



ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

PERUNDURAI -638 057, TAMILNADU, INDIA.



Placement Policy



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



PLACEMENT POLICY

Objectives:

- The Placement Cell endeavors to become a link between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up their capacity and networking with Industries.
- Building a strong network among the corporate & institute for placements.
- Become the preferred choice of Employers with reference to Campus Recruitments.
- Provide equal employment opportunities for all the students.
- To ensure sustainable employment for all our students.

Placement Procedure for Companies:

1. Companies are invited through Personal Visit, e-mail and phone calls.
2. Companies interested in recruiting ESEC students can reach Placement Department for further process. The Companies should send official mail to Placement department with following details,
 - a. Eligibility Criteria
 - b. Job Description
 - c. Salary Package
 - d. Skills Required from Candidates
 - e. Recruitment Process
3. The company/organization should confirm or negotiate their dates with the Placement Department.
4. Pre-placement talks are held at the Institute during which the companies shall make presentations about their operations and job profile(s) offered.
5. The company is required to furnish the final list of selected students soon after the completion of the selection procedure, on the company's letterhead, duly signed. We



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



register a job against the selected students and thereafter they may or may not be allowed to appear for other companies' interviews, as per the Placement Policy.

6. The company shall send or hand over the offer letter only to the Placement Department within a set time-frame and with mutual understanding.

Eligibility Criteria for placements:

1. Eligibility and CGPA as per the respective companies' criteria.
2. Students must update their record in T&P dept after declaration of result (backlogs only). Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.
3. It is compulsory for all students to have PASSPORT & PAN CARD within 90 days of registration with T&P.

Guidelines for Student eligibility:

1. All the students eligible for placements shall register with the Training & Placement Department at the end of the 6th semester.
2. All eligible students shall have minimum aggregate CGPA of 6 without any backlogs apart from satisfying the criteria specified by the recruiting organization/ company which may differ from company to company.
3. A student with indiscipline case(s) will be disqualified from campus placement process.
4. Students must attend all the training programs conducted from the first year onwards by ESEC Training and Placement Department.
5. Students aspiring to go for higher education either in INDIA or abroad or choose any other career options outside the Training and Placement Department, shall submit their intention in writing to Training and Placement Department before the commencement of 7th semester.



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



6. In case of job fair, students should attend as per the instruction of Training and Placement Department.
7. To be eligible for placement, a student must maintain a minimum academic attendance of 75% in all the semesters up to the campus visit of a company

Campus Placements:

1. Students shall attend the recruitment process in the dress code specified for placements and maintain punctuality at stages of selection process.
2. A student once selected by a company is not eligible to appear for any more placement opportunities. However, students selected in IT service/cross functional companies are permitted further chances to appear for respective core Sector Companies, provided the salary offered is higher by at least 25% more than the offer from the original IT Service/cross functional Company.
3. In general, all eligible interested students are expected to appear for all the selection processes (On & Off campus). However, an eligible student may withdraw from the placements drive not more than two times on his/her own with prior intimation and approval. Students who are absent beyond two drives will be disqualified for the campus placements.
4. Students pursuing full semester internship in 8th semester at far away locations are exempted from the above clause and may be permitted to skip the placement drives happening on campus during the internship period.
5. 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 6.0 LPA. Based on the reputation and credibility of the company, the Training and Placement shall decide the dream status companies.



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



6. Students appearing for the campus drive shall take the process with utmost seriousness and shortlisted students in the preliminary screenings shall attend the subsequent stages of the selection process. Defaulters shall be disqualified from further campus placements.
7. Selected students shall strive to improve their academic and professional competency till they join the company. Further, after the completion of the graduation, the notification of the on-boarding process shall be at the discretion of the organization/company.
8. Selected students shall be obliged to honour the offer given by the organization/company to sustain the relationship of ESEC, Training and Placement Department with the companies. All the selected students shall give an undertaking to that effect as per the annexure.
9. Placed students either through Training and Placement Department or otherwise (i.e. self) have to inform Training and Placement Department for records.
10. On the date of interview/placement (s) students have to be formally dressed with ID Card.
11. Placement of any student is not a claim/right. Training and Placement Department shall provide open platform to all the eligible students as per placement Policy.

Placement Training :

1. Training and Placement Department, has a separate curriculum for Placement Activity.
2. The student from 01st Semester to 06th Semester have to attend all the Placement classes without fail and 75% and above attendance is mandatory in each semester.
3. Students have to appear in each Internal exams and university exam from 01st semester to 06th semester without fail.
4. All the assignments given by the Training and Placement department needs to be submitted within given date.
5. In case of External training conducted by Training and Placement department, students need to attend the same without fail, otherwise they need to pay penalty based on no.of days leave and calculation by Training and Placement department.



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



6. After 6th Semester, students have to attend all the company specific special training planned by Training and Placement department. Violation of this lead to removing their name from particular company eligibility list.
7. Students have to complete all the online assessment test assigned by Training and Placement department without fail.

