



SantDnyaneshwarShikshanSanstha's

AnnasahebDange College of Engineering and Technology, Ashta

Training and Placement Policy

1. Introduction

At AnnasahebDange College of Engineering and Technology (ADCET), Ashta, the Training and Placement (T&P) Cell plays a vital role in guiding students toward successful career opportunities. Placement is not a right but a structured assistance extended by the institute as a **value-added service** to enhance employability. This Placement Policy is designed to offer equal and fair opportunities to all eligible students while maintaining a transparent and disciplined process for both on-campus and off-campus placement drives.

2. Objectives

- To ensure **maximum placement support** to eligible students through structured training and recruitment assistance.
- To define the **roles, responsibilities, and eligibility criteria** for students.
- To maintain **discipline, decorum, and transparency** in all placement-related activities.
- To instill **professional ethics and conduct** in students during and beyond the placement process.

3. Participation in Training Programs

- Students must **actively participate in all Value Added Courses (VACs)**, company-specific training sessions, and T&P workshops in both offline and online modes.
- VAC is a credit-based course in the 2nd and 3rd year. A **minimum of 80% attendance** is mandatory to be eligible for internal assessments.
- Students must score a **minimum of 75% marks** (best 2 out of 3 evaluations) in the VAC to qualify for placement drives.
- Absence in internal assessments must be backed with **valid documents** and approved by the **HOD & Dean TPO**.

4. Eligibility for Campus Drives

- Companies will define their own **eligibility criteria**, such as minimum CGPA or percentage.
- Any **shortfall, even by 0.01**, will disqualify the student from participating in that company's recruitment. Candidates will be allowed after prior approval from **Dean TPO/ TPO Office**.
- All eligible students are expected to register and appear for **both core and IT/Non-IT drives**, based on their interest and fit.



- Students not interested in any particular drive must **inform the Departmental TPC / Central TPO in writing**, prior to the commencement of the process.

5. Placement Offers and Dream Jobs

- Each student can receive a **maximum of two job offers**: one from a core company and one from IT/Non-IT.
- A student is eligible for a second offer **only if the CTC is at least double** the first offer.
- All eligible students can apply for a **dream job (CTC $\geq$ ₹10 LPA)**.

6. Post-Placement Declarations

- Once placed (either on-campus or off-campus), students must submit **documented proof** (Offer Letter/LOI/Confirmation Letter) to the department.
- Students pursuing higher education (e.g., M.Tech, MBA, CDAC, etc.) must submit relevant documents like **Admission Letter or Bonafide Certificate** to formally exit the placement process.

7. Conduct and Discipline

- Students are expected to maintain **professional behaviour** during all placement activities.
- **Misconduct, malpractices, or data misrepresentation** will result in immediate disqualification and disciplinary action. Any misbehavior with faculty & TPO Team student co-ordinators will not be tolerated.
- Communication with company officials must be made **only through the Training and Placement Cell**, and only after prior approval.

8. Participation in Placement Drives

- Attendance in **pre-placement talks (PPTs)** is compulsory. Students must arrive on time, **occupy front seats in auditoriums**, and actively participate.
- Students must review the **company profile, job role, and required skills** before attending any company session.
- It is expected that students stay **updated on current affairs, technology trends, and industry practices**, and prepare a **tailored resume** for each role.
- For offline drives, students must wear the **College Uniform**. For online drives, **formal attire and etiquette** are mandatory.

9. Internship and Final Offer Policy

- Students placed in companies offering **internship-cum-job opportunities** will be offered full-time roles **only upon successful completion of the internship**, subject to the company's evaluation.



- **Internship is not a guarantee of full-time employment. Companies may revoke or terminate internships based on their policies/ performance of students.**
- **If a student has committed to a local or off-campus internship before being offered an internship by a campus recruiting company, the student must:**
 - **Submit a graceful exit letter to the previously committed company, endorsed by the HOD, mentor, and TPO.**
 - **Alternatively, inform the recruiting company of their prior commitment via a formal communication endorsed by the same authorities.**

10. Professionalism Beyond Placement

- **Students must maintain professionalism during internships and after joining as full-time employees.**
- **The conduct of placed students reflects the ethics, values, and image of ADCET. As ambassadors of the institute, students are expected to demonstrate integrity, discipline, and respect at all times.**

11. Communication and Contact Details

- **Students must maintain their registered email ID and contact number with the Training and Placement Cell until their onboarding is completed.**

12. Pool Campus and External Drives

- **For off-campus drives or pooled campus events, students will bear their own travel and accommodation expenses. In case of any unfortunate event happens, College or TPO cell will not be responsible outside campus at other college.**
- **Students must ensure discipline and respectful conduct during such events.**

13. Delayed or Revoked Offers

- **Companies may delay onboarding or revoke offers due to internal changes. ADCET is not accountable for such changes.**
- **However, the T&P Cell will assist affected students in seeking alternate opportunities, which must be attended as per standard eligibility criteria.**

14. Disciplinary Measures

- **Students found violating this policy may face consequences such as:**
 - **Debarment from current/future placement opportunities.**
 - **Reporting to the Department Disciplinary Committee.**
 - **Revocation of placement support from the institute.**



15. Authority and Amendments

- The **Dean – Training and Placement**, in consultation with the **Director and Dean Academics**, reserves the right to **modify or amend** any clause in this policy.
- All decisions taken by the **TPO Cell and college administration** in placement matters shall be **final and binding**.

16. Relocation Clause

- Students selected by companies through the campus recruitment process must be willing to **relocate to any location** as required by the company, within India or abroad. Refusal to relocate based on personal reasons after accepting an offer will be treated as **non-compliance** with the placement process, and may result in **withdrawal of placement support** for the student in future opportunities.
- The Training and Placement Cell will **not be responsible** for negotiating posting preferences with companies. It is the **responsibility of the student** to adhere to the terms and conditions of the job offer, including relocation.

This policy is applicable to all eligible students from the date of its release and will remain in force throughout the placement season. Students are advised to read the policy carefully and comply with all terms for successful participation in the placement process.

Dean, TPO



Director