

**Placement Policy**  
**Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais**  
**(2021-2022)**

**1. Registration**

- 1.1. All eligible undergraduate and graduate students (B. Tech, M. Tech, MBA, etc.) of RGIPT (henceforth Institute), who wish to avail of the final placement services of the RGIPT need to register with the Placement Cell of the Institute at the beginning of the placement drive for the concerned year.
- 1.2. Students interested to register for availing placement services must submit the duly filled registration form along with the relevant documents on or before the notified date. Delayed registrations will not be entertained without justifiable reasons.
- 1.3. Students who could not register due to some of the reasons including Medical ground or pursuing entrepreneurial activities will be considered and allowed even at a later stage also.
- 1.4. Once registration of a student is approved by the competent authority, the placement policy of the Institute in force or amended from time to time shall apply to the concerned students of the Institute.
- 1.5. The placement policy of the Institute in force or amended from time to time shall have deemed acceptance by the registered student.

**2. Availing Final Placement Services**

- 2.1. Placement Service is also a privilege extended to the students, thus should not be interpreted as a right.
- 2.2. Final Placement Service is only for the final year students graduating in that academic year (for example a student graduating in 2022 can avail of final placement drive 2021-22).
- 2.3. If any organization specifically requests for information on unplaced students of an immediate past graduated batch, then only the unplaced students of that batch may be contacted and their desired details may be shared with the concerned organization.

**3. Eligibility for Participation in Placement Drive:**

- 3.1. Age: As per the participating organization's policy.
- 3.2. Medical conditions: As per the participating organization's policy.
- 3.3. CPI: Must meet graduating criteria as set by the Senate of the Institute. Further, the participating organization may have additional criteria for CPI.
- 3.4. Students involved in disciplinary cases will not be considered for the placement process. Registration of such student(s) will be withheld until the case is unresolved and exonerated by the competent authorities. Student(s) will have to give very transparent and complete information regarding any involvement in "disciplinary case". Concealing of such information will lead to the cancellation of candidature for the placement process at any stage.

- 3.5. A student involved in a Police case/FIR may be allowed but the complete information in this regard will be provided to the potential recruiter(s).
- 3.6. Incomplete Grade (I): Students with one “Incomplete course grade” will be allowed for the placement process. A student with more than one “Incomplete grade” will not be allowed.
- 3.7. Backlog Cases- a student with backlogs up to a maximum in two courses will be allowed to participate in the placement drive. More than two backlogs will not be allowed.

#### **4. Intent to Participate in the Recruitment Process**

- 4.1. In case an organization shows interest to participate in the campus drive, it is considered that all the registered students are willing to participate in the recruitment process of the concerned organization. The information regarding participation of company in campus placement activities shall be communicated to the students in due course of time.
- 4.2. In case a registered student shows an unwillingness to participate in the campus recruitment process of an organization visiting campus, full justifications with sufficient reasons must be submitted to the Placement Cell for the record.
- 4.3. Students must submit a signed copy of their unwillingness to the Placement Cell. Else, a student may send an email stating the reason for the unwillingness to participate in the recruitment process of an organization visiting campus.

#### **5. Sharing Information with Recruiters**

- 5.1. The placement status of all eligible students may be shared with prospective organizations if required.

#### **6. One Student One Job**

- 6.1. The Institute encourages all students to secure a job. To avoid undesirable job losses “one student one job offer through campus placement” is envisioned. Once an organization selects a student during the campus placement, he/she will not be considered for participating in the further placement drive.
- 6.2. The Institute discourages students to skip any job opportunity as all the prospective recruiters generally do not confirm their participation in the placement drive well in advance. At times students skip job opportunities at their own risk, which creates a hardship for them later on. Therefore, it is advised that the students must be careful while making any such risky skips.
- 6.3 **Dream Company Status** – Dream company status may be decided on case to case basis by the committee. Dream company status may be granted to PSUs or companies offering CTC above 15 lakhs per annum. Once a student gets placement in a dream company, he / she will not be allowed to appear for any other dream company.

- 6.4 Further, decision may be taken by the Chairman, Training and Placement Committee, in the larger interest of institute and students of RGIPT

## **7. Information Disclosure**

- 7.1. All students should disclose jobs secured on-campus/facilitated by the Institute or outside the campus.
- 7.2. In case a selected student fails to join the recruiting organization owing to unavoidable circumstances, the same must be communicated to the Placement Cell. Else, the concerned student may inform the concerned organization with a timely written intimation to the Placement Cell.

## **8. Placement Result Register**

- 8.1. The annual placement register shall be maintained by the Placement Cell.
- 8.2. All placed students must sign the placement register for record purposes.
- 8.3. The placement register shall be updated by the Placement Cell based on the campus and off-campus placement records obtained from the students.

## **9. Right to Amend**

- 9.1. The Institute reserves the right to amend the placement policy if the need arises.

\*\*\*\*\*