Training and Placement Manual

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Contents

A. Introduction

Placements play a pivotal role in shaping the students' academic and professional journey. They serve as a bridge between students and potential employers. Integrating theoretical knowledge gained in classrooms to real-world scenarios enhances the students' understanding and prepares them for the challenges of the professional world. Exposure to industry practices, work culture, and professional expectations exposes students to the latest industry trends, technologies, and innovations. This knowledge is valuable for staying competitive and relevant in the rapidly evolving job markets. St John Campus, Palghar is committed to guiding and supporting students as they make their transition from academia to the professional world, shaping well-rounded employable individuals to contribute meaningfully in their chosen fields.

1. Role of the Training & Placement (T&P) Cell

The Training and Placement (T & P) Cell endeavors to provide a firm platform for nurturing not only the intellect but also the professional potential that lies within each of the students and making available a broad spectrum of opportunities to satisfy the diverse needs and aspirations of the students. Adopting a student-centric approach to meet the dynamic expectations of the corporate world, the T & P Cell assists students in preparing, developing and refining domain specific as well as various soft skills such as communication, teamwork, problem-solving, critical thinking, adaptability etc. enabling their overall personal and professional growth not only for their initial job placements but also for long-term career success. It seeks to ensure that fair and transparent consistent principles and sound administration are adhered to for a positive experience and outcome for all the stakeholders' viz., students, faculty, T & P Cell and Industry.

1.1 Vision
- To empower students with the relevant domain specific and multidisciplinary professional skill- sets for a sustainable career.
- To place students in renowned organizations achieving placement of maximum number of registered students.
- Ensure high quality placements in terms of amount of packages and goodwill/reputation of the companies.
- To set a clear and transparent framework for the processes related to placements and internships for all the stakeholders' viz., students, faculty and Industry.
- Personality and Character development of students focusing on ethical conduct and pursuit of truth, aligned with the requirements of the corporate world and the society as whole.
- To improve placement benchmark, year after year.

1.2 Mission

- To develop students personalities holistically making them Industry ready competent professionals through the Personality Enhancement Program (PEP Model).
- To enable the students' realize their career aspirations by aligning them with the stringent Industry parameters for building long term careers.
- Guiding and supporting students in choosing the right career path and for career related decisions.
- To be agile, to meet the expectations of the evolving corporate world.
- To assist companies/recruiters in the placements in providing a suitable pool of students and establishing successful recruiting relationships.
- Provide guidelines to students from the first year itself, as to the areas considered important by recruiters that need to be focused on for effective performance.

1.3 Objectives

- To build the bridge between Industry and Academia.
- Continual training and development of students by the rigorous implementation of Personality Enhancement Program (PEP Model) for enhancing the employability skills.
- Organizing live projects/workshops/seminars and arranging summer internships to provide practical industry exposure to the students.
- Coordinating industry visits to familiarize students with corporate environments.
- Arranging guest lectures by Industry experts to supplement academic learning.
- Facilitating the placements of students by planning and organizing various placements drives in the campus.
- To provide networking opportunities to students through active collaboration with industry and recruiters for career advancement so as to bridge the gap between students and potential employers or mentors/alumni.
- To spread awareness among first year students regarding Training & Placement process.
- To provide career guidance and counseling support to students regarding global opportunities for Higher Education, Placements, Entrepreneurial skills for taking career related decisions.

1.4 Scope of the Policy

This policy applies to all students of the institute enrolled in various programs and registered with Training & Placement Cell for placement and/or internship.

In this context this policy encompasses:
- Student registration for placement/internship assistance;
- Processes related to providing assistance for placement/internships;
- Processes related to facilitation of interaction between students and companies in context of placement and/ or internship

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This policy does not apply to:

- Internships/ project/ industrial engagements outside the approved curriculum of the different programs in the Institute;
- Off-campus placement and internship.

2. Nature of Placements

In general terms, placement refers to the process of securing internships, or full-time employment opportunities for students. Placements for students serve several purposes, including enhancing their employability, providing exposure to the professional environment, and allowing them to make informed career choices. The Training and Placement (T & P) Cell facilitates and coordinates the placement opportunities for students assisting them securing gainful employment, internships, conducting skill enhancement programs and providing real-world corporate exposure through industrial visits.

The nature of campus placement at St John Campus, Palghar is classified as follows:

- Assistance for Employment in Industries
- Assistance for Internships
- Assistance for Skill Enhancement Programs
- Assistance for Industrial Visits
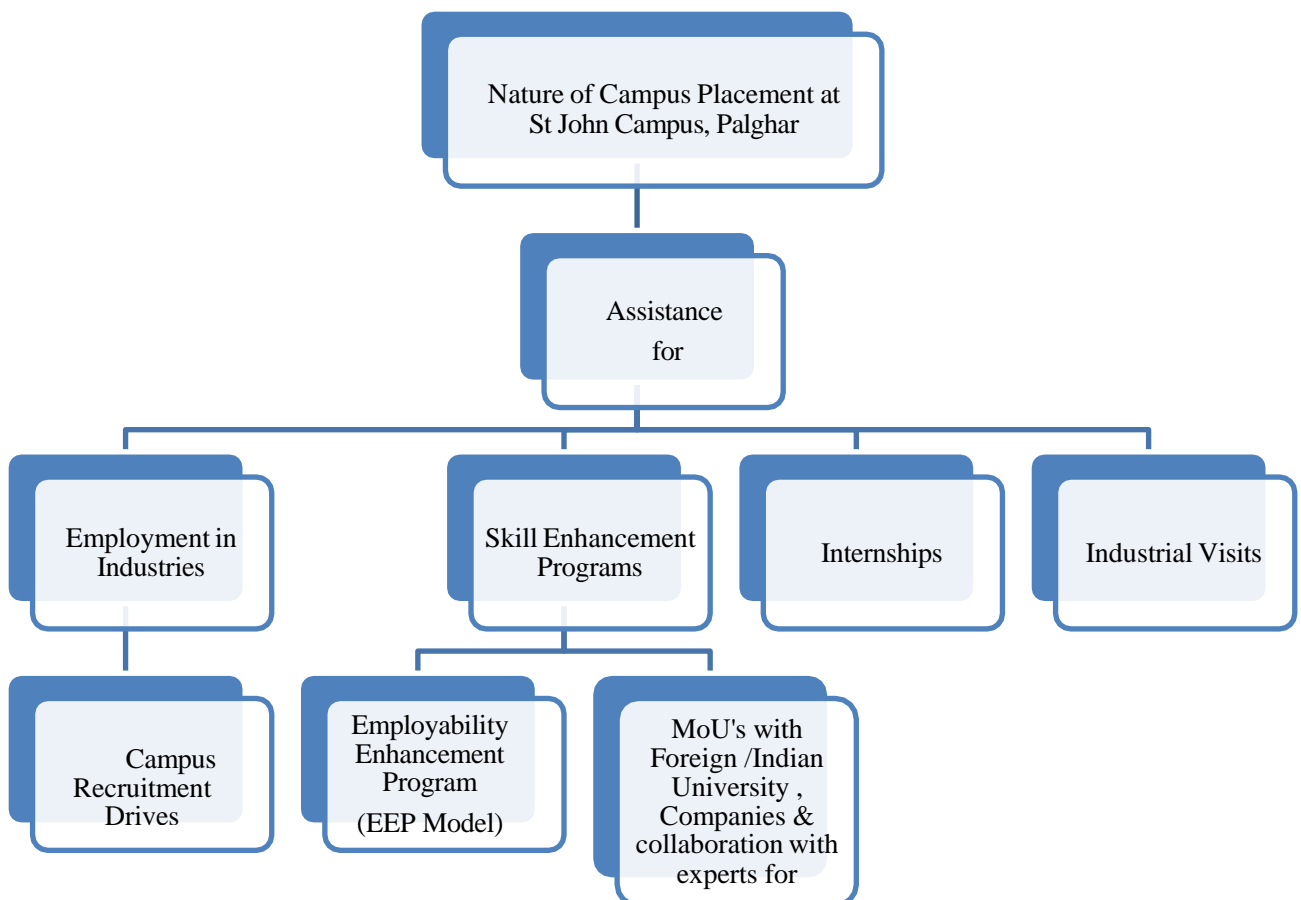
3. **Benefits to Students**

