

## **Placement Policies and Procedures – 2016 (Ver 2016.02)**

- There are three types of campus drives, a) ON Campus b) OFF Campus c) POOL Campus.
  - **ON campus:** Company come to our campus
  - **OFF campus:** Student has to travel to company premise/other specified location for interview process.
  - **POOL Campus:** Combinations of other college students appear for the campus drive at one location/any college.
- It is recommended / compulsory to sit for the campus drives, if you are eligible, registered and interested to get job.
- Placement cell will send you upcoming placement notices on your MEFGI email id, make sure you read it on a regular basis.
- Basic information will be made available in the notice itself, rest of the information will be given at the time of Pre-Placement talk with the company representatives.
- Registrations process will be mentioned in the notice. If you would like to sit for campus drive, you should register before the deadline, failure to which may not be considered.
- Placement cell will give number of opportunities for unplaced students to participate. Only condition is, you should appear for the drives on a regular basis, failure to which may not be eligible to sit further.
- Make sure, if you appear for the interview and got selected, you need to proceed with acceptance formalities. Student is not eligible to sit further, if he/she has got 2 offers. Limitations for placed students to participate for another company offering package difference of 1.2 lac, is maximum 2 campuses.
- Make sure you should be in formal attire only and must be in decent look. No jeans, T shirts, floaters, sports shoes will be considered to sit for the campus drive. You should bring original and copy of all mark sheet/certificates, hard and soft copy of latest resume, 2 passport size photograph, College ID Card and any one Government ID proof at the time of campus drive.
- You should reach the venue at least before 20 minutes of time given in the notice without fail.
- MEFGI may provide transport facility for certain OFF campuses, subject to decision from the management. If in case transportation is not available, you should be ready to travel by yourself as transportation is just an added facility.
- Every company has its own selection process, like Online test/Written test, Technical interview, GD, HR Interview etc. It may vary on company to company basis. You should be ready with any of above process /as required.
- To retain fresher candidate for longer term, company has BOND system in which student has to give commitment of a service for certain period of time from the day of joining. BOND system may vary from company to company, will be informed to you well in advance/at the time of Pre-placement talk / before selection. Company

expect a fresher graduate to work at least for few months or 1/2/3 year as company invest in you in first 6 months that's why bond system is in place.

- BOND can be of moral bond with penalty for breaching it, Bank guarantee bond, payment BOND etc. This has become a part of most of the organization for fresher hiring and if you are ok then only appears for the campus drives.
- Management has decided that Caution and placement deposit will not be refunded, if a student do not accept the offer/ do not join the company / leave the company in between the training/bond tenure. That student will be made out of placements as well.
- Student, who do not participate in further rounds of interview, will be automatically made Out of Placements.
- Some company may offer you training + placement offer, means you will get training in 8th semester/after completion of engineering (full-time / part time) as per company requirement for few weeks. The objective could be to train you well in advance.
- Placement cell is situated at PG building, MEFGI. You may reach to us at any given point in time.
- So far we have following team members in placement cell from which you will receive upcoming campus notifications. Team member names are Mr. Keyur Desai, Ms. Poonam Panchamia, Mr. Haresh Bhasani, Ms Nirali Maniar and Dr. Gaurav Gandhi. Placement team is lead by Dr Gaurav Gandhi.
- Placement cell has all rights to change/modify the policy, blacklist a student for the unprofessional behavior.

Placement is an additional service provided to you, we expect you to obey the rules & regulations.