

K. J. Somaiya School of Engineering
Vidyavihar East, Mumbai - 400077
(Somaiya Vidyavihar University)

Placement Policy: 2022-2026 Batch (UG and PG Programs)
(w.e.f 15th July 2025)

All the students must note and understand following points before progressing with the placement activities of the college for the current academic year.

- Placement is a facility, not a right of students.
- The Training and Placement Office cannot guarantee a job.
- The placement cell is a facilitator and a counselor.

About Placement Cell:

- The KJSCE Training and Placement Office is housed in the B-002, Ground Floor, Bhaskaracharya Building.
- The college has well established facilities for conducting written tests, online tests, group discussions, interviews and other activities related to training and placement.
- The college has a dedicated placement committee, comprised of faculty members and student coordinators, focused to execute placement activities smoothly.
- Many multinational and well-known Indian conglomerates regularly visit college for campus placement every year.
- The close rapport developed by the college with various industries has helped the student to secure deserving placements.
- Every year 100+ companies visit our campus.

Objectives:

- To place all interested students.
- To provide skill development training, guidance and counseling to students.
- To build a strong campus placement system with maximum companies coming for recruitment.

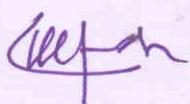
Initiatives:

- Provide placement assistance with consistent and systematic efforts to avail placement opportunities to all the interested students.
- Motivate and prepare students for the interviews for prospective companies.
- Establish and maintain strong relations with all industries ensuring maximum opportunities for the students.
- Organize training and career guidance seminars/workshops for the students.

Purpose:

- This policy lays down procedure for assisting students to get placement in companies during the final year of an academic program.
- The policy also highlights the standard operating procedures to be followed by Final Year students of UG and PG programs.

Eligibility:



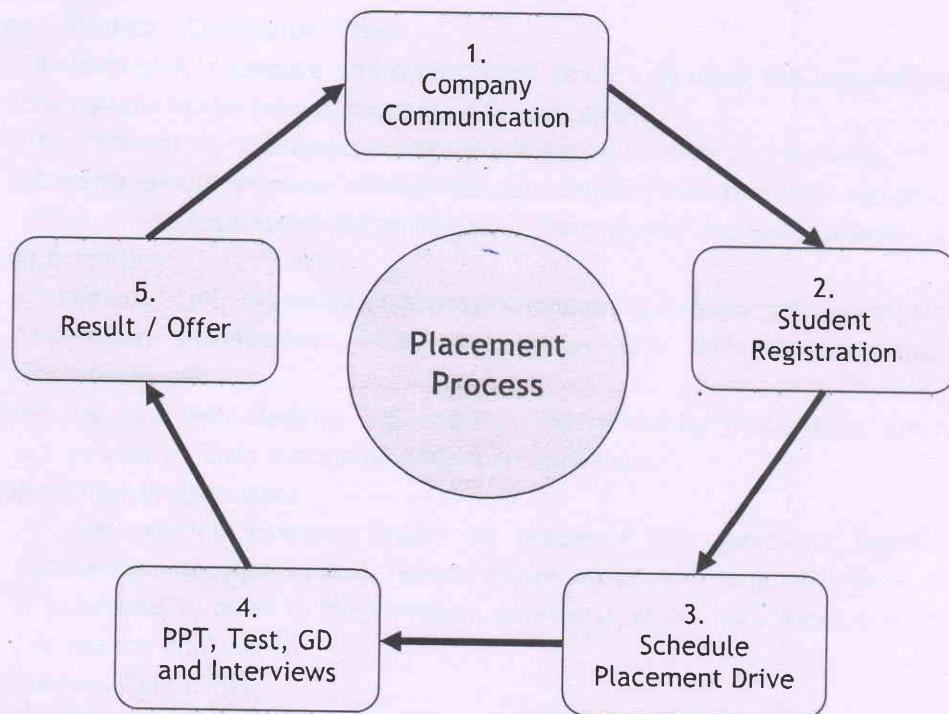
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- All final year students of UG and PG programs expecting to graduate in the year 2025 and aspiring employment opportunities may avail the campus placement facility.

Placement Process:



Guidelines:

- **First and Foremost:** ONLY those students who are genuinely interested in placement; should register.
- **Mode of Communication:**
 - All the official communication related to placement from/to the TPO will be through Official Somaiya Email i.e. tpo.engg@somaiya.edu.
 - Students will receive all the official emails on their Somaiya email only.
 - Students will use Somaiya email only unless specified by the company for using 'Personal email' while registering on any company portal (if required).
 - All the recruitment updates regarding test schedule, interview rounds, selection etc. will be shared from the TPO through email and/or from student coordinators through class WhatsApp groups.
- **Registration / Job Application:**
 - Once the TPO receives the communication from the company having details such as Job profile, Company details, Package, Location etc; the Registration Form Link specific to that opportunity is sent to all the students.
 - Students are advised to submit only the valid and true information in the shared registration form. If any discrepancies are found, the student will not be allowed to appear for any future placement activity in the college.