   Placement assistance offers numerous benefits, impactful for the students. It can help students recognize the value and importance of participating in placement opportunities offered by the Institute. A list of potential benefits is:

   1. *Practical Application of Knowledge:*
      - Placement opportunities allow students to apply theoretical concepts learned in the classroom to real-world scenarios, reinforcing their understanding and facilitating a practical approach to problem-solving.
   2. *Skill Development:*
      - Engaging in placements helps students develop a diverse set of skills, including communication, teamwork, time management, and problem-solving, which are essential for success in any professional setting.
   3. *Industry Exposure:*
      - Students gain firsthand experience and exposure to the workings of industries related to their field of study, providing insights into industry practices, corporate culture, and the expectations of employers.
   4. *Networking Opportunities:*
      - Placements create valuable networking opportunities for students. Building connections with professionals, mentors, and industry leaders during placements can prove beneficial for future career growth.
   5. *Resume Building and Enhancement:*
      - Guidance for building effective Resumes and cover letters helps students to market their skills and potential to prospective employers.
      - Successful completion of placements/Internship adds practical experience to a student's resume, making them more attractive to potential employers. It serves as tangible evidence of their ability to apply academic knowledge in real-world situations.
   6. *Career Clarity:*
      - Career counseling and guidance helps students gain a clearer understanding of their career preferences, interests, and strengths. This firsthand experience helps them make more informed decisions about their future career paths.
   7. *Confidence Building:*
      - Overall development and grooming of Personality helps students gain in confidence to successfully navigate the placement process. It instills a sense of confidence in appearing for GDs, Personal interviews, etc. proving to them that they can secure employment in the desired career options.
   8. *Professional Development:*
      - Placements contribute to the overall professional development of students, preparing them for the expectations and challenges of the workplace. Exposure to real-world scenarios fosters adaptability and a proactive approach to learning.

9. *Industry-Relevant Skills*:
   - Placements often focus on developing industry-specific skills, ensuring that students are equipped with the practical knowledge and abilities needed to excel in their chosen fields upon graduation/post-graduation.
10. *Employability Boost:*
   - Students with successful placement experiences are more likely to be perceived as job-ready by potential employers. This enhances their overall employability and sets them apart in a competitive job market.
11. *Feedback and Evaluation:*
   - Students receive constructive feedback and evaluations during placements and training sessions, providing insights into their strengths and areas for improvement. This feedback can be invaluable for personal and professional development.
12. *Transition to Full-Time Employment:*
   - For graduating students, placements often serve as a smooth transition to full-time employment. Many companies use placement programs as a channel for recruiting talented individuals who have already demonstrated their capabilities.

B. Organogram of the Training & Placement Cell
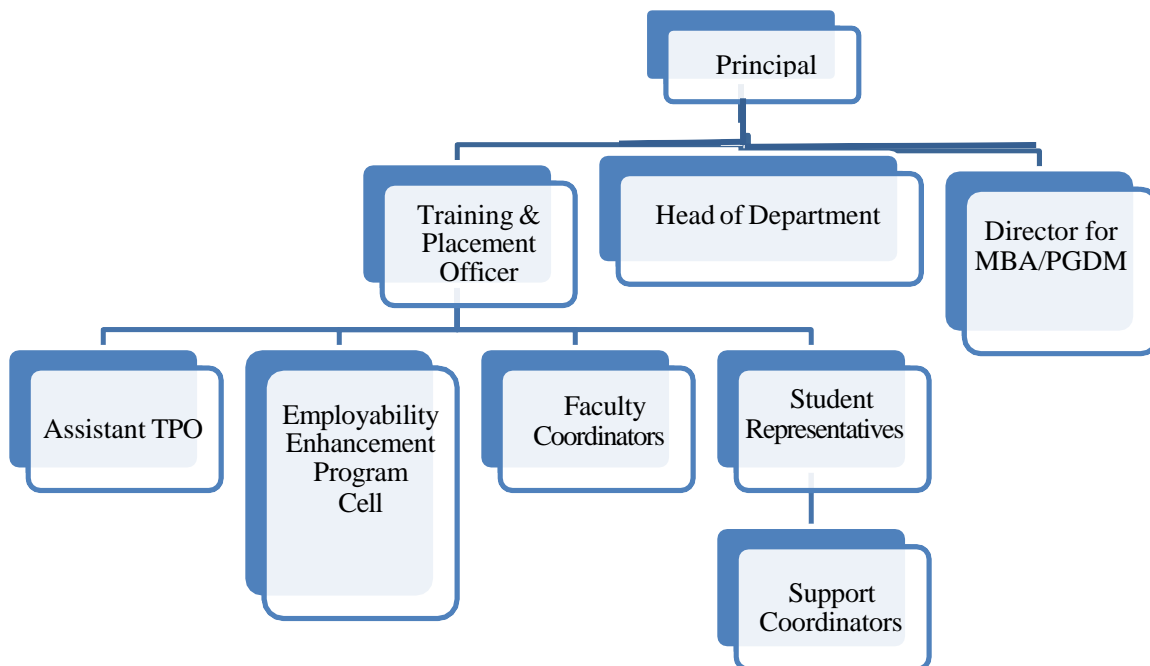
C. Roles and Responsibilities of the Training & Placement Cell

This policy sets out the roles and responsibilities of the Training & Placement (T& P) cell of the Institute and the students seeking Placement and Internship assistance from the T & P cell. A clear identification of the roles and responsibilities shall ensure that the Placement and Internship activities can be implemented effectively and also indicate that these activities are an integral part of the work culture of the Institute.

C.1: Roles and Responsibilities (Training & Placement Cell)

The T & P Cell in the Institute plays a crucial role in bridging the gap between academia and industry. Its primary objective is to facilitate the successful placement and career development of students. The following roles and responsibilities will collectively contribute to the effectiveness of the Training and Placement Cell in guiding students toward successful careers and building fruitful relationships with the corporate world.

1. **Industry Liaison:**

   - Establish and maintain strong relationships with a diverse range of companies/ industries and potential recruiters to understand their hiring needs and trends for students' placement and internship.

   - Organizing Pre-placement visits to prospective companies/ industries.

   - Invitation to potential companies/ industries to visit the campus.

2. **Placement Strategy Development:**

   - Formulate and implement a comprehensive placement strategy aligned with the goals and aspirations of the students and the college.

3. **Student Counseling and Guidance:**

   - Provide career counseling and guidance to students through the Career and Development Cell (CDC) & Entrepreneurship Development Cell (EDC), helping them make informed decisions about their career paths and aligning their skills with industry requirements.

   - Identifying the competencies and skills of the students required for different job profiles.

4. **Skill Enhancement Programs:**

   - Organize and coordinate rigorous skill development programs, workshops, seminars, training and personality grooming sessions, to enhance the employability skills of students. This includes soft skills, technical skills, and industry-specific knowledge.

5. **Resume Building and Interview Preparation:**

   - Assist students in creating effective resumes and cover letters and preparing for interviews. Conduct mock interviews to simulate real-world job interview scenarios.

