



# CAREER AND PLACEMENT CELL

Student Coordinator/Volunteer Policy

## ABSTRACT

The document is an operational policy framework of the CnPC for student Coordinators/Volunteers serving their tenure with the CnPC.

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## **1. INTRODUCTION**

The CnPC recruits students as Coordinators/Volunteers to conduct its activities - internship/placement drives and career sessions. Coordinators/Volunteers represent the interests of their batch and work for a fruitful recruitment season. To minimize liabilities within the CnPC, there are ground rules for student Coordinators/volunteers as laid out in this document.

All Coordinators/Volunteers must abide by the rules laid out by the CnPC. The CnPC reserves the right to revise the Coordinator/Volunteer Rules for the benefit of CnPC and Coordinators/Volunteers. All decisions taken by the CnPC will be final and binding on all student Coordinators/Volunteers. All disputes shall be settled jointly by the Faculty Advisors of the CnPC. Their decision shall be final and binding on all.

## **2. GENERAL RULES**

### **2.1 Tenure**

A student once selected as CnPC Coordinator/Volunteer must serve his/her tenure for the following duration\*:

- BTech Programme and BTech - MTech Dual Degree Programme -  
Till graduation
- Post Graduate Programme - 1 year

*\* "Selected students are expected to complete their full tenure without interruption and to carry out their responsibilities in a satisfactory manner. Failure to meet these expectations may result in immediate removal from their position. Such individuals will be ineligible for future roles within CnP and will not qualify for any certificates or incentives."*

### **2.2 Recruitment Procedure**

The CnPC shall float a form and interested students can apply to be a part of the CnPC. Selection of Students as CnPC Coordinator/Volunteer shall be decided by the CnPC based on interviews with the Faculty Advisors and the CnPC team among the shortlisted candidates.

### **2.3 Responsibilities of Branch Coordinators**

The CnPC shall appoint a branch coordinator to cater to the interest of the respective curriculum branch and overall functioning of the CnPC.

Branch coordinator shall assign tasks to volunteers which must be completed in a given time frame by the volunteer, subject to the following:

- A volunteer can skip the given tasks if and only if they have the following concerns:
  - Exam the next day or the day after
  - Medical reason

## **2.4 Incentives**

A CnPC Coordinator/Volunteer can get the following incentives, as per Institute norms (after completion of tenure and satisfactory work).

- Certificate from CnPC

## **3 CODE OF CONDUCT**

- CnPC Coordinator/Volunteer must contact companies according to the interest of the batch and work to maximize intern/job offers in the recruitment season.
- CnPC Coordinator/Volunteer must not engage in any form of ignorance that may hamper recruitment drives.
- CnPC Coordinators/Volunteers must not engage in any form of partiality/favoritism/bribery during recruitment drives.
- CnPC Coordinators/Volunteers under any circumstances will not share any internal and confidential information related to the CnPC with anyone outside of CnPC.

## **4 PENALTIES**

Student Coordinators/Volunteers are liable to the following penalties if they do not serve aptly in their tenure or violate the code of conduct or engage

in any unjust practices like partiality/favoritism/bribery etc. hampering the company's drives in any way.

- If a student Coordinator/volunteer is skipping the assigned tasks, he/she will be issued a warning.
- After every quarter, there will be a meeting with the Faculty Advisor CnP, Advisor Training and Internship and the members of CnP office, to have a check on each Coordinator/volunteer and if they wish to leave can leave CnP Cell and are not liable to any incentives then.
- Appropriate action will be taken for the Coordinator/volunteer post warnings, including but not limited to debarment from CnP Coordinator/Volunteer Position.
- If a Coordinator/Volunteer is debarred from CnP or indulges in ignorance leading to hampering company drive or backs out from the CnP, he/she will not be issued the certificate from CnP along with a penalty/fine.

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