Directive Principles, Rules and Regulations:

1. Placement Cell will strive hard to provide placement opportunity to all its eligible, not-eligible and interested students of Final Year.
2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.
4. It will be the endeavour of each student to co-operate with the Training and Placement department and to appear for opportunities offered for their Placement.
5. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However students will be given chances of upgrading their placements offers if the subsequent company/organization has been conferred with a “Dream Status” or ”Core Company” status by the Institute.
6. Once a student is enrolled with T & P department & if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and document’s will not be eligible to appear for the next 3



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



consecutive campus placement drive. Habitual absenteeism will not be entertained (Even if it includes the DREAM or CORE COMPANY).

7. It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as “Mandatory” by the Dept. Of Training and Placement irrespective of the type of company. The “Mandatory” status to any particular company will be provided by the Placements Department. Any student skipping any “Mandatory” status campus recruitment drive without a justified reason and advance information will be detained from any further campus placement drive.

8. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).

9. If a selected student in any company thorough the campus placement drive fails to join the company without any justified reason he/she will not get clearance from the T&P Dept.

10. A notice of Placement Process once fixed will be communicated through E-mail or SMS to all the eligible students for that particular campus placement drive.

- a) It is important that all students must regularly check their E-Mail & SMS for getting information on Placement related activities.
- b) It will be students own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office)
- c) Every student who enrolls with T & P department and who has opted for “Campus Placement” in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.

11. No preference related to Place of work will be entertained.

12. Students those who do not enroll with the T & P department, shall not be allowed to take part in the placement process under any circumstances later.

13. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute's commitment by such positive action.

14. Adherence to time must be taken into strictly consideration.

15. Dress code is STRICTLY FORMALS. Those who don't follow the dress code will not be considered for placements.

16. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.

17. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with Training and Placement Department.

18. If a student appears in written test and does not appear himself/ herself in front of the interview panel without seeking prior permission from Training and Placement Department, he or she will not be permitted for any future drives and will be detained for future placements.

19. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsible for it.

20. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.

21. While attending campus interview, every student must carry the following:



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



- a) College Identity Card
- b) 5 Nos. passport size colour photographs
- c) 3 copies of the updated and signed resume
- d) Duplicate Mark-sheets from SSC Onwards in Folder
- e) 2 set of photocopies of all relevant mark-sheets, certificates (self attested)
- f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self attested)
- g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.

22. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.

23. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on regular basis.

24. Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. After selection, student will not change his Mobile No. & Email ID till he/she joins the company.

25. The department of T&P will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.

26. The institute [Through the Training and Placement Department] reserves its right to allow/disallow any student from taking part in the placement process without assigning any reason thereto.

27. Decision of the Institute would be final and binding on all Request/grievances/issues will be referred to the Principal/Directors Placement forwarded through the Training and Placement Department.



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



28. Any suggestions/ modifications/ deletion/ grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Training and Placement Department in consultation with the Principal.

29. The Training and Placement Department in consultation with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

30. Rules:- In case of Multiple companies on same day

- a) In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
- b) The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.
- c) The other companies will also be informed that the student is placed and he/she should not be considered further.

31. Student Placement Cell.

The Student Placement Cell shall comprise of Students Placement Co-ordinators to ensure and assist in placement activities of the Institute. The Student Placement Co-ordinators will be appointed annually by Training and Placement Department and will have equal representation from 3rd and final year from each department. Student Members of the Placement Cell will be designated as, Student Placement Coordinators [SPC]. SPC will be issued Certificate of participation/appreciation from the Department of T&P for their work



ERODE SENGUNTHAR

ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



Offer of a Job

1. The company shall provide the offer letters to the Training and Placement Department and not directly to the students.
2. When the Training and Placement Department receives an offer letter from a company for a student, it shall communicate the same to him/her.
3. The Training and Placement Department shall also declare a time period within which a student would have to inform the Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.
4. At max, a student can have only two job offers and thereafter is considered out of the campus placement process.
5. When a student receives a second offer, i.e., in the case of up gradation, then the previous offer automatically stands rejected.
6. If a student participates in the placement process of a company, then he/she cannot leave it in between. If such a case arises, then it will be deemed as a rejection of the offer and the student is out of the campus placement process.

Debar Provisions from Placement Section:

1. Once the candidate short list is published, students will attend the next event, whether PPT, GD or PI or any other. Absent students will be debarred from future placement support.
2. Students must adhere to the norms of discipline and personal conduct during their interactions with company officials and their conduct company offices.
3. Any misbehavior / indiscipline will attract disciplinary action which may result in permanent debar from placement process.



ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



Change in Placement Guidelines:

Placement Guidelines is subject to change and ESEC (Training and Placement Department) has authority and right to change, add, delete or modify the Guidelines from time based on the inputs, feedback and experience.