6. **Internship and Placement Coordination:**

   - Facilitate the placement process, including coordinating internships, campus placements, and off-campus drives. Act as a liaison between students and prospective employers.

7. **Industry Visits and Seminars:**

   - Organize industry visits and seminars, expert guest lectures to expose students to different work environments, industry practices, and emerging trends.

8. **Placement Data Management:**

   - Maintain accurate and up-to-date records of student profiles, placement statistics, and employer feedback. Use data to analyze trends and continuously improve placement strategies.

9. **Alumni Engagement:**

   - Engage with alumni who have successfully transitioned into the professional world. Leverage their experiences and connections to enhance placement opportunities for current students.

10. **Campus Recruitment Drives:**

    - Plan and execute on-campus recruitment drives, inviting prominent companies to conduct interviews and recruit students directly from the Institute premises.

11. **Career Development Workshops:**

    - Conduct workshops on career development, entrepreneurship, and industry expectations to empower students with the knowledge and skills needed to excel in their careers.

12. **Industry Collaboration and MOUs:**

    - Establish Memoranda of Understanding (MOUs) and collaborations with industries to facilitate research, internships, and job placements for students.

13. **Feedback Mechanism:**

    - Establish a feedback mechanism to gather input from both students and recruiters.

Using this feedback for continuous improvement to meet evolving industry needs. Follow-up from Mock GDs, Pre-placement talks to final interviews followed by joining formalities, and other administrative activities.

14. Placement Reports:

- Generate placement reports to showcase the success stories of placed students, contributing to the college's reputation and attracting more recruiters.

15. Coordination with Academic Departments:

- Collaborate with Institute's Heads of Departments (HOD's) in the academic departments to nominate Faculty Placement Coordinator (s), maintaining a contact list of registered students for placement and internship to ensure implementation of this policy and ensuring proper communication between various parties involved.

16. Screening of Potential Students:

- In collaboration with prospective recruiters, conducting background checks on students seeking internships/ placements to ensure they meet the required educational qualifications and other criteria specified by the companies.

17. Review and Follow Up:

- Conducting regular reviews of adherence to the Institute's Placement policy, ensuring it is documented and periodically updated as per requirements and ensuring appropriate procedures are in place to support this policy.

C.2: Specific Roles and Responsibilities of the Campus Placement Team

The Placement team comprises of the TPO, Assistant TPO, Soft skills trainers, Heads of Departments (HOD's) and Faculty Coordinators. Student representatives from various branches who are in their final year and pre final year are active representatives of the team ably supported by Support Coordinators. The committee is headed by Director of the Institute. The specific roles and responsibilities of the team are outlined below.

Training & Placement Officer (TPO)

The Training and Placement Officer serves as a crucial link between students and the professional world, contributing significantly to the success and reputation of the Institute's placement efforts. The specific roles and responsibilities for Training and Placement Officer are outlined below:

1. **Strategic Planning:**
   - Develop and implement a strategic plan for training and placement activities in alignment with the Institute's overall goals and objectives.
2. **Industry Engagement:**
   - Cultivate and maintain relationships with a diverse range of industries, companies, and recruiters to understand their hiring needs, preferences, and industry trends. Giving Placement Presentation at various companies.
3. **Student Counseling:**
   - Provide individualized career counseling to students, assisting them in identifying their strengths, career goals, and aligning their skills with industry requirements.
4. **Skill Development and Personality Enhancement Programs:**
   - Organize and coordinate skill development and personality enhancement programs, workshops, and training sessions to enhance the employability of students. Focus on both soft skills, technical competencies and entrepreneurial skills.
5. **Resume Building and Interview Preparation:**
   - Guide students in crafting effective resumes and prepare them for interviews. Conduct mock interviews to simulate real-world job interview scenarios and provide constructive feedback.
6. **Placement Coordination:**
   - Coordinate all aspects of the placement process, including internships, campus placements, and off-campus drives. Facilitate communication between students and potential employers.
7. **Industry Visits and Seminars:**
   - Organize industry visits and seminars/guest lectures by industry experts to expose students to different work environments, industry practices, and emerging trends. Facilitate opportunities for students to interact with industry professionals.
8. **Data Management:**
   - Maintain accurate and up-to-date records of student profiles, placement statistics, and employer feedback. Utilize data to analyze trends, identify areas for improvement, and inform decision-making.
9. **Alumni Engagement:**
   - Engage with alumni who have successfully transitioned into the professional world. Leverage their experiences and connections to enhance placement opportunities for current students.
10. **Campus Recruitment Drives:**
    - Plan and execute on-campus recruitment drives, coordinating logistics, inviting companies, and ensuring a smooth placement process. Act as the primary contact for recruiters during such events.
11. **Career Development Workshops:**
    - Conduct workshops on career development, entrepreneurship, and industry expectations. Equip students with the necessary skills and knowledge to excel in

their careers.

12. **Feedback Mechanism:**
    - Establish and manage a feedback mechanism to gather input from both students and recruiters. Use feedback to assess the effectiveness of placement strategies and make continuous improvements.

13. **Documentation and Reporting:**
    - Generate regular reports on placement activities, success stories, and statistical data. Prepare documentation for accreditation and reporting purposes.

14. **Negotiation and Contracting:**
    - Negotiate and finalize placement agreements with companies, ensuring mutually beneficial terms for both the college and the hiring organizations.

15. **Professional Development:**
    - Stay abreast of industry trends, employment market dynamics, and evolving job requirements. Engage in professional development activities to enhance knowledge and skills.

Assistant Training & Placement Officer (ATPO)

The Assistant Training and Placement Officer in the Institute plays a supportive role to the Training and Placement Officer (TPO), contributing to the overall success of Training and Placement initiatives. Along with the TPO, Assistant Training and Placement Officer has crucial role in the collaborative effort to enhance students' employability and facilitate successful placements within the Institute. The specific roles and responsibilities for an Assistant Training and Placement Officer are presented below:

1. **Administrative Support:**
    - Assist in the day-to-day administrative tasks related to training and placement activities, including scheduling, documentation, and record-keeping.

2. **Communication Liaison:**
    - Act as a liaison between students, faculty, and external stakeholders/recruiters/companies, facilitating effective communication and ensuring smooth coordination of placement-related activities.

3. **Event Coordination:**
    - Assist in the planning and coordination of placement events, such as campus recruitment drives, job fairs, and industry seminars/workshops/ Guest lectures. Oversee logistical aspects and ensure events run seamlessly.

4. **Student Counseling Support:**
    - Provide support in individual or group counseling sessions for students, offering guidance on career development, resume building, and interview preparation.

5. **Skill Development Programs:**
    - Collaborate with the Training and Placement Officer and Career Counseling & Development Cell (CDC) to organize and coordinate skill development programs,

workshops, and training sessions aimed at enhancing students' employability.

6. **Resume Review:**
   - Assist students in reviewing and refining their resumes, application letters providing constructive feedback, and ensuring that resumes align with industry standards.

7. **Placement Data Management:**
   - Contribute to the maintenance of accurate and updated records of student profiles, placement statistics, and feedback. Assist in utilizing data for analysis and reporting purposes.

8. **Campus Recruitment Drives:**
   - Support the organization and execution of on-campus recruitment drives, handling logistics, coordinating with recruiters, and ensuring a positive experience for both students and employers.

9. **Alumni Engagement Support:**
   - Assist in engaging with alumni for placement-related activities, including networking events, mentorship programs, and leveraging alumni connections to benefit current students.

10. **Career Development Workshops:**
    - Collaborate in the planning and delivery of career development workshops, providing students with valuable insights into industry expectations, professional etiquette, and career planning.

