



MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

(Approved by AICTE, NEW DELHI, Affiliated to JNTUK, Kakinada)
Pulladigunta (V), Vatticherukuru (Md) Guntur Dt., A.P - 522 017

PLACEMENT POLICY AND GUIDELINES

2019-20

Guidelines for Student eligibility:

- All the students eligible for placements shall be identified by the Training & Placement Office (TPO) at the end of the 6th semester as per the proforma provide by T & P Department.
- All eligible students shall have minimum aggregate CGPA as defined by T & P Cell apart from satisfying the criteria specified by the recruiting organization/ company which may differ from company to company.
- A student with indiscipline case(s) will be disqualified from campus placement process
- Students must attend all the training programs conducted by the institute.
- Students aspiring to go for higher education either in INDIA or abroad or choose any other career options outside the TPO, shall share their intention in writing with the TPO before the commencement of 7th semester.
- In case of job fair, students should attend as per the instruction of TPO

Campus Placements Policy:

All students who meet the criteria as mentioned in the eligibility criteria as mentioned above are eligible for recruitment.

Day one companies:

Company with reputation, major recruiter and having continuous association with MALINENI are designated to be Day One companies.

Day zero companies:

Companies which offer CTC more than Day One companies and come before Day One Companies are designated as Day Zero Companies.

Open offers such as Hack with infy, TCS Code Vita, TCS Ninja will be considered as Day zero companies only.

Dream offers:

- All the students, irrespective of their status of being already placed, shall be eligible to appear for dream status companies that offer a CTC more than Rs 5.0 LPA. Based on the reputation and credibility of the company, the INSTITUTE shall decide the dream status companies.
- But Students from Core branches will be given one additional job opportunity in their core domain. (For Eg. If any Electronics student is placed in an IT company, she will also be allowed to appear in her core companies till she gets one final job offer from Core Company.

Students who are selected in Day zero companies should choose between Day one or Dream Companies.

The Placement Policy is further summarized below:

- ✓ All students without a confirmed offer at the time of application have an equal opportunity to apply for any of the companies scheduled for their selection process.
- ✓ The students must accept the first confirmed offer announcement that comes their way. Students who have applied to more than one of these companies will be allowed to wait till all the results are announced for them to accept exactly one of these.
- ✓ Internship offers with conditional confirmation into a confirmed placement at the end of the internship period is considered just an internship offer. Consequently, the students with such offers are free to apply for other final placement opportunities. In case the company offering internship does convert it into a final confirmed offer, the student can choose between the conversion and the already secured final placement if any.
- ✓ Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
- ✓ They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- ✓ Selected students shall be obliged to honor the offer given by the organization/company to sustain the relationship of MLEW with the companies.
- ✓ Placed students either through TPO or otherwise (i.e. self) have to inform TPO for records.
- ✓ Placement of any student is not a claim/right. Institute shall provide open platform to all the eligible students as per placement Guidelines.

Debar Provisions from Placement Section:

Once the candidate short list is published, students will attend the next event. Students must adhere the norms of discipline and personal conduct during their interactions with company officials and their conduct company offices. Any misbehavior / indiscipline will attract disciplinary action which may result in permanent debar from placement process.

Placement General Procedure

➤ Placement Notice Board:

It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available through their department coordinators or directly from placement department.

➤ Placement Process

All companies generally follow the following placement process

- a. Presentation about the Company & Job Profile (PPT)
- b. Written Exam (Aptitude / Technical Test)
- c. Group Discussion (10 to 12 Students)
- d. Technical Interview (One to One)
- e. HR Interview
- f. Verification of Documents
- g. Any other as per the company request

➤ Pre-Placement Talk

It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments wherever they stand eligible.

Students will be given a choice to back out after the Presentation (PPT) of the company if they do not understand/ like the profile offered. No student will be allowed to back out from the company recruitment process after clearing the 1st round (i.e Written test). If any student found missing after the written test, he / she will be strictly debarred from the entire placement season.

➤ Eligibility

All students need to ensure that they are meeting the eligibility criteria of the company as mentioned on the placement portal. All mark sheets are checked at the time of joining and if company finds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and you name will be blacklisted forever.

➤ Data

All Students need to ensure that their Data is correctly entered at their respective T & P cell. If there are any changes then they need to contact their Placement Officer immediately.

➤ Reporting Time

Students have to ensure that they report on time as mentioned on the placement portal. Students coming late will be strictly not allowed to appear in that process.

➤ Dress Code

Students have to wear proper business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

➤ Folder

Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

➤ ID Card

All students have to compulsorily carry their College ID-Cards with them. Without ID-card no students will be allowed to enter inside examination hall.

➤ Direct Interaction

Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem, they have to first contact their Placement Officer /Coordinator and discuss their problem with them. Placement Officer / Placement committee may resolve the issues instead of bringing insignificant issues before company representatives.

➤ Transport

Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and have to arrange their own transportation.

➤ Joining

Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the company.

➤ No Mobile Phone Use

Access to mobile phones is strictly not allowed inside the placement hall or where the process is going on.

➤ Strict discipline

Strict discipline needs 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. No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

In case of any further clarification or query please student must contact Placement Officer /Department coordinator / HOD only.

Placement Committee:

Placement Committee will be appointed by Principal basing on the recommendation of the HOD of the department before the end of III Year –II Sem. or before the commencement of IV – I Semester. The placement committee consists of the principal along with

Placement officer	- Convener
Heads of all Departments	- Members
Faculty coordinators: One from each department	- Members
Student's coordinators: 2 from each department	- Members

It is the prime responsibility of placement department in conducting the all the activities related to placement. The placement department is supported by the placement committee in

- ✓ Updating the student's data.
- ✓ Updating the data base of recruiting organization.
- ✓ Coordinating with Training and Placement department in organizing campus placements and other related activities etc.
- ✓ Coordinating with placement cell team in contacting potential recruiters.
- ✓ Utilizing the services of the student volunteers nominated by the consent of respective HoDs during the placement process whenever additional manpower is needed.

Change in Placement Guidelines:

Placement Guidelines is subject to change and Placement Core Committee has authority and right to change, add, delete or modify the Guidelines from time based on the inputs, feedback and experience.

PRINCIPAL