



# Career Development Centre (CDC)

## PLACEMENT POLICY

**Applicable to:** All Students of NHCE

### 1. Introduction

**New Horizon Educational Institution** is committed to developing competent engineers and business managers equipped with essential skills such as problem-solving, process re-engineering, innovation, and business value addition.

At New Horizon College of Engineering (NHCE), successful placements are the result of consistent effort, discipline, and preparedness. The Career Development Centre (CDC) is dedicated to empowering students with the right skills, opportunities, and guidance to achieve their career goals.

This policy ensures transparency, fairness, and equal opportunity for all eligible students. Only those who comply with the rules, meet eligibility criteria, and actively participate will be extended to placement support.

**Note:** **NHCE - CDC** reserves the right to amend, update, or introduce additional regulations in the best interest of students and the institution.

### 2. Career Development Centre (CDC)

The Career Development Centre plays a pivotal role by serving as a bridge between students, alumni, and recruiters, channeling individual talent toward acquiring relevant, industry-ready skills.

The CDC consists of three major verticals:

- Corporate Relations
- Learning & Development
- Placements

These divisions work collaboratively to ensure holistic student development and corporate readiness.

In addition to managing institutional branding and corporate partnerships, the CDC oversees training, skill development, and placement activities while administering professional standards and regulations.

## CDC Divisions

### **a) Career Counselling & Mentoring (CCM)**

Provides career guidance, mentorship, and counselling through faculty mentors and professional career experts.

### **b) Learning & Development (L&D)**

Conducts aptitude, technical, soft skills training, and mock interviews to enhance employability.

### **c) Corporate Relations (CR)**

Builds strong corporate partnerships and invites companies for recruitment drives, internships, and industry-academia collaborations.

### **d) Placement Support**

Acts as the primary point of contact for students, facilitate communication, manages placement drives, and ensures seamless coordination.

The CDC is committed to empowering students with competence, confidence, and character for long-term career success.

All official placement-related communication will be made through:

- Registered Email IDs
- Official Placement Portal

Students must check these regularly.

## Vision

To empower learners and professionals to achieve meaningful, sustainable, and future-ready careers through holistic guidance, innovative opportunities, and comprehensive career development services.

## Mission

- To bridge the gap between education and industry by nurturing employability skills, career awareness, and personal growth.
- To provide comprehensive career counselling, training, and placement support through technology-driven and student-centric approaches.
- To collaborate with industry, academia, and global partners to create pathways for lifelong learning and career advancement.

## Objectives

### **Student Empowerment**

To equip students with essential employability skills and foster an entrepreneurial mindset.

### **Continuous Learning**

To promote a culture of continuous learning and self-motivated personal development.

### **Effective Communication**

To facilitate collaboration across skilling and upskilling initiatives, encouraging innovation and professionalism.

### **Values and Identity**

To reinforce strong institutional values and help students build a distinct professional identity.

### **Industry Readiness**

To ensure students are industry-ready through sustained academic and value-added initiatives.

## 3. Why Recruiters Choose NHCE Talent

Companies prefer NHCE due to:

- Strong academic curriculum and diverse disciplines
- Student preparedness and discipline
- Successful alumni performance
- Transparent and structured recruitment processes
- Strong corporate reputation

#### 4. Eligibility for Placement Support

To remain eligible:

- Mandatory registration on the NHCE Placement Portal
- Minimum 90% attendance in training programs and career sessions
- 100% completion of assignments, assessments, mock tests, and resume submissions
- No active backlogs at the time of recruitment
- Good conduct and discipline (students with misconduct or behavioral remarks will be barred)
- Minimum 70% participation in eligible drives

Students absent from a registered drive without prior approval will be permanently disqualified from further placements.

Academic eligibility will depend strictly on recruiter criteria (no rounding off permitted; e.g., 59.9% ≠ 60%).

#### 5. Registration Process

Students must update personal, academic, and career preference details on the NHCE Placement Portal.

##### **Career Options:**

- Placements
- Higher Studies (India/Abroad)
- Competitive Exams
- Entrepreneurship
- Family Business

Submission of false or incorrect information will lead to permanent disqualification.

Registration for any job opportunity implies acceptance of the placement policy.

## 6. Pre-Placement Talks (PPT) & Shortlisting

- Attendance is mandatory for PPTs and SME-led industry sessions.
- Absence will be treated as lack of interest.
- Formal dress code is compulsory.

### **Dress Code**

#### **Male Students:**

Formal shirts, formal trousers, formal shoes, well-groomed hair and beard.

#### **Female Students:**

Business suits, Churidar Salwar Suit or Saree, formal footwear, neat grooming.

For virtual sessions:

- Web cameras must be ON
- Professional etiquette must be maintained

Absence without prior approval may lead to penalties or disqualification.

Shortlisting will strictly follow company criteria.

## 7. Interview Guidelines

- No restriction on the number of interviews before securing an offer.
- Salary negotiations must not be attempted during the recruitment process.
- Missing 3 processes (PPT/test/interview) after registration will be considered voluntary withdrawal.
- Travel for off-campus or client-location interviews must be managed by students unless otherwise specified.

## 8. Offer Policy

- A student may hold a maximum of 2 offers (exceptions for core/niche roles with higher packages).
- Offer letters (internship or full-time) must be uploaded within 48 hours.
- Rejecting an offer lead to disqualification and may attract financial penalties (as decided by CDC).

- NHCE is not responsible for onboarding delays or cancellations but may extend support where possible.
- Students leaving a company after joining will not be allowed to re-enter the placement process (except in cases of revoked offers or layoffs).

## **9. Code of Conduct & Penalties**

### **Level 1 Offenses**

(Suspension for 10 drives + financial penalty)

- Dress code violations
- Late arrival for interviews
- Disrupting sessions
- Incomplete assignments
- Sharing placement details with outsiders

### **Level 2 Offenses**

(Permanent suspension + financial penalty)

- Submission of false documents
- Unfair means during tests/interviews
- Not joining after accepting an offer (medical cases subject to review)
- Misconduct with recruiters or staff
- Social media misconduct
- Three or more Level 1 offenses

Any unlisted misconduct will be handled at the discretion of the CDC Department. The department's decision will be final.

## **10. Conclusion**

This Placement Policy aims to instill professionalism, responsibility, discipline, and commitment among NHCE students. The CDC expects full cooperation to maintain



NHCE's strong reputation with recruiters and to ensure successful career outcomes for all students.