



# St Joseph Engineering College

AN AUTONOMOUS INSTITUTION

Affiliated to VTU, Belagavi and recognised by the AICTE, New Delhi  
Accredited by NAAC with A+ Grade | B.E. (CSE, ECE, EEE, ME, CIV)  
& MBA Accredited by NBA, New Delhi

## TRAINING & PLACEMENT POLICY 2023

Applicable for the Graduating Batch of 2024  
(Undergraduate and Postgraduate Programs)

# SJEC TRAINING & PLACEMENT POLICY

This document serves as the official Training and Placement Policy of St Joseph Engineering College, herein referred to as the "SJEC." It outlines the guiding principles, protocols, and mandates governing the training and placement processes within the Institution. The document outlines SJEC's Placement Support Policy, encompassing registration, placement processes, adherence, student expectations, regulations, and post-offer procedures. It reflects our commitment to seamless student transitions, fostering industry ties, relevant skills, and a conducive placement environment. The policy guides students, emphasizing responsibilities, recruitment adherence, and steps pre and post-placement. Aligned with our ethos, it equips students for impactful careers. All parties involved, including students, teachers, and staff, have an obligation to follow and uphold the principles described here.

## 1.1 Registration for Placement Services

**1.1.1** A student in the Final year can register for the Internship/ recruitment process using the Annexure TP-1 along with a caution deposit of INR 5000. The duly filled form has to be submitted to the Office of the Training & Placement Cell in the seventh Semester (in case of Undergraduate Programs) and second semester (for Postgraduate Programs) during the period as communicated by the T&P Cell.

The caution deposit is intended to serve as a security against any potential non-compliance with further attendance requirements or any other related obligations as determined by this policy. The refund of this deposit shall be contingent upon fulfillment of the following criteria:

- a. The student maintains an attendance record of at least 85% in each of the designated training sessions from the date of registering for the Internship/ Recruitment services.
- b. The student remains in compliance with the provisions specified in Clauses 1.2.4 & 1.2.5 (whenever applicable) or is not disqualified from the recruitment process as delineated in the Clause 2.2.4 & 2.2.5 of this Policy.

**1.1.2** Should a student choose to withdraw from participation in internship or recruitment drives facilitated by the Training & Placement Cell or opt out of the associated support, and hence the training, the following protocol shall be adhered to:

- a. The concerned student is required to complete and submit Annexure TP-2, following due completion and endorsement by the Parent/Guardian. This form is to be submitted to the designated Mentor.
- b. The Mentor shall verify the submission and, upon obtaining confirmation from the parents via email or telephone communication, shall subsequently forward the duly endorsed Performa through the Head of the Department to the Head of Training & Placement with a copy to both the Training Coordinator and the Department Placement Faculty Coordinator.
- c. If a student wishes to withdraw from the placement services after registering for the same, then the refund of the caution deposit shall be subject to the satisfaction of the criteria laid in Clause 1.1.1 a & b of this policy, as determined on the precise date of withdrawal.

## 1.2 Registration for Placement Drives

**1.2.1** A student is required to register separately for every placement/internship drive. It is the sole responsibility of students to regularly check the registered email for registration announcements, review job descriptions, and if interested in participating in the recruitment process, register by adhering to the provided guidelines. Merely registering for the Placement process, as delineated under Clause 1.1.1, shall not automatically confer eligibility for all Placement drives, even if the candidate meets the requisite criteria for participation.

**1.2.2** Participation of a student in a company's placement or internship process through the T&P Cell shall be contingent upon the satisfaction of the ensuing conditions:

- a. Fulfillment of the stipulated requirements and eligibility criteria as delineated by both the company and this Policy.
- b. Confirmation of registration by the Placement Office.

**1.2.3** Upon registering for a specific Placement drive, a student is thereby committed to participate fully in all subsequent recruitment rounds associated with the drive. Failure to fulfill this commitment requires the submission of Annexure TP-3, as specified in Annexure 2, to the Placement Office within a day. Said submission must include valid reasons for withdrawal/absence. Each submission of Annexure TP3 shall result in a deduction from the caution deposit. The specific details regarding the deduction process can be found in Annexure TP-5.

**1.2.4** It is important to note that any student who submits more than two instances of Annexure TP-3 will consequently be automatically disqualified from participating in upcoming Placement Drives even if the registration for a drive was completed earlier to this date. Moreover, such students will be rendered ineligible for future registration, even if they satisfy the requisite criteria for participation as laid by the recruiting company/organization.