11. **Feedback Collection:**
    - Assist in collecting feedback from students and recruiters about placement activities, events, and overall experiences. Contribute to the assessment of the effectiveness of placement strategies.

12. **Documentation Assistance:**
    - Assist in the preparation of documentation, reports, and presentations related to placement activities. Ensure accurate and timely submission of required materials.

13. **Social Media and Promotion:**
    - Contribute to the promotion of placement activities through social media and other communication channels, ensuring that students are well-informed about upcoming events and opportunities.

14. **Professional Development:**
    - Stay informed about industry trends, best practices in career development, and changes in the job market. Engage in professional development activities to enhance knowledge and skills.

15. **Backup Support:**
    - Provide backup support to the Training and Placement Officer during their absence, ensuring continuity in placement-related activities and services.

Heads of Departments (HOD's)

Heads of Departments (HOD's) in the Institute play a vital role in collaborating with the Training and Placement Officer to ensure a seamless integration of academic learning and placement activities. Below are outlined the specific roles and responsibilities for HOD's (Computer Sciences, Management PG & Management UG) in supporting the TPO for placements:

1. **Industry-Informed Curriculum Enhancement:**
   - Actively collaborating with the Training and Placement Officer to enhance the prescribed curriculum with the industry requirements, ensuring that academic programs equip students with the necessary skills and knowledge sought by employers through incorporating industry-relevant projects, case studies, and practical applications that enhance students' employability.

2. **Identification of Key Skills:**
   - Work with the Training and Placement Officer to identify key skills and competencies required by industries relevant to each academic department. Incorporate skill development initiatives accordingly.

3. **Guest Lectures and Industry Interaction:**
   - Facilitate guest lectures, workshops, and industry interaction sessions within the department to expose students to real-world insights and perspectives. Invite professionals to share their experiences and expectations.

4. **Professional Development Opportunities:**
   - Promote and encourage students to participate in industry internships, live projects/ research projects, and other professional development opportunities that contribute to their readiness for the job market.

5. **Skill Development Programs:**
   - Collaborate with the Training and Placement Officer and the EDC and IIC Cell to organize skill development programs, focusing on both technical and soft skills necessary for successful placements.

6. **Internship Coordination:**
   - Assist in coordinating and facilitating internships for students within the department, ensuring that the experience is aligned with academic objectives and contributes to their overall skill development.

7. **Student Counseling Support:**
   - Work alongside the Training and Placement Officer to provide counseling and guidance to students, helping them make informed decisions about their career paths and linking academic choices to future employment prospects.

8. **Feedback Mechanism:**
   - Establish a feedback mechanism within the department to gather insights from students about the relevance of academic content to their career goals. Use this feedback to make improvements and adjustments.

9. **Alumni Engagement:**
   - Actively collaborating with the Head of Department Training and Placement Officer to engage alumni from the department in mentoring programs, networking events, and sharing insights into industry trends and expectations.

10. **Promotion of Placement Activities:**
    - Actively promote and support placement activities within the department, encouraging student participation in campus recruitment drives, interviews, and industry-related events.

11. **Documentation Assistance:**
    - Assist in the preparation of documentation, reports, and presentations related to the placement activities within the department, ensuring accurate and timely submissions.

12. **Student Advocacy:**
    - Advocate for the strengths and capabilities of students within the department, emphasizing the unique skills and achievements of students during interactions with potential employers.

13. **Continuous Learning:**
    - Stay informed about industry trends, emerging technologies, and evolving skill requirements within the department's domain. Share insights with the Training and Placement Officer to enhance placement strategies.

Faculty Coordinators

Faculty Coordinators play a crucial role in supporting the Training and Placement Officer in collaboration with the respective HOD's in bridging the gap between academic learning and industry expectations, contributing to the overall success of students in securing meaningful placements and building successful careers. The specific roles and responsibilities for Faculty Coordinators are presented below:

1. **Industry-Informed Curriculum Enhancement:**
   - Actively collaborating with the Head of Department and Training and Placement Officer to ensure that the necessary skills and knowledge sought by employers are incorporated in the curriculum such as, industry-relevant projects, case studies, and practical applications that enhance students' employability.

2. **Industry-Informed Teaching:**
   - Infuse industry-related examples, case studies, and practical applications into lectures and coursework, ensuring that students gain insights into real-world scenarios.

3. **Identification of Key Skills:**
   - Work with the Training and Placement Officer to identify and emphasize key skills and competencies needed by industries within the department's domain. Integrate skill development initiatives into the curriculum.

4. **Career Guidance:**
   - Provide career guidance to students within the academic department, assisting them in understanding industry trends, job market dynamics, and aligning their academic choices with their career goals.
5. **Internship Coordination:**
   - Assist in coordinating internships for students, helping them secure meaningful industry experiences that complement their academic learning and contribute to their overall skill development.
6. **Skill Development Programs:**
   - Collaborate with the Training and Placement Officer to organize skill development programs within the department, focusing on both technical and soft skills essential for successful placements.
7. **Guest Lectures and Industry Interaction:**
   - Facilitate guest lectures, workshops, and industry interaction sessions within the department to expose students to practical insights and perspectives from professionals in their field.
8. **Student Counseling Support and Mentoring:**
   - Work alongside the Training and Placement Officer to provide continuous counseling and guidance to students, mentoring them to make informed decisions about their career paths and linking academic choices to future employment prospects.
9. **Feedback Mechanism:**
   - Establish a feedback mechanism within the department to gather insights from students about the relevance of academic content to their career goals. Use this feedback to make continuous improvements.
10. **Promotion of Placement Activities:**
    - Actively promote and support placement activities within the department, encouraging student participation in campus recruitment drives, interviews, and industry-related events.
11. **Alumni Engagement:**
    - Collaborate with the Training and Placement Officer to engage alumni from the department in mentoring programs, networking events, and sharing insights into industry trends and expectations.
12. **Documentation Assistance:**
    - Assist in the preparation of documentation, reports, and presentations related to the placement activities within the department, ensuring accurate and timely submissions.
13. Assist in maintaining attendance of students and submit it to the Training and Placement Cell for every session of Training Programs/Workshops/Seminars organized by the T & P Cell.

14. Student Advocacy:
- Advocate for the strengths and capabilities of students within the department, emphasizing the unique skills and achievements of students during interactions with potential employers.

15. Continuous Learning:
- Stay informed about industry trends, emerging technologies, and evolving skill requirements within the department's domain. Share insights with the Training and Placement Officer to enhance placement strategies.

16. Communication Channel:
- Ensuring effective communication between the T & P Cell and students by timely conveying the message to students regarding the companies visiting the campus for recruitment.
- Ensuring maximum student participation in placement related activities.

Student Coordinators

Student Coordinators are essential in facilitating effective communication and fostering collaborative environment between their peers and the Training and Placement Cell contributing to the overall success of placement activities within the Institute. The specific roles and responsibilities for Student Coordinators in assisting the Training and Placement Cell in an Institute are outlined below:

1. Communication Liaison:
- Act as a bridge between the students and the Training and Placement Cell, disseminating information about upcoming events, placement opportunities, and skill development programs.

2. Student Awareness Programs:
- Assisting in organizing and participating in awareness programs organized by the T & P Cell highlighting the importance of placements, skill development relevant to the job market.

3. Event Coordination:
- Assist in coordinating placement-related events, such as workshops, seminars, motivational sessions and recruitment drives. Managing logistics, registration processes, and ensuring the smooth execution of these events.

4. Feedback Collection:
- Gather feedback from fellow students regarding their expectations, concerns, and suggestions related to placement activities. Share this feedback with the Training and Placement Cell for continuous improvement.

