AMITY TECHNICAL PLACEMENT CENTRE

Important Placement Guidelines - Campus Recruitment for 2020 passing out batch.

My Dear Students

I welcome you in the most significant phase of your academic journey. It is the time when you will gain your own recognition by showcasing your skills and competencies to the outside world. It is the time when you would be asked to exhibit what all you have learnt throughout your academic voyage and what you would be acquiring in future.
Below are some of the Important Guidelines adhering to Campus Recruitments for students of Amity Group Passing Out in the Year 2020. Please go through them minutely and follow Step by Step.

1. Placement Portal

It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available on Amity Centralized Placement Portal i.e. www.amity.edu/placement

2. Campus ID Number

Students will be provided with a Unique Campus ID Number. This will act as permanent Roll Number for all Campus Recruitment Related Activities. Students are also required to download Admit Card Format Available on www.amity.edu/placement and fill in the details required in that Admit Card and get them signed/ attested by your Location Head / HOI/ HOD. Without it no students will be allowed to appear for any Test or Interview.

3. Placement Process

Maximum of companies generally follow the following placement process

a. Presentation about the Company & Job Profile (PPT)
b. Written Exam (Aptitude / Technical Test)
c. Group Discussion (10 to 12 Students)
d. Technical Interview (One to One)
e. HR Interview
f. Verification of Documents
g. Any other as per the company request

4. Pre Placement Talk

It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments wherever they stand eligible.
Students will be given a choice to back out after the Presentation (PPT) of the company if they do not understand/ like the profile offered. No student will be allowed to back out from the company recruitment process after clearing the 1st round (i.e Written test). If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

5. **Eligibility**

All students need to ensure that they are meeting the eligibility criteria of the company as mentioned on the placement portal. All mark sheets are checked at the time of joining and if company founds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and you name will be blacklisted forever.

6. **Data**

All Students need to ensure that their Data is correctly entered at their respective CRC / IIC office. If there are any changes then they need to contact their Placement Officer immediately.

7. **Reporting Time**

Students have to ensure that they report on time as mentioned on the placement portal. Students coming late will be strictly not allowed to appear in that process.

8. **Dress Code**

Students have to wear proper business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

Combination of Outfit (Male)
- **White Shirt**
- **Black Trouser**
- **Black Blazer**
- **Black Full Length Socks**
- **Black Tie**
- **Black Shoes**

- **Similar dress code for girls- Instead of Tie/ scarf would be an option**

9. Folder

Students always have to carry one folder with them containing <mark>Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.</mark>

10. ID Card

All students have to compulsorily carry their <mark>College I-Cards</mark> with them. Without I-card no students will be allowed to enter inside examination hall.

11. Campus ID No

Every student will be given one <mark>Unique Campus ID No.</mark> which they always need to carry with them.

12. **Direct Interaction**

Students are <mark>not allowed to contact Company / HR Delegates directly for any reason</mark>. If they are facing any problem they have to first contact their Placement Officer (CRC / IIC) and discuss their problem with them. Respective Placement Officers may consult the ATPC team to resolve the issues instead of bringing insignificant issues before company representatives.

13. **Transport**

Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and have <mark>to arrange their own transportation.</mark>

14. **Policy: Amity strictly follows 'One Students One Job Policy'**.

But Students <mark>from Core branches</mark> will be given one additional job opportunity in their core domain. (For Eg. If any Mechanical student is placed in an IT company he / she will also be allowed to appear in his / her core companies till he gets one final job offer from Core Company. Similar rule is applicable for EC, ET, EEE, EI, IC, MAE, Civil, Biotech & Aerospace students etc.

15. **Dream Offer**

First students <mark>need to obtain one job in any related/ non related company</mark> to get qualified for the dream companies.

16. **Joining**

Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

17. **No Mobile Phone Use**

Access to mobile phones is strictly not allowed inside the placement hall or where the process is going on.

18. **Strict discipline**

Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season. No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

In case of any further clarification or query please contact your Location Head/ HOI/ HOD/ CRC / IIC / Placement Officer /Department.

I wish you good luck for your all future endeavors.

Yours forever

Prof. (Dr.) Ajay Rana
Advisor – Amity Group