**1.2.5** A student disqualified in accordance with Clause 1.2.4 shall not retain entitlement to a refund of the caution deposit, as delineated in Clause 1.1.1.

## 1.3 Placement Process and Expectations

**1.3.1** Upon registration, students shall receive email notifications detailing the subsequent placement process, which they are obliged to participate in, as directed.

**1.3.2** It is mandatory for students to adhere to punctuality during the placement process as per official announcements. It is compulsory for students to have the Placement Kit, as detailed in Annexure TP 6, with them throughout every stage of the recruitment process.

**1.3.3** Attendance at the Pre-Placement Talk is obligatory post-registration, and a prerequisite for eligibility in subsequent placement procedures. Should a student desire to withdraw after the Pre-Placement Talk, Annexure TP-3 must be duly submitted, providing valid reasons, unless the recruitment registration email did not have the job description.

1.3.4 Once a student advances beyond the Pre-Placement Talk stage in a Company/Organization's selection process, discontinuation is prohibited. Should a student withdraw mid-process, Clauses 1.2.3 through 1.2.5 shall be applicable.

1.3.5 Timely attendance is imperative for all stages of the recruitment process. Latecomers shall be prohibited from participation. This will also lead to deduction from the caution deposit. The specific details regarding the deduction process can be found in Annexure TP-5.

1.3.6 Any reported instances of misconduct or grievances from company officials will be taken seriously. Established cases may result in the student's disqualification from the specific drive and subsequent campus placements. Caution deposit of such student's will be forfeited.

1.3.7 Students are required to be well groomed and maintain formal attire throughout all placement activities. The Placement Office reserves the prerogative to deny attendance if attire or appearance is deemed unsatisfactory. This will also lead to deduction from the caution deposit. The specific details regarding the deduction process can be found in Annexure TP-5.

1.3.8 Transportation for recruitment drives is not provided by the institution. Management retains final discretion on transport provisions during recruitment events.

## **1.4 Employment Offers**

1.4.1 A student who is selected/ receives an offer:

- a. Shall not be allowed to appear for a drive which offers a comparable package. However, the Placement Office retains discretion to permit such participation on a case-by-case basis, providing documented justifications for the exception.
- b. Can appear for subsequent drives that fall under the next higher job category or is a core stream recruitment. The breakdown of job categories will be intimated by the T&P Cell.

1.4.2 A student offered internships in the final year as part of the job offer must complete the mandatory internship. Failure to do so will render the cautionary deposit non-refundable.

1.4.3 A student from Bachelor of Engineering/ Master of Computer Applications, who have received an offer for a Business Development Role or Sales Role, are eligible to engage in subsequent placement drives, and the stipulation in Clause 1.4.1 shall not apply in such instances.

1.4.4 A few job offers come with an inherent clause of not allowing the student to participate in other recruitment drives. However, any recruitment that comes with this clause will be intimated prior. A student who does not wish to partake in such drives may refrain from registering for these

1.4.5 Any student awaiting an offer from a particular company is entitled to subsequent placement drives. The student is bound to accept the job offer whose results are declared earlier.

1.4.6 If results are declared on the same day, the student may choose from the offers in hand and inform the placement office about the choice, within 24 hours of announcements of results.

1.4.7 Offers extended by companies must be collected within the timelines specified in circulars or notices. The responsibility of meticulously reviewing the offer letter and executing requisite actions, such as document submission, rests solely with the student.

1.4.8 Should a student directly receive an offer from a company, they are required to notify the placement office within three days of receipt and submit a copy of the same.

## **1.5 Joining Status**

1.5.1 Once an offer has been accepted by the student, rejection of the offer is not permissible. However, if a student decides not to join the company for valid reasons, formal communication via email or letter to the company is obligatory. Additionally, a copy of the communication must be submitted to the placement office.

1.5.2 Students who have accepted offers are obliged to honor their commitment and join the respective organization. Confirmation of joining must be sent to the placement office. The release of the caution deposit maintained by the college is contingent upon the receipt of such confirmation.

1.5.3 In circumstances where a student, having accepted an offer, subsequently opts not to join the offering organization, a written communication to the placement office must be provided, outlining valid reasons for non-acceptance. The placement office will review the provided rationale and determine the appropriate course of action regarding the caution deposit, which may involve its release or retention, contingent upon the validity of the reasons presented. The final decision rests with the management.