5. Student Counseling Support:
- Collaborate with the Training and Placement Cell to provide peer counseling and support to fellow students, sharing insights about the placement process and offering guidance on resume building and interview preparation.

6. **Promotion of Placement Activities:**
   - Actively promote placement activities and opportunities among the student community through various channels, including social media, posters, and word-of-mouth.
   - Inspiring and motivating students in their pursuit of career goals.
7. **Resume Review Assistance:**
   - Assist peers in reviewing and refining their resumes. Provide constructive feedback and tips to help students create impactful and professional resumes.
8. **Campus Recruitment Drives Support:**
   - Support the Training and Placement Cell during on-campus recruitment drives by guiding students through the registration process, coordinating interview schedules, and ensuring a positive experience for both students and recruiters.
9. **Skill Development Initiatives:**
   - Encourage and participate in skill development initiatives organized by the Training and Placement Cell. Share personal experiences and insights with fellow students to motivate participation.
10. **Alumni Engagement:**
    - Collaborate with the Training and Placement Cell to engage alumni in mentoring programs and networking events. Share success stories and experiences to inspire and guide current students.
11. **Student Advocacy:**
    - Advocate for the needs and concerns of students within the Training and Placement Cell, ensuring that the student perspective is considered in the planning and execution of placement-related activities.
12. **Information Dissemination:**
    - Disseminate information about placement-related policies, procedures, and guidelines among the student community, ensuring that everyone is well-informed and prepared for the placement process.
13. **Documentation Assistance:**
    - Assist in the preparation of documentation, reports, and presentations related to placement activities with the Training and Placement Cell, ensuring accurate and timely submissions.
14. **Continuous Learning:**
    - Stay informed about industry trends, emerging job requirements, and skill expectations. Share insights with fellow students to keep them updated on the evolving landscape of their respective fields.

Support Coordinators

Support Coordinators in conjunction with the Student representatives play a crucial

role in assisting the Training and Placement Cell to ensure the overall well-being and success of students during their placement journey, creating a holistic support system for students, so that they are also emotionally equipped to navigate the challenges of the placement process. The specific roles and responsibilities for Support Coordinators in helping the Training and Placement Cell in the Institute are outlined below:

1. **Emotional Support:**
   - Provide emotional support to students during the stressful periods of placement activities. Offer guidance, encouragement, and empathetic listening to help them navigate challenges.
2. **Workshop and Session Coordination:**
   - Assisting the Student Coordinators in coordinating workshops, seminars, guest lectures, Industry visits and motivational sessions organized in by the T & P Cell or EDC Cell to prepare students mentally and emotionally for the placement process.
   - Creating awareness and helping organize wellness initiatives such as yoga sessions, mindfulness practices, or other activities that contribute to students' overall well-being.
3. **Accessibility Support:**
   - Ensure that placement-related information, resources, and events are accessible to all students.
4. **Peer Support Programs:**
   - Assist in establishing peer support programs where experienced students can mentor and guide their peers, providing insights into managing stress, time, and expectations during the placement season.
5. **Communication Hub:**
   - Serve as a communication hub between the student community and the Training and Placement Cell, relaying concerns, feedback, and suggestions related to the mental and emotional well-being of students as well as the placement process.
6. **Crisis Intervention:**
   - Be prepared to intervene and provide support in case of any emotional / mental health crises among students during the placement process. Collaborate with counseling services as needed.
7. **Feedback Collection:**
   - Collect feedback from students regarding their experiences during placement activities. Share this feedback with the Training and Placement Cell to improve support mechanisms.
8. **Conflict Resolution:**
   - Mediate and resolve conflicts or issues that may arise among students during the placement season or drive. Promote a positive and supportive environment within

the student community.

9. **Advocacy for Student Concerns:**
   - Advocate for the consideration of student concerns related to career prospects, job markets and overall well-being.
   - Assisting in creating a supportive network where students can share experiences and advice with one another and with the T & P Cell, respective HOD's and Faculty Coordinators.

10. **Coordination with Counseling Services:**
    - Collaborate with counseling services offered by the Institute to ensure that students have access to professional support when needed.

11. **Continuous Learning:**
    - Stay informed about best practices in Industry, Higher Education opportunities, Entrepreneurial opportunities and preparation for competitive exams.

D. Career Counselling and Development Cell (CCD)

The Career Counseling and Development Cell (CCD) contributes significantly to the overall development of students, aligning their academic pursuits with long-term career goals and supporting the Training and Placement Cell in grooming and preparing students for the professional world. The Cell plays a pivotal role in the holistic development of students focusing on value- based project learning and grooming the overall personality of the students through the **Personality Enhancement Program** (PEP) Model developed by the Institute. It provides guidance, mentorship, and resources to students by performing specific roles and responsibilities as well as contributing significantly to the Training and Placement Cell. Presented below is a brief outline of the role, responsibilities, and contributions of the Career Counseling and Development Cell.

Contribution to Training & Placement Cell:
1. **Placement Preparation:**
   - Prepare students for placements by enhancing their communication skills, emotional intelligence, personality grooming and overall professional demeanor.

2. **Data Analysis:**
   - Analyze career and placement-related data to identify patterns, areas for improvement, and opportunities for collaboration with the Training and Placement Cell.

3. **Feedback Loop:**
   - Establish a feedback loop between students, the Career Development and Counseling Cell, and the Training and Placement Cell to continually improve counseling and career related services.

4. **Organizing Workshops /Seminars/Guest Lectures of Experts**

- Collaborate with the Training and Placement Cell to organize workshops/seminars/ expert guest lectures that address the career development needs identified as per industry requirements and student counseling sessions.

5. **Employer Connections:**
   - Leverage industry connections to enhance the institute's network of potential employers, facilitating more placement opportunities for students.

6. **Soft Skills Development:**
   - Focus on the development of soft skills such as teamwork, leadership, emotional and social coping skills, goal-setting and interpersonal communication, which is crucial for success in both career development and placement activities.

Role:

1. **Career Guidance:**
   - Offer comprehensive career guidance to students, helping them explore and align their career goals with their skills, interests, and values.

2. **Skill Assessment:**
   - Conduct skill assessments and aptitude tests to identify students' strengths and areas for improvement, helping them understand their preferences and making informed career choices for personalized career planning.

3. **Personalized Counseling:**
   - Provide one-on-one counseling sessions to address individual concerns, academic challenges, and career-related queries of students.

4. **Resume Building Workshops:**
   - Conduct workshops on resume building, cover letter writing, and other essential job application skills to enhance students' employability.

5. **Interview Preparation:**
   - Offer mock interview sessions, providing constructive feedback and preparing students for real-world job interviews.

6. **Industry Insights:**
   - Stay informed about industry trends and job market dynamics, providing students with up-to-date information on potential career paths.

Responsibilities:

1. **Individual Career Planning:**
   - Assist students in creating personalized career development plans, taking into account their academic background, skills, and career aspirations.

2. **Workshop Coordination**:
   - Coordinate and organize workshops, seminars, motivational sessions, guest lectures on various career-related topics, collaborating with industry professionals

to share insights and experiences.

3. **Networking Events:**
   - Organize networking events, industry talks, and panel discussions, creating opportunities for students to connect with professionals from diverse fields.

4. **Internship Assistance:**
   - Facilitate the process of securing internships by providing information about available opportunities, guiding students in the application process, and preparing them for internship interviews.

5. **Career Resource Center:**
   - Establish and maintain a career resource center with materials on industry trends, job market statistics, and information about Higher Education (India & Abroad) and certification programs and preparing for competitive exams in Government and Private sectors such as UPSC, PSC, banking and insurance etc respectively.

6. **Alumni Engagement:**
   - Engage alumni in career development initiatives, creating mentorship programs and networking events to provide students with valuable insights and advice.

