Placement Policy

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

1. **Placement Policy:**

- ANITS strictly follows "One Student One Job Policy". But Students from Core branches will be given one additional job opportunity in their core domain. (For Eg. If any Mechanical student is placed in an IT company, he/she will also be allowed to appear in his/her core company drives till he/she gets one final job offer in core domain. Similar rule is applicable for ECE, EEE, Civil and Chemical students). ANITS will also give the opportunity to all placed students with lesser packages to participate in Dream (>6LPA)/ Super Dream (>10LPA) package jobs.
- 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 in to 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 ANITS with the companies. All the selected students shall give an undertaking to that effect as per format. Placed students either through faculty placement coordinator 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.

2. **Debar Provisions from Placement Section:**

Students must adhere the norms of discipline and personal conduct during their interactions with company officials and their representatives. Any misbehaviour/ indiscipline will attract disciplinary action which may result in permanent debar from placement process.

3. Placement General Procedure:

3.1. Placement Portal:

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 e- mail or ANITS Portal or official Whatsapp group directly from placement department.

3.2. Placement Process:

All companies generally follow the following recruitment process:

a. Registration b. Presentation on the Company & Job Profile (PPT) c. Written Exam (Aptitude/Technical Test) d. Group Discussion (10 to 12 Students) e. Technical Interview (One to One) f. HR/MR Interview & Verification of Documents

3.3. Dress Code:

Students have to wear Formals as prescribed by the T&P Dept. for Boys - **Light sky Blue Shirt and Dark Navy Blue Trousers**, neatly shaved & combed, tuck-in with formal belt and shoes and for Girls **(Chudidhar with Sky Blue Top, Dark Navy Blue Bottom & Chunny** along with half shoes) for every recruitment process. Students wearing casuals and violating the above are not allowed for the recruitment process. First impression is not the last impression, but it surely lasts for a very long period. You are what you wear. You should understand that proper Formal Dressing plays a vital role in leaving a positive impression on the interviewer/recruiter.

3.4. Things to carry for the Placement Drive:

- Students always have to carry one folder with them containing Mark sheets, Certificates, Passport Size Photos, Updated Resumes and necessary Stationery items.
- All students have to compulsorily carry their I-Cards (College & Govt. issued) with them. Without I-card, no student will be allowed for the placement process.

4. Discipline:

- Mobile phones are not allowed inside examination rooms/auditorium.
- Strict discipline need to be followed by every student during the recruitment process. Any student/s found misbehaving or exhibiting misconduct will be debarred from the entire placement season.
- Students are not allowed to contact Company/HR Delegates directly for any reason. If they are facing any problems they have to first contact the Placement Officer (T&P/Department Placement Coordinator) and discuss their problem with them.

5. Transport:

- Students have to arrange their own transport during campus recruitments.
- Campus recruitment processes may stretch till late nights. All students have to inform this to their parents and should arrange their own transportation.

6. **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.

7. **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 year – Ist Semester.
The placement committee consists of
Head – T&P - Convener
Faculty coordinators: One or Two from each Department - Members
Student's coordinators: 2 or 3 from each department - Members
Frequency of meeting: At-least twice in a semester

- It is the prime responsibility of placement department in conducting all the activities related to placement. The placement department is supported by the placement committee in updating the student's data and updating the database of recruiting organizations.
- Coordinating with Training and Placement department in organizing campus placements and other related activities etc.
- Utilizing the services of the student volunteers nominated by the consent of respective HoDs during the placement process whenever additional manpower is needed.

8. **Guidelines for the Students' participation:**

- All the Students need to register for placement assistance with correct data at T&P office before 6th semester. If there are any changes, students need to contact the Placement Officer through their faculty placement coordinator immediately with valid proof.
- It is mandatory for all the eligible students to appear in all Company Campus Recruitments, till they get placed or else they will be strictly debarred from the entire placement season. It is the prime responsibility of every student to check Eligibility and other Details for the drive.
- 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 placements, shall share their intention in writing with the TPO before the commencement of 6th semester.
- In case of job fair, students should attend as per the instruction of TPO

- All students need to ensure that they are meeting the eligibility criteria of the company/s. All mark sheets are strictly checked at the time of joining and if the company finds that the students have manipulated their marks/documents at the time of Campus Recruitment, their job offers will be terminated and their names will be blacklisted forever.
- Students have to ensure that they report on time (as per the drive schedule). Students coming late will be strictly not allowed to appear in the process.

9. Change in Placement Guidelines:

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

Principal
ANITS