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Vidyavihar East, Mumbai - 400077

(Somaiya Vidyavihar University)

- It is the responsibility of the student to keep checking the announcements/notices/updated information/shortlisted names etc. sent by the placement cell during placement activity on their Somaiya individual / batch email groups.
- **Resume / Biodata / Curriculum Vitae:**
 - Students should prepare and submit their resume by using the template provided by the college at the time of registering for placement.
 - The information mentioned in the resume has to be valid and genuine.
 - Students should mention all the skill set, Project and Internship details, interested area and extra/co-curricular activities in their resume and keep updating it timely.
- **Training Activities:**
 - Placement Cell organizes trainings/Seminars/workshops on Employability skills, Personality development, Resume building, Soft Skills Development, Interview Techniques etc.
 - All the final year students (UG and PG), interested for placements, are required to actively participate in training programs/workshops.
- **Test / Interview Preparation:**
 - All the aspiring students should be prepared with adequate learning, subject knowledge and required skills related to the Job profile/company's work domain.
 - It is advised to refer to the company website to know more about the company and job you are applying to.
- **Pre-Placement Talk (PPT):**
 - Pre Placement Talk (PPT) is conducted by the visiting company for the aspiring students to give details about job profile, service agreement, location, Career growth etc.
 - It's an opportunity for students to interact with the company representatives and clarify all their doubts and concerns related to the job opportunity.
 - It is mandatory for all the 'Registered students' to attend the Pre-Placement Talk.
- **Timing and Punctuality:**
 - All the 'Registered students' should be present at least 30 minutes before the scheduled time of PPT/aptitude test/interview/Group Discussion etc.
 - All the 'Registered students' are required to remain available all the time during the entire recruitment process, regardless of their assigned slot for interview/test.
 - Late comers for any reason will not be allowed to appear for the process and will be treated as absent for that particular drive.
- **Absenteeism / Absconding / Withdrawal during the process:**
 - Once a student has registered for a company, it is mandatory for him/her to appear for all the selection rounds of that company, unless rejected by the company at any stage.
 - Any student who withdraws deliberately in the middle of the selection process, he/she will not be allowed to apply for any future placement opportunity in the college.

K. J. Somaiya School of Engineering

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- Once registered, if any student remains absent without informing the TPO cell, he/she will not be allowed to apply for any future placement opportunity in the college OR placement committee will decide suitable disciplinary action against that student.
- **Appearance and Dress code:**
 - “*A good first impression can work wonders*” - J.K. Rowling
 - It is mandatory for all students to appear well groomed in proper formal attire/work wear during the entire recruitment process including PPT and all Placement related activities.
 - The formal attire / work wear for both Boys and Girls will be as below:
Plain White Shirt, Black Trouser and Black Leather Shoes
 - Any student with casual/inappropriate/unacceptable attire will not be allowed to attend any rounds of that particular drive.
 - It is mandatory for all the students to wear a college ID card during the entire recruitment process including PPT.
- **Placement Attempts**
 - All the registered students will be initially allowed only 10 placement attempts
 - If the student is unsuccessful after 10 placement attempts he or she must undergo PIP (Performance Improvement Phase) for one week. Throughout this period, the student will not be allowed to participate in any placement processes.
 - During PIP, the student must evaluate his/her previous performances and identify his/her weaknesses. The students should work on his weaknesses by enrolling in online or offline training workshops suggested/organized by TPO cell.
 - Upon successful completion of the PIP phase and submission of the training certificates, the student gains eligibility for five additional placement attempts. However, if the student remains unsuccessful even after exhausting these additional attempts, then it means that he/she needs further improvements. The placement committee representatives will help in understanding the learning needs for further improving the student. Those students will have to undergo training as suggested by placement committee. In the meantime the student will be excluded from the placement process for the time being. After the completion of necessary training the student will be inducted in the placement process again.

Placement Policy:

- In this Policy,
 - ‘Job Offer’ means any formal communication from the company for a student’s selection through email/ formal offer letter / letter of intent.
 - ‘LPA’ means Lacs per annum in Indian Currency (INR)
 - ‘Package’ means the monetary compensation/salary offered by the company shared during the Job Announcement or Pre-placement talk (PPT) of the recruitment drive. It may/may not include any perks/variable pay/other benefits. College considers the

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Vidyavihar East, Mumbai - 400077

(Somaiya Vidyavihar University)

package as it is shared by the company. The Package may be sometimes referred to as 'CTC (Cost to Company)' also.