7. **Psychological Support:**
   - Offer psychological support and counseling services to help students cope with stress, anxiety, and any personal challenges that may affect their academic and career performance.

Personality Enhancement Program (PEP Model)

Personality Enhancement Program (PEP) Model has been designed and developed by the Institute for the holistic development of students transforming them to be globally competent, ethically and socially responsible professionals. The model focuses on project learning, providing value- based education and grooming the overall personality of the students for aligning their academic pursuits along with enabling setting long-term career goals for effective career planning and development.

1. **Project Based Training**
   As per the curriculum design and the Industry needs, the students are assigned specific Projects/Internships simulating real-world corporate scenarios to enable developing domain specific as well as general employability skills, creativity and innovative skills, critical thinking skills etc to secure meaningful jobs as well as become successful entrepreneurs.

2. **Value Based Education**
   A focus on providing multidisciplinary education, instilling lifelong learning and skill development while nurturing strong moral and ethical values to make them globally competent and employable individuals to serve the corporate and the society as a whole.

3. **Personality Development**

This is a three pronged approach including:

1. *Soft Skill Training* that includes preparing students for Interview, Group Discussion, Body Language improvement, Resume Writing and Communication Skill development.

2. *Domain Training* that includes Technical Skill assessment as per the need of the job profile.

3. *Aptitude Training* that includes quantitative aptitude building, reasoning and proficiency in English language and comprehension.

Below is the list of proposed activities aimed at professional development and career advancement of students.

Activities	Value Preposition
Industry Interaction Sessions	Enabling students explore current Industry trends and practices.
Soft Skills Training	Helping build self-confidence, positive self-esteem development of soft skills such as teamwork, leadership, social skills etc, critical thinking, problem solving and decision making etc.
Resume and Cover Letter Development	Enabling students build effective Resumes and Cover letters highlighting their skills, strengths, achievements that are closely related to their career goals.
Social Media Profile Generation	Supporting students to create their LinkedIn profile for professional networking opportunities, career prospects and growth.
Assessment	Assessing students on quantitative and qualitative skills that are important for gaining meaningful employment and suggesting improvement plans to further their growth and overall development.

E. **Eligibility Criteria for Placements**

This section covers the Minimum Eligibility criteria as well as General Eligibility criteria as per the current trends in the Industry and the job market.

E.1: Minimum Eligibility Criteria for Students

- Completing and submitting the Registration form in the prescribed format provided by the T & P Cell showing their interest for assistance for Campus Placements/Internships.

- Understanding and adhering to the Institute Placement Policy.

- Providing all necessary and relevant information to the T & P cell as and when required in a time bound manner.

- Securing a minimum CGPA equivalent to 6 or higher or 50 % with no active backlogs in the previous semester/yearly examination in the course registered.

- Satisfactory conduct with no disciplinary action throughout the program.
- Has not been debarred from participating in the campus placement process by any competent authority of the institute

- Attending training and development sessions as mandated by the T & P Cell, EDC Cell/Departments regarding skill enhancement and briefings related to placements and internships.

- A minimum of 75% attendance in classrooms as well as training and development sessions conducted by the T & P Cell or EDC Cell/Departments as per the Institute's Attendance Policy.

- Keeping their conduct to the highest possible professional standards, not detrimental to the goodwill of the Institute, T & P Cell, and/or the Company/Recruiter.

- Graduating students, who wish to pursue their startup ambitions instead of seeking placements, may seek deferment from the on-campus placement process by obtaining formal approvals from their respective HOD's.

- The T & P Cell will attempt to find suitable opportunities for deferred-students who request for placement support within 12 months of their graduation date. Placement assistance to such students will be made on a best- attempt basis without any assurances or guarantees.

E.2: General Eligibility Criteria of Reputed Company/ Recruiter

General Eligibility criteria for campus placements set by reputed companies or recruiters often include a combination of academic qualifications, skills, and personal attributes. While specific criteria may vary across industries and companies, presented below is a generalized set of Eligibility criteria commonly sought by recruiters during campus placements:

1. **Academic Qualifications:**

   - Minimum percentage or CGPA requirement in the academic record, usually in line with the industry standards or specific job requirements.

   - Completed or pursuing a specific degree or program relevant to the job role.

2. **Year of Study:**

   - Specific academic level or year of study at which students are eligible for placements. Companies may target final-year students for permanent positions and pre-final year students for internships.

3. **Discipline or Major:**

   - Relevant educational background or major in a specific discipline related to the job role. Recruiters often seek candidates with specific technical or domain knowledge.

4. **Skill Set:**

   - Demonstrated skills aligned with the job requirements. This may include technical skills, programming languages, communication skills, problem-solving abilities, and any other skills relevant to the industry.

5. **Certifications:**

   - Possession of relevant certifications or additional qualifications that enhance a candidate's suitability for the job.

6. **No Backlogs:**

   - A requirement for candidates to have no current backlogs in their academic courses at the time of placement.

7. **Communication Skills:**

   - Good verbal and written communication skills, often assessed through interviews and written tests.

8. **Analytical and Logical Reasoning:**

   - Proficiency in analytical and logical reasoning, assessed through aptitude tests or interviews.

9. **Adaptability and Learning Agility:**

   - Demonstrated ability to adapt to new environments, learn quickly, and apply

knowledge effectively in different situations.

10. Teamwork and Interpersonal Skills:

- Ability to work collaboratively in a team environment, as well as effective interpersonal skills.

11. Leadership Potential:

- Evidence of leadership skills, involvement in extracurricular activities, or leadership roles in academic or community projects.

12. Ethical Standards:

- Adherence to ethical standards and values (honesty & integrity) in both academic and professional settings.

13. Problem-Solving Skills:

- Strong problem-solving skills and the ability to think critically often assessed through interviews or case study exercises.

14. Industry Knowledge:

- Basic understanding of the industry and awareness of current trends and developments.

15. Resume/CV Quality:

- A well-structured and informative resume showcasing relevant academic achievements, projects, internships, and other experiences.

16. Passion for the Role:

- Genuine interest and passion for the specific role or industry, demonstrated through knowledge, experiences, and career goals.

17. Good Feedback:

- Good feedback of the mentors from the Internship -pursuing or completed, HOD's, Faculty, T & P Cell etc.

E.3: Specific eligibility criteria that may be provided by the Prospective Company

Staying informed about the specific requirements of different companies and industries will enhance the students' chances of securing placements during campus recruitment in addition to the general criteria mentioned above. In case, specific criteria are provided by the company/recruiter they shall be shared with the students timely.

F. Student Registration for Campus Drives

All enrolled students who are eligible and require placement assistance must fill the Placement registration form in the prescribed format provided by the Training and Placement cell. The registered students are advised to update their internship or other details e.g., certification courses completed with the T & P Cell. Registered students who are permitted by the Director / HOD's only would be allowed for the placement process. Student wishing to opt out of the placement assistance can do so by signing the declaration (**Annexure – 1)**

F.1: Expression of Interest at the beginning of the session/year

The students must complete the Registration process at the beginning of the year/semester showing their willingness to participate in the campus recruitment process. This is important for cross verification of student data received by the HOD's, Faculty Coordinators of the respective programs.

F.2: Expression of Interest –When the Company comes for Placement

The notification regarding campus drive will be circulated through T & P Cell to the eligible and registered students who have shown interest in campus placement for the profile shared by the company/recruiter for the placement drive. The notification will include all the necessary information provided by the company. Thereafter, the following process may be followed as per the deemed schedule.

- Round 1 - Scrutiny Round where the list will be shared with Company for initial scrutiny
- Round 2 - Technical Round where written Test may be taken if required by the company
- Round 3 - HR Round where GD and Personal Interview may be scheduled if all above rounds are cleared by the candidate.