## **1.6 Discretionary Resolution of Unaddressed Matters**

Matters not expressly addressed in the above policy shall be resolved at the discretion of the placement office, in consultation with the Management.

# **ANNEXURES**

*(As per the T&P Policy 2023 | Applicable for the graduating batch of 2024)*

**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

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**ANNEXURE TP 1: Registration for the Placement Process**

Name of the Student : \_\_\_\_\_  
USN : \_\_\_\_\_  
Department : \_\_\_\_\_  
Contact : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**Academic Information**

SGPA						Overall CGPA
I	II	III	IV	V	VI	

Any history of Backlogs? (tick appropriate option): **Yes/ No**. If yes,

- Number of Backlogs student have had/ has:
- Number of Active Backlogs:

I, the undersigned, have read and understood the Placement Policy of St Joseph Engineering College, Mangaluru. I agree to abide by the guidelines, rules, and expectations set forth in the policy during the placement process. I have entered my details along with my resume and most recent photograph in the database shared by the Training & Placement (T&P) Cell.

I hereby confirm that I have successfully remitted the applicable Penalty (if any) and have also deposited the Caution deposit. The details of these transactions are as follows:

Caution deposit in INR: \_\_\_\_\_ Receipt No. and date: \_\_\_\_\_

**Date of Submission**

**Signature of the Student**

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**Mentor Declaration**

I, \_\_\_\_\_, confirm explaining St Joseph Engineering College's Training & Placement (T&P) Policy to my mentee, \_\_\_\_\_. He/she understands the T&P Policy guidelines and commits to abiding by them, participating in T&P initiatives. I have reviewed and confirmed the accuracy of the information by him/her. I confirm that he/she has updated accurate details in the database shared by the Training & Placement (T&P) Cell.

**Mentor's Signature with Date**

**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

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**ANNEXURE TP 2: Student Withdrawal Form for Exit from Placement Process**

*(This form is applicable when student wants to withdraw from placements)*

Name of the Student : \_\_\_\_\_  
USN : \_\_\_\_\_  
Department : \_\_\_\_\_  
Contact : \_\_\_\_\_  
Email Address : \_\_\_\_\_

I, the undersigned student, hereby wish to withdraw from the placement and internship initiatives provided by the Training & Placement Cell of St Joseph Engineering College, Mangaluru.

**Reason for exiting the Placement Services:**

\_\_\_\_\_  
\_\_\_\_\_

I confirm that I have discussed my decision to withdraw from placement opportunities with my parents/guardian, and they are aware and supportive of my choice to withdraw.

**Signature of the student**

**Signature of the Parent/ Guardian**

**Date**

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**For Official use only**

**Mentor Acknowledgement:**

I, \_\_\_\_\_, mentor of \_\_\_\_\_, confirm that I have discussed the student's decision to withdraw from placement/ internship opportunities with the parent/ guardian. I have provided guidance and support in this matter.

**Signature of the Mentor with Date**

**Head of Department (HOD) Confirmation:**

I, \_\_\_\_\_, confirm that the student, \_\_\_\_\_, has expressed his/her intention to withdraw from the placement/ internship opportunities. The mentor, \_\_\_\_\_, has informed me about the student's decision, and the parent/ guardian's consent has been obtained.

**Signature of the HOD with Date**





**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

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**ANNEXURE TP 4 a: APPLICATION FORM FOR WITHDRAWAL FROM A DRIVE**

*(This form is applicable when student has defaulted as per No 6 to 8 of the Annexure TP5)*

Name of the Student : \_\_\_\_\_

USN : \_\_\_\_\_

Department : \_\_\_\_\_

Contact : \_\_\_\_\_

Email Address : \_\_\_\_\_

Name of the Company/Organization: : \_\_\_\_\_

Date of drive : \_\_\_\_\_

**Type of Default** *(Tick the appropriate option)*

- Is not dressed appropriately or appearance is not apt for the interview
- Attends the drive without the Placement Kit
- Withdraws from the Internship/ On-job training
- Others \_\_\_\_\_

I agree with the deduction of INR \_\_\_\_\_ from the caution deposit as per penalty laid out in the Annexure TP5 of the Training & Placement Policy 2023.

**Signature of the Student**

**Name and Signature of the Mentor**

**Date:**

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**For Official Use**

**Previous instances of default(s)**

- 1.
- 2.

