



# TRAINING & PLACEMENT OFFICE (TPO)

## INSTITUTE PLACEMENT POLICY

1. All students interested in the campus placements are required to register with training & placement office giving their personal & academic information in the beginning of the final year.
2. Students are required to undergo pre-placement training, which includes mock aptitude tests, mock GDs, mock HR interviews, mock technical interviews as & when scheduled in order to help them prepare for the actual test.
3. Depending on the company's eligibility criteria, students will be shortlisted and the list will be sent to the company for their approval. Eligibility criteria will be different for different companies. Some of the eligibility criteria are :-
  - (a) SSC %
  - (b) HSC %
  - (c) Diploma % (to be counted in place of HSC % as & when required)
  - (d) CI / CGPA (Cumulative Index / Combined Grade Point Aggregate)
  - (e) Live KT / Dead KT / No. of Attempts / Gap during Engineering / Gap during Academic Studies
4. Shortlisted students will be allowed to appear for the placement drive which will take place on Institute's premise if it is exclusively for Fr. CRCE students or at some other college if it is pooled campus or at company's premise if the overall number of students is less.
5. The recruitment process (usually) consists of the following stages :-
  - (a) Pre-Placement Talk (PPT)
  - (b) Aptitude Test / Technical Test (Online / Pen & Paper)
  - (c) Group Discussion (GD)
  - (d) Essay Writing / E-mail Writing
  - (e) Technical / HR Interview
6. Every stage (except PPT) would be an elimination round (depends on the company's selection process).
7. Students who will have cleared successfully all rounds, will be declared selected and given a letter of intent on the same day or as per the company's policy (emailed to students directly or sent to training & placement office).
8. Students selected by a company will not be allowed to appear for other companies. But if any company is visiting the Institute with a higher salary package of a sizeable difference, then all selected students will be allowed to appear for the recruitment process. Decision of training & placement officer (TPO) will be final in this regard.

Training & Placement Officer:  
Fr. CRCE, Bandra (W)



DR. (MRS.) SRJDA UNNIKRISHNAN  
PRINCIPAL

**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
**Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai – 400050.**

9. Principal reserves the right to determine which companies should be classified as normal (CTC below INR 5 LPA), dream (CTC above INR 5 LPA but less than INR 7.5 LPA) or super-dream (CTC greater than INR 7.5 LPA). Decision by training & placement officer (TPO) will be final in this regard.
10. Unplaced students will be given preference over placed students for certain 'normal' offers. Students opting out of placement process voluntarily should submit undertaking duly signed by parents / guardian to the TPO.

**CODE OF CONDUCT FOR STUDENTS TOWARDS CAMPUS PLACEMENTS**

**(a) Brief Overview :-**

In addition to providing many resources and guidelines for successful campus placements, the Institute also offers meticulously planned Pre-Placement Training (PPT) sessions. Mock aptitude tests, mock technical and HR interviews and mock group discussions (GD) are organized to help students get comprehensive practice and gain confidence. Moreover, aptitude tests are also conducted. All students are advised to give priority to these mock sessions, take them in the right spirit and come adequately prepared. Consider these sessions as an opportunity to excel at aptitude tests, identify areas which require fine tuning and answer interview questions in an impressive manner. Students are encouraged to note down the feedback given to them and work towards further improvement.

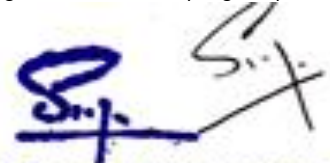
**STUDENTS WHO REMAIN ABSENT FOR THE PRE-PLACEMENT TRAINING OR WHOSE PERFORMANCE IS UNSATISFACTORY, MAY NOT BE ALLOWED TO APPEAR FOR CAMPUS PLACEMENT PROCESS**

