TRAINING AND PLACEMENTS POLICY (2018-19)

Department of Training and Placements

Objectives:

- Building a strong network among the corporate & aspirants.
- To ensure equal and sustainable employment for all students.
- Become the preferred choice for employers for Campus Recruitments.
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Actions for fulfilling the objectives:

1. Shall strive hard to provide placement opportunity to all the eligible, non-eligible interested students of final year by networking with the companies.
2. Shall conduct training programs, pre placement talks, guest lectures and provide internship opportunity for ensuring employability of the students making them industry ready.
3. Shall provide required tools to the students to practice and get ready for the campus placements.

Registration:

1. Registration with the Dept. of Training and Placement (T&P) is mandatory for all the 6th semester students who are interested in availing placement assistance through the Institution.
2. All the 6th semester students are required to get registered with Dept. of Training and Placements as per the declared schedule.

Eligibility Criteria for Placement Assistance:

1. Eligibility criteria will be as per the norms of the company providing placement opportunity (**usually it is 10th: 60%, Inter: 60% and B.Tech: 60% without any backlogs**).
2. Pre-requisite for placement: a) Practice of CRT and Coding (using online platforms) is mandatory.
   b) Assessment tests conducted by Dept. of T&P must be attended by the students without fail and the results will be shared with the companies visiting the Institution and also minimum cutoff would be there for eligibility for campus drives.

Rules and Regulations:

Before Placement Drive:

1. Student should get his details updated as and when any change occurs (especially latest results, Email Id & Mobile No.)
2. Student should attend all training sessions, practice sessions, Pre-Placement talks and Guest lectures organized by Dept. of T&P.
3. Student should be in proper dress code of the college during any training & placement activity.
4. Student should understand that it is his/her responsibility to check email (as given to T&P) on regular basis regarding any kind of announcements (training programs, internships, guest lectures, pre-placement talks and placement drives). In case of any query student can approach Dept. of T&P.

During Placement Drive:

5. Student should be present and actively participate for both "On/Off" campus drives.
6. Student should report at the venue in time as specified by T&P dept. Dress code is STRICTLY FORMALS **(For Boys: White Colour Shirt and Black Colour Trouser and Girls: White Colour Chudidar)**. Those who don't follow the dress code will not be considered for placements.

7. While attending campus interview, every student must carry the following:
    a) College Identity Card
    b) 5 Nos. passport size colour photographs
    c) 2 copies of the updated and signed resume
    d) Original/Photostat copies of Mark-sheets from SSC Onwards in a folder
    e) 2 sets of photocopies of all relevant mark-sheets, certificates (self-attested)
    f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self-attested)
    g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.
8. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
9. Once a student is enrolled with T&P, if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and documents he/she will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained
10. If a student appears in written test and does not appear in front of the interview panel without seeking prior permission from Dean T&P /TPO, he or she will not be permitted for any future drives and will be detained for future placements.
11. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with Dean T&P & TPO.
12. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.

After Placement Drive:

13. Any student having a job–offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand.
    However students will be given chances of upgrading their placements offers according to the guidelines mentioned below
    *   The pay packages of companies are categorized into 4 pay bands i.e 1 to 3 lakhs (1st band), 3.1-6 lakhs (2nd band), 6.1-10 lakhs (3rd band) and 10.1 lakhs & above (4th band).
    *   If a student has an offer which is in the 1st pay band i.e. 1-3 lakhs he/she can attend a company's drive whose pay is in the 3rd pay band i.e 6.1-10 lakhs or 4th pay band i.e 10.1 lakhs and above.
    *   If a student has an offer which is in the 2nd pay band i.e. 3.1-6 lakhs he/she can attend a company's drive whose pay is in the 4th pay band i.e 10.1 lakhs and above.
    *   If a student has an offer which is in the 3rd pay band i.e. 6.1-10 lakhs he/she can attend a company's drive whose pay is 15 lakhs and above.

14. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsible for it.

15. On receipt of offer Student should make his acceptance decision immediately before the company leaves the campus.
16. If student got selected, he/she will not back out from joining that company.

17. Student should submit the copy of appointment letter to T & P Student should submit the copy of appointment letter to T & P within two working days from the date of receipt.

Grievance for Placement Drives:

18. The Head of the Institution (Through the Dean T&P) reserves the right to allow/ not allow any student from taking part in the placement process for any discrepancy as part of disciplinary action.
19. Decision of the Institute would be final and binding on all .Request/grievances/issues will be referred to the Principal/Dean T&P/HOD/TPO forwarded through the T&P office.
20. Disciplinary action, leading even to debarring from appearing in any placement activity will be taken against any student found misbehaving with any other student or staff members
21. If as a result of demonstration/strikes any property/ equipment in the campus is damaged and loss is caused to the college, the same would be recovered either directly from those identified person(s) or else collectively from such groups/ association as held responsible for the demonstration/ strike.
22. Student should abide by all rules & regulations of T&P as applicable from time to time.
23. The Principal of the Institution & Dean T&P reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

Plan of action for AY 2018-19

1. INTERACTION WITH STUDENTS FOR UPCOMING T&P ACTIVITIES:

A meeting will be convened by HOD along with Dean T&P, TPO, Dept. Senior faculty and Dept. T&P members with the current 6th Semester students. Training and Placement activities conducted in the previous year will be discussed. Company and their necessary training requirements will be discussed. The students' intension, thought and ideas for their placements will be noted. The rules and regulations of the T&P will be explained in detail.

2. REGISTRATION:

Registration with the Dept. of Training and Placement (T&P) is mandatory for all the 6th semester students who are interested in availing placement assistance through the Institution.

3. PRE AND POST ASSESSMENTS:

In order to test the students on their readiness for Placements, a pre-assessment test will be conducted after the registrations are completed. After the pre-assessment the student must practice on the online platforms provided by the Institution and every fortnight, post assessments will be conducted for the student to improve their performance. The results of the assessments conducted would be shared with the companies visiting the campus and also cutoff will be there to allow students for placement drives. The pre-assessment and post assessment tests consist of the topics mentioned below.

- Basic Aptitude test
- Programming Skill test

- Technical Skill test
- English Communication test
  - Email Writing
  - Essay Writing
  - Letter Drafting
  - Speaking
- Current Affairs test
- Psychometric test
- MOCK Interviews

4. TRAINING:

a. Basic Aptitude, Current Affairs, Technical Content Training:

A series of online training programs will be conducted to students; whose performance is low in their respective tests. Students will be made to attend the prescribed minimum lectures of pre placement training classes until the students improve their performance in Assessment tests. The assessment results would be shared with the companies visiting the campus and also cutoff will be there to allow students for placement drives.

b. Programming Skill Training:

The students are interested in software companies he/she will undergo a training program for ''C'' language (from the next day onwards, after completion of their VI Semester end examinations). Every student has to maintain 95% attendance during the training program. Each student will be assessed for his/her skills in C language pre and post training. The assessment results will be shared with the companies visiting the campus and also cutoff will be there to allow students for placement drives.

c. English Speaking:

Students will be asked to prepare and present technical concepts to build in the self-confidence and speaking skills. A series of such presentations will be planned to help student in building the technical soundness and speaking skills.

d. English Writing:

Topics are selected and students are asked to write the letters accordingly. The areas of improvement are taught to the students.

e. Personality Development (Self-confidence):

A series of MOCK interviews will be conducted by the faculty of the department and across departments to test the student ability and giving input to improve their self-confidence during interviews.