



**Career Development Cell**  
**KAMLA NEHRU INSTITUTE OF TECHNOLOGY**  
*(A Academically Outonoumus Government Institution)*  
**SULTANPUR 228118 (U.P.) INDIA**

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**Placement Policy**

1. All students eligible for On-campus/Pool campus/ Off campus (managed by Institute/CDC) jobs have to register themselves for the placement of the current session with the Placement Cell of the Carrier Development Cell.
2. The registration can be made through either of the two modes:
  - a.) By visiting the website [www.knit.ac.in](http://www.knit.ac.in)
  - b.) By submitting Google docs form.
3. It is mandatory to submit a signed hardcopy of registration form to Placement Cell.
4. A separate registration form available with the Placement Cell is to be submitted (to Placement Cell) for each company by those students who wish to appear for placement of that company.

**Application rules**

- I. There is no restriction on appearing in interviews until the first job is secured. A student will be considered to have secured a job if her/his name appears in the selection list provided by recruiter.
- II. The placement for any academic year is divided into 2 categories:
  - (a) **Regular (Mass recruiter or Core company):** less than 5 LPA
  - (b) **Dream: (Mass recruiter or Core company)** more than or equal to 5 LPA
- III. In **Regular category** a student can have at most 1 offer in **mass recruiter company or Core Company**. If the package difference more than or equal to 3 LPA then he/she can get opportunity to participate in another company.
- IV. A student can sit in a Dream category company of his/her choice.
- V. If selected in any dream company, **SECOND** offer in **Dream category** can be availed only if the package difference is more than or equal to 4 LPA as compared to previous offer got by student in the **Dream category**.
- VI. A student cannot downgrade his package even if any company with higher value comes with lower package.

- VII. If 70% (ex. 49 out of 70 students) placement of registered students is achieved in any branch then that branch will be made policy free, i.e. all the unplaced students will be eligible to appear in a company's interview process irrespective of it being a **Core Company** or **Mass recruiter** (given the company should allow the candidature of students of that branch). Also students of that branch will be excluded from the categories **Regular** and **Dream**.
- VIII. Prof. In-charge CDC will decide whether the company is **Mass recruiter** or **Core Company**.

**Absenteeism rules and policy:**

1. Absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure or if the student has to leave the placement due to an emergency, the student has to fill in the Leave Application form within working hours (10 AM to 5 PM) before the activity. Duly filled leave application form is to be submitted in person by the student or by a representative on behalf of the student in the Placement Cell office. The student can also send an e-mail with the filled Leave Application form on tpo@knit.ac.in at least 12 hours prior to the start of the activity. Relevant proof needs to be attached with Leave Application Form for missing the event which includes:
  - Medical Certificate form the medical officer of the Institute for absence on health grounds.
  - Other relevant proofs depending on the reason for absence.

The Placement Cell/CDC authorities will decide whether the case is genuine or not. Any student who does not follow the above procedure will be DEBARRED from placements for the entire session.

**Off-Campus Placement**

- All the above rules are applicable for Off-Campus Placements.
- If any student participates in any off-campus placement by his/her own then he/she must report and inform Placement Cell/CDC about the outcome of the off-campus drive.
- Pre Placement Offers will also be considered as off-campus placement and students who receive any Pre-Placement offer must report the same to Placement Cell/CDC. Further his/her campus placement will be governed by the policy described above i.e. if he/she gets a Pre-Placement Offer at 4 LPA then he/she can only appear in the Dream category.

**Student Conduct & Disciplinary Policy :** Students are expected to behave with the companies, Placement Cell and the TPRs in a courteous manner and should not argue with the recruiters and placement coordinators and maintain decorum even under provocation.

- No discussion with the recruiters regarding selections/selection process should be done.
- If there is any problem from the recruiter's side, student should inform the Placement Cell Office. The student should not try to solve the problem on his/her own.
- Appropriate disciplinary actions shall be initiated against undisciplined students.
- Students must bring all required documents (including Institute ID card) along with them during placement.
- Students shall not leave the placement premises until and unless the placement process is either over or the student is asked to leave the premises.
- No cell phones are allowed during a test. The process holds the same sanctity as any other competitive exam. Any candidate will be debarred if not following the above.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a very short notice. Students must keep themselves well informed by visiting the CDC website or by contacting TPRs.
- Students must complete all the pre-requisites (such as getting registered or filling a company's application form with the help of TPRs) for any placement activity within the given time, failing which the student is required to get written permission signed by their branch Placement Faculty Coordinator as well as by their HOD and shall submit original copy to CDC and a Xeroxed copy to their branch TPR, then only he/she will be allowed to register or do the related work.

**Attending the PPT and other company related events:**

- If the Placement Cell/CDC authority summons any student at any time, he/ she must have to report to the Placement Cell/CDC as and when called. Failing to report in a given time will result in debarring the student from participating in any further placement drives.
- The same rule applies to all summons by Placement Cell/CDC authority to any company related activities viz. PPT etc.

**Dress Code:**

Students shall be well groomed. Light coloured shirt, preferably light blue along with dark coloured pants/trousers. Wearing a tie is optional. Polished formal shoes with light coloured socks.

### **Rules governing TPRs:**

1. TPRs will be selected by a transparent procedure and can be removed as per the discretion of the CDC.
2. TPRs shall respect the hierarchy prevailing in the CDC and must not challenge the authority.
3. TPRs are required to keep secret any kind of information related to CDC or the placement procedure until and unless he/she is advised from the CDC to spread the information among students.
4. Breaching the above rule shall result in termination of the TPR without any compensation.
5. It is the duty of every TPR to mark his/her presence as and when called well before the given time.
6. It is the responsibility of TPRs to safeguard the properties of CDC.
7. TPRs shall always have ID card issued by CDC along with them if they are reporting to CDC and must be in proper attire which comprises of: Formal Shirt/ Collared T-shirt with Trousers/Jeans/Pants and polished shoes/sandals.
8. The sincerity and hard work of a TPR through out the placement session shall be adequately rewarded by the concerned authority of Placement Cell/CDC.

### **Disclaimer:**

1. The role of the TPC (Training Placement Cell) is of a facilitator for placement related activities.
2. The TPC does an extensive background check of the companies coming for campus drive. Every student is advised to do a thorough research about the company and takes his/her decision accordingly. Registering or not registering for a company is student's own decision.
3. The policy above has been defined to meet the aspiration of maximum students. This is a dynamic process and the policy will be updated as per the need of an hour.

### **NOTE:**

1. **Director/ Prof. In-charge CDC hold the right to make necessary changes in the Placement policy during the placement session.**
2. **In any dispute, decision taken by the Director will be final.**