to bear the legal consequences by the corporate, and Institute (MCKVIE) will not be responsible in such matters. Additionally, in case if any student declines a job offer during the course of Interview and/or thereafter, he/she shall forfeit his/her candidature for any future campus drives by and through CRTT CELL / INSTITUTE, and the records of CRTT CELL / INSTITUTE shall show such students as "Placed—Refused to Join"
- 22) CRTT CELL / INSTITUTE is not responsible in any matter relating to companies deferring joining or not honoring the job offers made to students, **onus of fulfilling a commitment 'made in good faith' lies only on employers** and not on the Institute.
- 23) CRTT CELL / INSTITUTE is not responsible in any manner relating to recruitment and selection process of a particular company, and shall not intervene or interfere in the recruitment and selection process. It is accepted that all companies shall recruit the best candidate as per their recruitment procedure, job fit of the candidate, including their soft skills and technical knowledge but not limiting to any of the above areas. It is the prerogative and discretion of the company, about the candidates to be selected, and over this the Institute or CRTT CELL / INSTITUTE have no control or jurisdiction.
- 24) The Institute keeps its rights reserved to make changes in the Placement Policy any time as may be appropriate. The placement rules/guidelines/procedure, as may be modified from time to time will be binding to all students. A Placement Advisory Committee comprising of the Head of the Institute, all HODs, Head of CRTT Cell, shall meet regularly each month, preferably fortnightly, and/or when such situation occurs to convene a meeting of the Committee, and the decisions taken in such meetings of the Committee, shall be informed to all stake holders, and shall be binding.

The Placement Advisory Committee may call the Class representatives (nominated by each department for each batch), in such meetings and sort out any issue/s through peaceful discussion, during normal working hours or otherwise.

- 25) For all matters not covered by the above stated, the Management / Competent Authority / Head of the Institute will use its own discretion to take appropriate decisions from time to time and on case to case basis, and such decision shall be binding on all interested parties.
- 26) Placement assistance is not only a value added support service that is being extended to our students, and does not guarantee a job opportunity nor is it mandatory.
- 27) In the event of any conflict or inconsistency between the terms of this Policy, rules and regulations and / or any document referred to herein or in the terms of any attachment thereto, the terms of this Placement Policy shall prevail and the decision of the Placement Advisory Committee, taken in this regard, shall govern the interpretation thereof.
- 28) This policy is uploaded in official website of the Institute for wide notification and all stake holders are being duly informed therein.

Declaration ****

I declare that I have carefully studied the above mentioned PLACEMENT POLICY, RULES AND TERMS& CONDITIONS from page 01 to 06, understood the contents therein and accept them in totality without any reservations.

Signature of the student : _____ Date : _____

Name of the student : _____ Stream : _____

Permanent Address : _____ Year of Passing : _____

University Roll No. : _____

Mobile No : _____

E-mail ID : _____

Signature of the Parents / Gurdians : _____

Name of the Parents / Gurdians : _____

**** Except 2018 batch ****

NOTE :

Feedback Mechanism

a) **Conduct of Exit Interviews and Improvement Strategy** : Trainers and concerned faculties shall conduct exit interviews of students during the campus placements and analyse each and every student's performance, identify the strengths, weak areas / shortfalls etc. CRTT CELL / INSTITUTE, HODs and faculty representatives shall again review the results, analyse the performance and devise a plan and formulate course modules and strategies to bridge the gap between the academics and industry expectations, which shall remain the primary focus of the exercise. Head – CRTT CELL, INSTITUTE / CRTT CELL, in consultation with the authorities concerned, shall decide on the need for engaging experts from industry, institutions of higher education, consultancies etc from time to time.

b) **Feedback of the Campus Recruitment Team** : CRTT CELL / INSTITUTE shall try to take feedback of the visiting campus hiring teams so as to keep an eye on student's performance, internal arrangements, amenities offered to the team etc.