



PURANDHAR TECHNICAL EDUCATION SOCIETY'S
**PUNE CAMBRIDGE INSTITUTE OF MANAGEMENT AND
COMPUTER APPLICATION**

Affiliated to Savitribai Phule Pune University
Recognized by A.I.C.T.E., New Delhi & Govt of Maharashtra
DTE CODE - 6992

**Placement Policy for Pune Cambridge Institute of Management &
Computer Application**

❖ **Relating to Placement Guidelines:**

1. The role of the T&P (Training & Placement) Cell is a facilitator for placement-related activities. T&P does not guarantee a job.
2. The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities and only a few students will not consume up all the jobs.
3. Any student against whom a show because notice/warning letter has been issued; will not be allowed to appear in campus Recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties & wardens to the faculty charge training & Placement for further consideration.
4. Any negative remark in this regard made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process. Besides, any student against whom more than one warning letter is issued will not be allowed to appear in a campus interview.
5. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.

❖ **Relating to General Rules:**

1. All students are responsible for staying in constant touch with Training & Placement Coordinators for details and updates regarding Placement Matters.
2. It is mandatory for all students to participate in all the on-campus placement drives (Core/I.T. /Non-IT).
3. Any student who fails to participate in any on-campus placement recruitment drive (Core/I.T. /Non-IT.) will be considered non-eligible from the Training & Placement Cell.



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❖ **Overall Placement Policy & Rules:**

1. Students who are placed in a company, having a package below 3 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 4 Lakhs and above.
2. Students who are placed in a company, having a package between 3 Lakhs and 4 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 5 Lakhs and above.
3. Students who are placed in a company, having a package above 5 Lakhs will be permitted to participate in placement drives for companies that are providing an annual package of 6 Lakhs and above.
4. Placed students will be permitted to attend placement drives in other companies regardless of the amount of package and domain of the company, only when 70% of students in their respective branches are placed.
5. It is not mandatory for a candidate who willingly decides not to participate in any placement drive to attend the drive; however, the T&P Cell will not take any responsibility for it.
6. Attendance in Placement Interview Process is mandatory after registration, to be eligible for further placement.
7. Students proceeding after the Placement Interview Process for the next step in the company's selection process cannot quit in between. If a student quits in between, he/she will be debarred and not be allowed to appear in any other further placement event.
8. Any misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted.



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Not Eligible:

A candidate is Not Eligible if:

- The candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the placement talk (Placement Interview Process)
- The company officials/T&P Cell Staff reports any misbehavior/complaints regarding the candidate.
- The candidate is already warned a he/she fails to participate in any Campus placement recruitment drive (Core/I.T./Non-IT)

1. Objective

To provide a structured and systematic placement process that ensures the best career opportunities for students and establishes strong relationships with industry partners.

2. Eligibility Criteria

- Students must have a minimum of 70% attendance in each semester.
- Must have cleared all internal and external examinations up to the current semester.
- No pending disciplinary actions against the student.
- Must have completed the placement registration process.

3. Placement Registration Process

- Students must register for the placement process by filling out the placement registration form provided by the Placement Cell.
- Submit updated resumes and other required documents to the Placement Cell.
- Attend all pre-placement training sessions and workshops.



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4. Pre-Placement Training

- Resume Writing Workshops
- Mock Interviews
- Group Discussions
- Soft Skills Training
- Company-Specific Training Sessions

5. Code of Conduct during the Placement Process

- Students must attend all interviews scheduled by the Placement Cell.
- Inform the Placement Cell immediately if unable to attend any scheduled interview with valid reasons.
- Maintain professionalism and punctuality in all interactions with company representatives.
- Dress in formal attire for all placement-related activities.

6. Offer Acceptance and Joining

- Once an offer is accepted, the student must not participate in further placement activities.
- Students must honor the commitment to join the company as per the agreed date.
- Inform the Placement Cell and the company in case of any unavoidable delay or issues in joining.
- If a candidate is selected by the company and the candidate does not accept the offer, the candidate will be ineligible for further interview and automatically debarred from further placement activities.



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7. Post-Placement Responsibilities

- Share the joining date and company details with the Placement Cell.
- Participate in feedback sessions conducted by the Placement Cell.
- Provide assistance and guidance to juniors based on their experience.

8. Placement Cell Responsibilities

- Identify and establish relationships with potential recruiters.
- Organize and conduct placement drives and interviews.
- Provide pre-placement training and support to students.
- Maintain and update placement records and statistics.
- Address any grievances or issues faced by students during the placement process.

9. Disciplinary Actions

- Any breach of the placement policy will result in disciplinary actions, which may include:
 - Temporary suspension from the placement process.
 - Permanent debarment from the placement activities.
 - Reporting the misconduct to the academic authorities for further action.

10. Miscellaneous

- The Placement Cell reserves the right to make changes to the placement policy as deemed necessary without any notice period.



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- Any changes in the policy will be communicated to the students through official channels.
- Students are encouraged to regularly check the official communication channels for updates.
- Please be aware that if you miss a scheduled interview arranged by the college and do not attend it, PCIMCA will not provide a second interview for that opportunity as per our policy. Repeatedly missing interviews can also lead to your placement being affected.

11. Grievance Redressal

- Students can approach the Placement Cell with any grievances related to the placement process.
- The Placement Cell will address the grievances in a timely and fair manner.
- If the issue remains unresolved, students can escalate it to the higher authorities of the institute.

By adhering to this placement policy, students and the Placement Cell can work together to ensure a smooth and successful placement process, leading to excellent career opportunities for all eligible students.

Remark: The policy is subject to change at a later stage at the discretion of the Training & Placement Cell. The Changes made, if any, at a later stage will be notified to all concerned.