

Campus Recruitment Procedure

1. Purpose

This procedure outlines the process followed by the Training & Placement Cell for coordinating campus recruitment, pooled drives, internships, and industry hiring opportunities. It is intended to ensure smooth communication, fair student participation, timely coordination, and a professional experience for recruiters and students.

2. Recruiter Engagement

1. The Training & Placement Cell invites organizations for campus recruitment, internships, industry projects, pre-placement talks, expert sessions, and other career-development initiatives.
2. Organizations may contact the Training & Placement Cell directly through the official email, phone number, website enquiry form, LinkedIn page, or authorized faculty coordinators.
3. The T&P Cell will request the following details from the recruiter:
 - o Company profile
 - o Job title and job description
 - o Eligible branches, batch, academic criteria, and required skills
 - o Work location
 - o Compensation / stipend details
 - o Service agreement or bond details, if any
 - o Selection process and expected duration
 - o Proposed date, mode, and number of vacancies
 - o Contact details of the HR / recruitment coordinator

3. Opportunity Review and Confirmation

1. The T&P Cell will review the opportunity for relevance to the eligible student group.
2. After confirmation of details, the opportunity will be circulated to eligible students through official communication channels.
3. The T&P Cell and recruiter will mutually finalize the recruitment date, reporting time, venue, mode of interview, required infrastructure, and selection schedule.
4. Recruitment may be conducted on campus, at the company location, online, as a pooled campus drive, or through an off-campus process.
5. The T&P Cell will nominate a faculty coordinator or placement representative for coordination, wherever required.

4. Student Registration and Shortlisting

1. Interested and eligible students shall register within the prescribed deadline through the approved form or registration process.
2. Students must submit accurate academic and personal details, updated resumes, and required documents.
3. The T&P Cell may share the list of eligible registered students with the recruiter as per the company's requirements.
4. The recruiter may shortlist students based on eligibility, resume screening, assessments, or other selection criteria.
5. Shortlisted students will be informed through official T&P communication channels.

5. Pre-Placement Talk and Orientation

1. A pre-placement talk may be arranged before the selection process, either online or offline.



2. The recruiter may brief students about the company, job role, growth opportunities, work location, compensation, service agreement, selection process, and joining expectations.
3. Students will be encouraged to clarify relevant queries during the session.
4. The T&P Cell will brief students regarding reporting time, dress code, documents, discipline, and process guidelines.

6. Conduct of Recruitment Drive

1. Students must report at the designated venue or online platform before the scheduled time.
2. Students must carry their college identity card, updated resume, academic documents, photographs, and other documents as instructed.
3. Students must appear in formal dress and maintain professional behaviour throughout the process.
4. The recruitment process may include aptitude tests, technical tests, coding assessments, group discussions, HR interviews, technical interviews, psychometric assessments, presentations, or any other company-defined rounds.
5. The T&P Cell will provide reasonable logistical support, including venue arrangements, internet connectivity, computer systems, presentation facilities, student coordination, and hospitality, as mutually agreed.
6. Any student who is absent, late, withdraws without valid reason, or violates discipline may be dealt with as per the Training & Placement Policy and Student Rules & Regulations.

7. Result Declaration and Offer Documentation

1. Recruiters are requested to announce results at the earliest, preferably on the same day or within a mutually agreed timeline.
2. The recruiter may share the final selection list and offer details with the T&P Cell through official communication.
3. Selected students must submit a copy of the offer letter, selection email, or official confirmation to the T&P Cell for records.
4. The T&P Cell will update the placement records after verification of the selection details.
5. If further interview rounds, medical tests, background verification, document verification, or joining formalities are required, the recruiter and students will coordinate through the T&P Cell wherever necessary.

8. Post-Selection Follow-up

1. Selected students must complete employer formalities within the stipulated timeline.
2. Students must inform the T&P Cell about offer acceptance, joining date, joining status, and any change in their employment status.
3. In case a student is unable to join after selection, the student must inform both the recruiter and the T&P Cell in writing at the earliest.
4. The T&P Cell may seek feedback from recruiters and selected students to improve future recruitment processes and career-readiness initiatives.

9. Internship and Project Opportunities

The same procedure may be followed for internships, project-based engagements, apprenticeships, and trainee opportunities, with suitable modifications based on the organization's requirements. The T&P Cell will coordinate student registration, nomination, documentation, and completion records wherever applicable.



10. Communication and Records

1. Official communication regarding opportunities, shortlists, schedules, and results will be shared through authorized T&P Cell channels.
2. Students are responsible for checking updates and responding within the specified timelines.
3. The T&P Cell will maintain records of recruiter engagement, student registrations, shortlists, selections, offers, internships, and joining status for institutional reporting and continuous improvement.
4. Recruiter and student information will be handled responsibly and used only for legitimate academic, placement, and career-development purposes.

11. General Provision

For matters not covered in this procedure, the Training & Placement Cell, in consultation with the Principal, may take an appropriate decision to ensure fairness, professionalism, and the smooth conduct of the recruitment process.

Approved By

Principal

KCT's Late G. N. Sapkal College of Engineering, Nashik

Head – Training & Placement Cell

KCT's Late G. N. Sapkal College of Engineering, Nashik

