



સરકારી ઈજનેરી કોલેજ, ભરૂચ

GOVERNMENT ENGINEERING COLLEGE, BHARUCH

Opp. Govt. Guest House, Bholav, Bharuch – 392002

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No.GEC/BH /2020

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Training & Placement Policy of GEC, Bharuch

Rules and Regulations

1. TPO aims to provide placement assistance for all final / pre final year and fresh graduate candidates. Placement is a privilege extended to the students but can't be claimed as a matter of right.
2. Department placement coordinator is the single point of contact for the concerned department students for all kinds of clarifications & communications (such as registration for placement assistance, updating the database/ placement and training related notices and relevant issues etc.,) should be executed through the concerned Department Placement Coordinators only.

Necessary directives to be followed by all the registered students of GEC, Bharuch for Placement activities are as follows:

A. ELIGIBILITY & REGISTRATION

1. Campus placement is extra facility provided for the students in which registration is not compulsory. Those students who are not interested in placement and having own planning for further study or anything else are advised not to register in placement cell.
2. Interested students should register their names by submitting students' data Sheet as per the prescribed format given by Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
3. Backlogs: Students having active backlog of 4 or more courses are not permitted to register.
4. All registered students must attend all the vocational training programs /seminar/expert talk/ workshops/finishing schools arranged by department as well as T&P cell from time to time.

B. RESUME



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1. Students are expected to follow the institute common resume C.V. available on the placement blog/Institute Website. All the Student's are advised to improve their Linked in profile for better opportunities in the future.
2. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.
3. Students are instructed to visit relevant company website coming for campus placement before entering in to selection process and they are advised to customize their resume as per company's expectation.

C. PRE-PLACEMENT TALKS (PPT)

1. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.
2. Interested Students who are already shortlisted by the company can only attend this PPT.
3. Any clarification regarding salary break-up, job profile, location of work, bond details, date of joining etc. must be sought from the companies during PPT.

DRESS CODE: Students must be formally dressed whenever they participate in any interaction with a company whether online or offline.

****This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:**

- * T-shirts with printed text; Un-collared T-shirts.
- * Shorts.
- * Jeans.
- * Shirt not-tucked in.
- * Chappals / flip-flops.

D. PLACEMENT PROCESS AND RULES

- It is the responsibility of the student to check T&P blog and department blog/social media for announcements / notices / updated information / shortlisted names etc.
- Once a campus is declared the student has to register himself/herself via mail/website/Social media whichever is applicable at times. Once registered, it is compulsory for the student to sit in the pre-placement talk (PPT) of that company. LATE



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COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.

- Interested and eligible student can only register for particular company as per company's own eligibility criteria. Final short listing will be done by the company and only those shortlisted students can sit in the logical process of campus placement.
- Once Job description, salary, bond, location, etc. are clear in PPT, student can decide whether he/she wish to sit in further logical process of campus interview or not.
- All the Professional Ethics are need to be followed and dressing should be maintained by the students sitting in the Campus interviews. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year. Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.
- If selected, the student has to join the company on the date and timing given by the company.
- All the companies arriving will be classified into 2 categories, namely A and B. The classification is based on the annual package offered by the company. Classification is as follows: Category A: \geq Rs. 2.0 lakh, and category B : $<$ Rs. 2.0 lakh. So, a student if got selected in a Category B Company, can appear in campus of category A Company until his selection is confirmed in Category A company. Hence then after he has to withdraw his/her selection from category B Company. If a student got selected in category A Company, he or she will not be allowed to appear in any further campus placement.
- If a registered student of T&P Cell applies anywhere for either further studies or for job (Off-campus), it is his duty to inform the Training & Placement Officer (TPO) before sitting in the PPT during campus placement.
- Students may have to manage with their own transportation arrangements to return home land inform their parents well in advance, if the proceedings on the date of interview continue till the late evening.
- Pool campus at other college will be considered as an opportunity provided by T&P Cell, GEC BHARUCH
- Based on the directions given by the companies, students may be sent to attend pool campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance.



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- Students should carry minimum 2 copies of their resume, photocopies of all Original certificates, 2 pass port size photographs.
- If any company delays/denies in offering the joining letter to any On-campus selected students, T&P Cell will try its best for the same but Cell will not be responsible for it.
- If a student defaults in any process, the T&P Cell reserves the right to take any actions which can cause delay in receiving the final mark sheet(s) and/or degree certificate.

E. JOB OFFERS

1. The copy of the offer letter is required to submit in the placement office.
2. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the concerned company through the TPO immediately.
3. It is the responsibility of the students to immediately submit photocopies of latest salary slip/Company I-Card/Appointment Letter etc to T&P cell for the purpose of record keeping after joining the company.
4. If selected candidates agree to sign for any kind of legal bond/contract or undertaking with the company, they can sign it on their own risk and responsibilities. Training and Placement Cell, GEC, Bharuch will have absolutely no concern with that.

F. Debarment/Blacklisting grounds for students:

1. Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices.
2. Students giving wrong data/information in Training and Placement Coordinators, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.
3. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Technical/Aptitude Test. A disciplinary action will be taken against defaulter.
4. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be blacklisted from future campus placements.



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5.If due to any reasons, Selected student/s denies to join/ accept the offer letter from the company, in that case they are spoiling institute's image and T&P cell's relation with the company. Hence, such students will be black listed for any type of future campus support from T&P cell or college.

Same is applicable to those student/s who denies to continue with the respective company after immediate joining.

6. For all matters not covered by the above regulations, T&P Cell, GEC, Bharuch will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.

G. Future expectations from Selected Candidates

1. Students must perform their duties honestly and sincerely at concerned company after joining and try to create positive impact for GEC, Bharuch so that same campus arrival is assured for the subsequent coming years.
2. As a responsible and successful alumni of our college, you are requested to put positive efforts for sending HR team of your company to our college campus for placement of your juniors. In this way, selected students can show their gratitude towards the institute.
3. As a responsible alumni of our college, you are requested to utilize your professional contacts for boosting future placement of our institute. You are advised to be in contact with professionals who are having better linked in profile.

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- (1) Prof. Komal Shah (TPO, GEC, Bharuch)
- (2) Prof. Prashant K Shah (Electrical)
- (3) Prof. Allice J D'souza (Mechanical)
- (4) Prof. Amit A Patel (Civil)
- (5) Prof. Alpesh Rana (Chemical)
- (6) Prof. Hiren M Vasava (EC)
- (7) Prof. Manjeet Mukhi (Chemical)
- (8) Prof. Pallavi K Gamit (Electrical)
- (9) Prof. Pooja Mistry (Civil)
- (10) Prof. Krunal Modi (Mechanical)
- (11) Prof. Dhrumil Patel (EC)

**Principal
GEC, Bharuch**