- 'Core Company' means a company working in manufacturing/production/core engineering domain.
- Once the placement process is over and results are declared, selected students are required to accept the 'Job Offer' from the company.
- A strict disciplinary action will be taken against the students who decline the job offer (refer section of Disciplinary Actions).
- Some companies may insist on '100% joining' of the selected students and if the students are agreeing to it, they are required to give written consent to the TPO for their acceptance of the 'First Job Offer' withdrawing their eligibility for the 'Dream Job Policy'. Such students will not be considered for any 'Dream Job Offer' under any circumstances.
- For any reason, if the company postpones onboarding of the selected student for more than 3 months,
 - If the company assures onboarding after the deferment period AND if the student is ready to wait till deferred period he/she will not be allowed to appear for the placement.
 - If the student is not ready to wait then he/she will be allowed to appear for the campus placement of available companies with due consent from the company deferring the joining. In this case the student has to continue with the new company and his/her previous offer will be void.
- **Dream Job Policy Criteria :**
 - At KJSCE, we allow our students to avail Dream job opportunities i.e. Students have a chance to get 200% placement adhering to certain conditions as set by College authorities.
 - **Dream Job opportunity will be considered as the final job offer and 100% joining is mandatory.**
 - First Job Package shared during the Job Announcement/PPT will be considered for calculating Second Job Eligibility.

1st Job package (Which student already has)	Dream Job Eligibility	
	Package with CTC >= 15 LPA	Package with CTC <= 15 LPA
< 15 LPA	Eligible (✓)	Not Eligible (X)

Examples:

- ★ If the 1st Job Package is 10 LPA, then a student can apply for a Dream Job if its package is >= 15 LPA.

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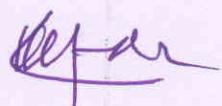
Vidyavihar East, Mumbai - 400077

(Somaiya Vidyavihar University)

- Job offers received through pool campus initiated via college communication will be considered as one of the 'ON-CAMPUS' offers.
- 'Pre-Placement Offer (PPO)' i.e. job offers which you got from the internships will be counted as campus job offers only and 'Dream Job Policy' will be applicable. In certain cases, PPO will be given special consideration and acceptance / rejection of the same will be decided by the placement committee.
- If any student applies for the job 'OFF-CAMPUS' on his own to any of the companies and if that company approaches the placement office at any stage of his/her recruitment process, it will be considered as an ON-CAMPUS offer and the college placement policy will be applicable with immediate effect.
- The company reserves the right to modify its job profile in terms of number of posts and salary packages at any time during the placement process. The Placement Cell will not be held responsible for any of the modifications by the company.
- Once a candidate is selected through campus placement, the college will not be held responsible if the offer is rescinded by the company for any reason whatsoever. However these students will be permitted to appear in the future placement opportunities.
- **The Placement Committee and College authorities reserve the right to amend the placement policy at any point of time depending on the recruitment scenario.**

Rules and Regulations:

- It is mandatory for all the students to keep checking their Somaiya mails regularly and be available for call / WhatsApp during the entire process.
- It is mandatory for all the students to be available and present during the complete recruitment process as instructed and required by the company personnel.
- Students will have to report and attend the test/interview/Group discussion as scheduled by the company personnel in-person/virtually.
- After selection is confirmed by the company and informed to TPO, it is mandatory for the selected students to submit a photocopy of the offer letter to the Training and Placement Office.
- As a protocol, During/after the process, students are not permitted to directly communicate with HR or company personnel for any query or concern but only through TPO.
- Strict Disciplinary action will be initiated against students involved in any unethical practices in any stage of placement drive.
- In case of any discrepancies/dispute in placement process or placement policies, the decision of the placement committee will be final.



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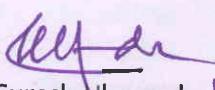
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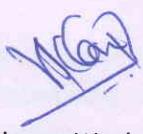
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Disciplinary Actions:

During / after the placement drive, if any student is found violating the placement policy, process or guidelines given by the placement cell, the student may be liable for any one or more disciplinary action in consultation with college authorities:

- He / She may be debarred from the placement process for the entire semester/year.
- He /She may not get any recommendation for further studies
- Recommendations given for further studies may be revoked.
- Any other disciplinary action suggested by College Authorities.


Dr. Suresh Ukarande 11/4/2021
Director


Vikrant Waghmare
TPO