



IILM ACADEMY of
HIGHER LEARNING
College of Engineering & Technology, Greater Noida

IILM Academy of Higher Learning
College of Engineering & Technology, Greater Noida
Career Guidance & Placement Cell (CGPC)
Rules & Regulations

The role of Career Guidance & Placement Cell (CGPC) is to facilitate students for placement related activities; however, placement is directly related to one's caliber. Hence, the students shall strictly follow placement policy, failing which the student shall not be allowed to avail placement facility from the college.

Pre-Placement Eligibility:

For pre-placement eligibility, all students must comply with the following guidelines:

- Registration and submission of "*Placement Registration form*" (kindly collect and submit this form to CGPC office in Admin Block or you can download this form from [URL?](#)) by 1 August (7th Sem.) **Registration to CGPC should be done along with the semester registration. Duly filled registration form to be submitted to CGPC.**
- After registration, students should submit the softcopy of the CV (*Format can be downloaded from [URL?](#)*) to the respective departmental faculty placement coordinator/Placement Manager and also submit at [Link to Google Form](#).
- Placement facility will be given only to CGPC registered students.
- Second opportunity will be given to students if a new company is offering a better profile (Core) or salary (30% higher).
- Attendance in regular classes should be 75% & above and no live backlogs.
- Attendance for training sessions organized by CGPC should be 80%.

Placement Process:

1. All notifications regarding the opening will be communicated through official e-mail and will also be posted at the placement notice board/website. All students are expected to check their respective official emails regularly (*including the spam*) and notice board/website to keep them updated on the placement related activities.
2. The student must apply within the stipulated time limit given in the placement notice of a job opening. Later, his/her name will not be considered for that respective opening.
3. Eligibility criteria are specified by every company participating in Campus Recruitment. Those students who are not meeting with the criteria strictly not allowed participating in the drive.
4. If the responses for final placement is high and the company applies any revised eligibility criteria. Companies are free to shortlist the nomination according to their parameter.

5. In case, the recruiter gives a Pre-placement talk in the campus, all the students (including those who have been placed) have to **compulsorily attend the same**. They should report at least 10 minutes (before the allotted time) at the venue in formal dress-up. *Absenteeism will not be tolerated.*
6. It is mandatory for the students to carry their CV along with their recent passport size photograph, valid identity proof and Photostat copies of other testimonials for every placement process of on-campus and off-campus.
7. Depending upon the notifications or presentation for any job opening, students can apply for the same. At this stage students must clarify all 'doubts' (such as job profile, company background, reporting structure, salary offered - CTC & in-hand etc.) via- Placement Cell, Faculty, placement coordinator, friends & relatives, alumni and other sources. But, once a student applies for a particular process he/ she **can't** (i) withdraw the name (ii) absent himself/herself from the interview/ selection process. **In such cases, he/she will lose his/her privilege of using CGPC facility to apply in next three new openings and on repeated incidents can be debarred from placement activities.**
8. Students can approach CGPC/placement faculty coordinators to provide guidance/counsel after each job-posting by CGPC. Students are required to contact them before the deadline of the openings.
9. Students once **SELECTED** and (i) either offer letter issued (ii) or written confirmation received by CGPC from the Company; **must join the Company**. If the student does not join the company for any reason, she/he will continue to be eligible only for "ongoing processes" but **not** for the new processes.
10. After selection, if a student refuses to accept the offer, in that case as per the CGPA norms that student will be considered as placed and will not be allowed for further placement process. (Subject to the provision of point no 9).
11. If a company directly short lists any student and if a student is not interested in the same, he/she has to meet/inform CGPC immediately about his/her decision to withdraw the name.
12. Any student who wishes to apply to a certain company (off campus), he/she has to inform CGPC in advance and if he/she gets selected in the same has to submit his/her offer letter or confirmation to the CGPC.
13. Any student who has secured a pre-placement offer (PPO) should inform the CGPC immediately and submit his or her offer letter.
14. Students are expected to show high level of discipline during campus recruitment process. They have to compulsorily participate in all placement related activities (Guest Lecture, mock GDPI, aptitude test, counseling sessions etc.)
15. It should also be noted that no student is allowed to interact/contact the company executives directly during or after the selection process unless authorized by the CGPC. Non-compliance will result in debarring the student next two placement drives. If the same misconduct is repeated by the student, CGPC may decide to debar the student from all future placement processes.
16. In addition, note that purposefully providing false or inaccurate information in CVs,

cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of IILM code of conduct and may result in debarring from campus placement process. Any decision regarding the same would be taken by the Disciplinary Committee of IILM-CET.

17. For any placement related queries/issues, the student must contact CGPC.

Post Placement Mandate:

Once the student is placed in any company his/her joining would depend upon following parameters:

- Student has to submit a photocopy of his/her offer letter to the CGPC.
- Even after a student has been placed; he/she needs to carry out all academic activities like classes, workshops, seminars, guest lecturers etc. till his joining.
- After joining, if he/she leaves the job in between, he/she has to compulsorily attend all academic activities, if an academic session is going on.
- Attendance in regular classes should be minimum 75%.
- Should appear in all the sessional examinations.
- All matters pertaining to the placements of the students will be solely under the purview of the CGPC. The CGPC decision in this regard will be **final and binding**. Students are expected to get in touch with CGPC for any clarity, advise, update (pertaining to placements) etc. This may be done through personal meeting, emails, phone/SMS etc whichever is convenient.

Wishing you all a professionally enriching and enhancing successful career ahead....

-CGPC

Note: The CGPC reserves the right to re-frame/re-visit the rules and regulations from time to time to cater to the changing business scenario/needs.