Is the student eligible for registering for the subsequent drives? **Yes/ No**

*(If No, a copy of this form must be forwarded to the student via email with cc to parents, Head of the Department, Mentor and the Department Placement Coordinator)*

**Signature of Head, Training & Placement Cell**

**Date:**

**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

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**ANNEXURE TP 4 b: APPLICATION FORM FOR WITHDRAWAL FROM A DRIVE**

*(This form is applicable when student has defaulted as per No 5 of the Annexure TP5)*

Name of the Student : \_\_\_\_\_

USN : \_\_\_\_\_

Department : \_\_\_\_\_

Contact : \_\_\_\_\_

Email Address : \_\_\_\_\_

Name of the Company/Organization: \_\_\_\_\_

Date of drive : \_\_\_\_\_

**Type of Default: Misconduct/ indiscipline**

Brief about the incident:

**Reported by:** *(Name and designation)* \_\_\_\_\_

**Signature with date:**

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**Undertaking by the Student**

I, \_\_\_\_\_, bearing USN \_\_\_\_\_ acknowledge the reported misconduct or indiscipline against me during the recruitment drive of \_\_\_\_\_ company on \_\_\_/\_\_\_/\_\_\_\_. I acknowledge the truth of the allegations and I commit to cooperating fully with the institution's disciplinary process. I understand that disciplinary actions may result and agree to abide by the institution's disciplinary policies and procedures. I sign this statement voluntarily and without duress.

**Signature of the Student**

**Name and Signature of the Mentor**

**Date:**

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**For Official Use**

**Remarks from the Head, Training & Placement Cell**

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Is the student eligible to register for the subsequent drives? **Yes/ No**

*(If No, a copy of this form must be forwarded to the student via email with cc to parents, Head of the Department, Mentor and the Department Placement Coordinator)*

**Signature of Head, Training & Placement Cell**

**Date:**

**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

**ANNEXURE TP 5: DEFAULTERS & PENALTY**

No	Type	Penalty*	Action
1	Reporting late for the drive or any subsequent round	INR 500	If more than 3 instances, will not be allowed for subsequent drives
2	Registered for the Drive but does not partake	INR 1000 (1 instance)	Need to submit Annexure TP-3. INR 2000 will be debited for the second instance. More than 2 instances of the same will make the student ineligible for future drives, even if registered earlier
3	Decides to withdraw from the recruitment post Pre-Placement talk	INR 500 (if JD was shared earlier)	Need to submit Annexure TP-3. If more than 3 instances, then the student will be barred from the Placement Services.
4	Shortlisted for subsequent rounds of a drive but does not report/ withdraws	INR 1000 (1 instance)	Need to submit Annexure TP-3. INR 2000 will be debited for the second instance. More than 2 instances will make the student ineligible for future drives, even if registered earlier
5	Misconduct/ indiscipline	Caution Deposit	The student will be barred from future Placement Services and disciplinary action may be initiated as decided by the Management
6	Is not dressed appropriately or appearance is not apt for the interview	INR 500	Students will be barred from that Recruitment drive. If student defaults on this for more than 2 instances, he/ she may be barred from future drives (even the drives registered earlier)
7	Attends the drive without the Placement Kit	INR 500	
8	Withdraws from the Internship/ On-job training	Caution Deposit	The student will be barred from future Placement Services
9	Less than 85% attendance in the training	INR 2000	Participation in Recruitment Drives is subject to approval by the Head, Training & Placement

*\*The Caution deposit will be debited with the penalty amount whenever a student defaults, as indicated in the table.*

**St Joseph Engineering College, Mangaluru**  
**Department of Training & Placement**

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**ANNEXURE TP 6: Placement Kit**

Students are required to maintain a designated folder referred to as a placement kit, which should include the following documents. These documents must be accessible to students starting from their seventh semester:

1. Five copies of their most recent resume in a one-page format.
2. Five passport-sized photographs with a light background.
3. Original copies of all relevant testimonials and certificates, along with two photocopies of each.
4. Government-issued photo identification proof, both the original and a photocopy. A PAN Card is mandatory for all students registering for Placement Services.
5. An executive folder in either black or brown to organize and carry all the documents.
6. A minimum of five A4 size sheets of paper and a pen.
7. Additionally, all documents listed from Serial Number 1 through 4 must also be available in digital format, stored in their email or on platforms such as Google Drive, ensuring students can respond promptly to any emergency requests.



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