**(b) Prior to Campus Placements :-**

- ✓ Prepare well for the campus placements and avoid being overconfident and complacent. Please ensure that you are eligible to sit for the placement process as per the company's eligibility criterion.
- ✓ Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time. Please note that the Institute can prevent / debar any late-arriving candidate from participating in the placement process.
- ✓ Be well-groomed and professionally dressed in formal wear (mandatory) during the entire process of the campus placements. Please note the Institute has the right not to allow any improperly dressed candidate from participating.
- ✓ Display (preferably wear) your identity card (ID) throughout the placement process.
- ✓ Visit the websites of the recruiting companies so as to be well-aware of their domain expertise, products & services offered etc. as this will help you during pre-placement talks or HR interviews towards the later stages, if selected.
- ✓ Please remember that you are an ambassador for your Institute and you are expected to project a positive image of your Institute. You will be disqualified if found indulging in non-disciplinary behavior, either by words or actions.
- ✓ Work hard on refining all of your social media accounts and also make sure that you are projecting a professional persona overall. Create / update your Linked-in profile & be in possession of a valid government ID (original).



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- ✓ Refrain from posting any anti-establishment views and comments or any objectionable content on the social media; remember the maxim 'Once on the Internet always on the Internet'
- ✓ Contact staff / faculty training & placement coordinators (TPC) for any issues regarding the placement process

**STUDENTS WHO REMAIN ABSENT FOR PLACEMENT PROCESS EVEN AFTER REGISTRATION OR BACK OUT WITHOUT GIVING SATISFACTORY REASONS WILL BE CONSIDERED AS 'NOT INTERESTED'**

**(c) Checklist :-**

- ✓ Three most recent passport size colored photographs where attire & appearance should be strictly formal in them
- ✓ Photocopies and original certificates of SSC, HSC / Diploma & Engineering. For any reason, if mark-sheet of any semester has not been issued by the University, the provisional mark-sheet should be obtained from the college authorities. If the originals of SSC, HSC and Diploma are with the college authorities, photocopies should be carried
- ✓ Three sets of your résumé (CV) which should look impressive, be properly formatted & updated

**(d) During Pre-placement Talk (PPT) :-**

- ✓ Switch off your mobile phones (preferred) / switch them over to the 'flight' mode
- ✓ Sign on the circulated attendance sheet that will be circulated on the day of campus placements at our Institute and also at other institutes during pool campus
- ✓ Maintain silence during the pre-placement talk; do not engage in side-talk with fellow candidates or gossip or doze off as such actions can be repercussive. Be serious and attentive.
- ✓ Make a note of important points mentioned since there will be questions during the HR interviews on what has been told during the pre-placement talk
- ✓ If the company speakers encourage you to ask questions at the end of the talk, communicate in a responsible and intelligent manner
- ✓ Clarify doubts (if any & sensible ones) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk
- ✓ Do not approach the company HR personnel / representatives directly; always approach the TPO or any faculty TPCs for any reason before and after the campus placements



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**(e) During the Aptitude & Technical Tests :-**

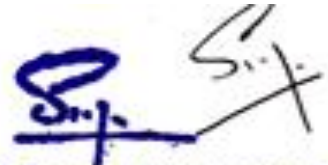
- ✓ Be seated in the allotted classrooms quietly till the team comes to conduct the aptitude test or technical test
- ✓ Strictly avoid malpractices (like copying or discussing) during the tests
- ✓ Do not get into any arguments for any reason with the HR supervisor / company representative present in the classroom / test venue
- ✓ Carefully listen to and comply with all instructions given by the person conducting the test
- ✓ Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection

**(f) After Conclusion of Placement Activities :-**

- ✓ Immediately after coming out of the interview room, write down the questions you were asked and submit the same to the student and / or staff TPCs since this will help create a question bank for guiding your juniors
- ✓ Once selected by a company, you will be ineligible in appearing for further placements (however this depends upon whether your selection is done in normal, dream or super-dream company)
- ✓ Please ensure you have your email ID & contact number (mobile no.) updated & fully functional since the company can email you an offer of acceptance / offer letter or send SMS / call you for any further details as & when required
- ✓ Declaration of final results is completely at the company's discretion; you can enquire about your status from the training & placement officer (TPO) but do not under any circumstances contact the company directly
- ✓ On receipt of the offer letter from the company in which you are selected, forward it to your respective department faculty / staff training & placement coordinator (TPC) since it is required for internal records



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