G. Campus Placement Procedure

The placement process for the session shall begin from September every year. The placement process will have the flexibility to accommodate the needs of the recruiting organizations.

- Recruiting companies will inform the T & P Cell about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.

- These details will be shared with students through the Campus Placement Team. Students will be able to decide about participating in the company's recruitment process depending upon their interest, eligibility, specializations and career interests.

- Resumes of interested and/or eligible students will be sent to the recruiting organization, based on which the company will share the list of short-listed students with the T & P cell.

- Shortlisted students will be informed about the selection process which may include one or more of the following: Personal or online Assessment, Written Test, Telephonic interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted on the Institute campus or at other premises to be chosen by the company.

The process flow for the typical placement/internship shall be as under:

Registration of Students for Placement Session

↓

Invitation by the T & P Cell to companies for Placement/Internships

↓

Interested Companies share the Role requirements, Job Description & Specification, Package offered with T & P cell

↓

Registration for the Company campus by the interested students

↓

Sharing the Details of Campus Drive (Company Profile, Job Description) with the students, Sharing the link for online registration

↓

Screening of Applicants on the basis of Eligibility Criteria

↓

Sharing the data of students with Company HR

↓

Organizing Mock Interview and Group Discussion for shortlisted students

↓

Organizing the Pre Placement Talk for shortlisted students

↓

Organizing Campus Drive, Online Test/Group Discussion, Interview for the students

↓

Announcement of Results of the Campus Drive

↓

Completing the Documentation Process of Selected Candidates

↓

Distribution of Offer Letter to selected students

G.1: Generic Rules and Regulations

- The T & P will facilitate the placement of all eligible students who are enrolled in the respective programs.
- The eligibility criteria as per Institute Attendance policy and of the visiting companies will be considered final.
- Once registered, each student must participate in the placement activities.
- Registered students must attend all training programs and workshops arranged by the T & P Cell or their respective departments.
- Students must submit a soft copy of their updated CV to the T & P Cell before the start of placement session.
- Students are encouraged to apply for a passport and PAN card as many companies require these documents during the induction process.
- All applications to the companies are to be made through the T & P cell ONLY. If a student does not apply through the T & P Cell for a particular company, he/she will not be allowed to participate in the selection process of that company.
- Eligible/registered students are advised to check the company profile and background thoroughly before applying. T & P cell will NOT and shall not be liable for any default at/on the company's end at any stage later.
- Once the student(s) has applied for the company and submits the Expression of Interest, it is mandatory to report on the day of presentation/campus drive. Not attending the Pre Placement Talk or any other on-campus recruitment event after registering for the same will amount to misconduct and student will be suspended for next **two** campus placement drives.
- However, in the first instance of such misconduct, suspension can be revoked after two campus placement drives on the recommendation of the T & P Cell or Director/HOD's/Faculty Coordinators/Academic mentor with a written undertaking not to repeat the misconduct. If the same misconduct is repeated by the student at any time in the future, the T & P Cell may decide to debar the student from the placement process. All decisions of the T & P Cell are final and binding in this matter.
- Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of placement process by the company. There can be no withdrawal after this limit. In such case, prior intimation to the T & P Cell supported with documentary valid reason is mandatory.
- The T & P Cell can provide one opportunity to each student. After getting placed in one company student can not apply for other company.
- If the student chooses not to apply for **three (3)** consecutive eligible job postings, then implies that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.
- In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter, than selection of number of resumes

to be sent will be based on Percentage, Employability Assessment rating / grade, attendance in personality development & preparatory classes (including mock interviews), and / or any other criteria decided by the T&P Cell. The decision of the T&P Cell will be final.

- Students are expected to maintain decorum during the entire placement procedure and behave with the companies in a courteous manner. They should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- No discussion with the recruiters regarding selections/selection process should be done except by the authorized T & P Cell personnel for the purpose.
- If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the T & P Cell immediately. Students shall NOT take action at their end.
- If there is a misconduct incident reported against any student which includes any behaviour bringing disgrace to the Institute during the placement/recruitment process, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- Leaving in between the process is not encouraged except that a student has the option not to take part in the process after the initial presentation is made by the company/organization.
- Once a student is selected by an organization, as a rule he/she will not be allowed for further attempts in other organizations. Students are expected not to violate the same.
- Registered students are expected to stay in touch with the T & P cell and their Faculty/ Student Coordinators on a regular basis.
- Registered students are also expected to refer to the T & P Cell notice board and the Institute website for updates.
- Registered students called for campus selection process should make a serious attempt to secure the job offers and should not take the selection process casually.
- Rejection of pre- placement offer letters by the student is not encouraged and will be counted in placement opportunities provided to the student.
- Upon selection, rejection of offer letter/ refusing to join the company by the student will not be allowed. Such student(s) will be debarred from further placement drives.
- Any student, who has received the offer letter, must submit a copy to the Training & Placement Cell for documentation and verification purposes.

G.2: General Expectation of Companies/Recruiters from Students during Campus

It is essential for students to understand and meet the expectations set by recruiters/companies. Some general expectations that companies have from students during are as follows:

- Recruiters expect students to be aware about the Company/Industry, Company's website and Job profile being offered. Companies appreciate students who have taken the time to research and understand their organization. Students should be familiar with the company's values, mission, and recent achievements.
- Recruiters expect students to exhibit a high level of professionalism throughout the placement process. This includes punctuality, appropriate attire, and a respectful demeanor during interviews, group discussions, and any other interactions.
- Recruiters seek students who possess sound, updated technical knowledge with a strong foundation in relevant technical skills.
- Recruiters value students with effective communication skills, problem-solving abilities, adaptability and a growth oriented mindset.
- Recruiters value teamwork and collaborative skills and assess the students' ability to work in a team, communicate effectively with colleagues, and contribute positively to a collaborative work environment.
- Companies often seek individuals who show leadership potential which can be demonstrated through extracurricular activities, project management experiences, or instances where the student has taken initiative and led a team in various events being held in the Institute.
- Companies seek students who are passionate, dedicated and focused towards their career goals. They value learning's gained from Internships aligned with the career goals.
- Students should have sufficient copies of their CVs, passport size photographs, ID cards and all the relevant documents neatly organized in a folder file with them for the process.
- Most of the companies desire to have candidates who can work in multi-disciplinary environment and can take on new challenges.
- Long lasting commitment to the profession/work and the company are the desired by majority of the companies.
- Recruiters value students possessing of high ethical standards. They do not appreciate deviation from the standards/ code of conduct adopted by the profession or as adopted by the Institute. Any action that is detrimental to the reputation of the Institute/ T & P Training cell/ Company is seriously taken note of by the company.
- Recruiters desire students using language and actions that are acceptable in presence of peers, subordinates and/or supervisors.
- Companies do not value students who negatively influence chances of selection of other students.

G.3: Guideline related to Rules for Campus Placements

- Students must carry their Institute ID-cards at all times during the placement process. No

student will be allowed in the Placement drive without the institute ID-card. This is also applicable for online Placement drive.

- Students must submit a soft copy of their updated CV to the T & P Cell before the start of placement session.

- Students should have sufficient copies of their resume, passport-size photos, ID Cards etc., ready to submit as required by companies. Requests for resume printouts from the T & P Cell will not be entertained.

- Students should strictly follow the prescribed dress code while participating in the placement process either Online or Offline. Dress code for the process is formal. Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoes that are polished. Minimum formal clothes for women include either a pair of Salwar-Kameez or formal shirt and trousers. The hair should be neatly tied and left open.

- Students should be in time for the placement process and latecomers will not be entertained.

- Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as misconduct and will be dealt with as such.

- Students should not directly contact company officials for any purpose, including forwarding resumes, internship opportunities, or dissertations. All communication should be channeled through the placement representative of the training and placement cell.

- Students are expected to maintain decorum during interactions with company officials, such as PPTs and written exams. Punctuality is essential for PPTs, tests, group discussions, and interviews. Leaving the hall before the completion of a PPT is strictly prohibited and may result in disciplinary action.

- Students found misbehaving with the T & P Cell members, student representatives, faculty members, or heads of departments will be disqualified from the placement session.

- Students should not negotiate salary packages or job locations with companies. All negotiations regarding salary packages and job locations will be handled by the T & P cell.

- Offers from a particular company will be announced at the end of the selection process by the T & P Cell.

- Students should inform the T & P Cell if they have previously applied for the same company or the same job profile independently.

- Based on company instructions, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings well in advance.

- Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring of the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.

- No cell phones will be allowed in the Placement Test. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation leading to disciplinary proceedings.
- Impersonation in tests/selection process or any kind of malpractice will be considered a serious offence.
- Seating in tests will be pre-defined by T & P cell/ company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill information at any places, the student should fill the contact details of T & P Cell, refer/contact the T & P Cell or Institute website before proceeding.
- The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.
- Students will be provided a maximum of one (1) offer through on-campus placement, subject to meeting the criteria for the same.
- Once a student has accepted an offer and/or joined a company, student will not be permitted to apply for any other company through Institute T & P Cell. One-year work commitment with the company is mandatory.
- Student once facilitated with the job offer should abide by the rules and the regulations of the employer.
- The Institute has no control on the administrative system and procedures of the employer's company. Student once terminated from Internship offer or Final Placement offer is not eligible for campus hiring from the Institute again.
- Students need to apply for and collect a No Objection Certificate (NOC) from the Institute before joining the company and shall clear all pending dues prior to joining. The Institute may take disciplinary action against students who fail to adhere to this guideline, and may also withhold processing of student's final degree certificate and transcripts in such circumstances.
- T & P Cell shall not be liable for any visa related issues in case of International placements.
- Students joining family business or self-employed need to submit the details in the T & P only after taking concurrence from respective HOD/ Faculty mentor.
- Students interested for higher studies need to submit admission offer letters to T & P only after taking concurrence from respective HOD/ Faculty mentor.

G.4: Penalties for Non-Compliance

- Every student of the Institute is expected to honour the job offers as provided by companies through the campus recruitment/T & P Cell.
- To withdraw from an accepted job offer damages not only the student's future

professional reputation, but also negatively impacts other students and the Institute's image. Such actions spoil the Institute's relationship with the employer who may decide not to hire from the Institute in the future.

- The withdrawal of an accepted job offer is a serious breach of the Rules and Regulations laid out by the Institute and is subject to immediate debarring of the student from the placement process.

- No student is allowed to directly interact with or contact the company's executives during or after the selection process unless authorized by the T & P Cell. Non-compliance will result in debarring of the student from the Placement Process for next two Placement drives. If the same misconduct is repeated by the student, the T & P Cell may decide to debar the student from the Placement Process. All decisions of the T & P Cell are final and binding in this matter.

- Purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of the Institute's Rules and Regulations, and may result in debarring from the Placement Process. Any decision regarding the same would be taken by the T & P Cell.

- No student is allowed to withdraw from the Placement process mid–way, or tell the company that she/he does not want to join them, or speak negatively about the company or the Institute or ask any irrelevant questions to the recruiters.

- The final authority in case of any disputes will be the T & P Cell members, and their decisions will be final.

H. Recommendations for Successful Placement
- Report to the venue 15 minutes prior to scheduled time for the Placement drive.
- Confirm that the phone is on silent mode during placement activities.
- Keep your documents set organized, readily available with three sets of Xerox copies.
- Keep pen and paper ready to take notes during the interview with updated CV. Also keep internship details ready to verify the resume experience.
- Stay calm composed and calculated before and during the interview process.
- Be energetic, positive and enthusiastic during the interview.
- Pleasing personality, confidence and positivity are desired. The same is communicated through your verbal and nonverbal gestures, which will be taken note of by the recruiters.
- Give concise and comprehensive answers to the interviewer.
- Gather complete details about the company and have comprehensive idea about the company.
- Listen carefully and respond patiently and reasonably to the questions.
- Know your strength and weaknesses, work rigorously to enhance your technical and soft skills. Be prepared with your self-introduction. Stay confident in all situations. Accept your feedback. Be sincere and disciplined and graceful.

- After the interview is over, leave the venue with a thank you note and feeling of gratitude.
- Anticipate interviewer intelligently, show your skills that you are a quick learner and adaptable to learning various new and advance technologies.
- Respect and full fill recruiters' expectations about joining and job responsibilities.
- Highlight special skills, internships projects and other assignments which you have performed or delineated as a part of the Institute's team. Keep training certifications verified by industry mentors and keep them handy with self-attested copies.
- Never raise personal issues and concerns.

H.1: Resume Do's and Don'ts

Resume Do's:

- **Optimize CV/Resume for ATS**

Many companies rely on Applicant Tracking Systems (ATS) for screening resumes and short listing qualified candidates for their job vacancies. This system scans the Resume for relevant keywords and phrases that best fit the job description. Therefore, it is important to make the CV ATS-ready to increase the chances of getting shortlisted. For this, adding keywords from the job description and keep resume format simple is recommended.

- **Use a Professional e-mail address**

An unprofessional e-mail- id (funky mail-id) is not suitable when searching for a job and sharing it with employers. Therefore, it is advisable to create a professional e-mail address to be mentioned in the resume. Ideally it should start with your name (your name@gmail.com)

- **Customize Resume**

The CV/Resume should be customized as per the job requirement, specifically what is mentioned in a job description. One CV/Resume does not work for all job openings and companies. Focus on what recruiter is looking out for in a candidate and try to highlight it in your fresher resume. For instance, add or highlight keywords and skill-sets that make you appear a potential candidate.

- **Format the Resume**

Formatting is crucial for creating a professional resume. A fresher resume should use the right template that can highlight your skills and achievements.

Resume Don'ts

- **Avoid adding False Information**

Refrain from sharing any false information related to your education, achievements, and skills as the company will track your records and cancel your application. Be honest and never put the wrong information on your job resume.

- **Never forget to Proofread**

Never be in a hurry to submit your resume without proofreading it thoroughly. Committing typo error, spelling, or grammatical errors is one of the biggest turn-offs for hiring managers. Therefore, always proofread your resume before submitting it.

- **Avoid adding Pages to your Resume**

Generally students think, that more the number of pages, the stronger the resume becomes. However, this is not correct. Keep your resume length to one or maximum two pages and avoid adding unnecessary information. Recruiters are only interested in knowing the facts that make you an ideal candidate for their company and not willing to know your entire history.

- **Avoid adding Personal Information**

There is no need to add irrelevant information that has no relation to your job search. Some of the irrelevant things that every fresher should avoid on CV are nationality, age, photo, sexual orientation, etc.

H.2: Interview Do's and Don'ts

Interview : Do's:

1. *Research the Company*: Understand the company's mission, vision, and values. Familiarize yourself with recent news or projects related to the company.

2. *Dress Appropriately*: Opt for professional attire unless the company specifies a different dress code.

3. *Arrive Early*: Aim to be there at least 10-15 minutes before the scheduled time.

4. *Practice Common Interview Questions*: Prepare answers for questions like "Tell me about yourself" or "Why do you want to work here?"

5. *Ask Questions*: Prepare a list of questions to ask the interviewer. It shows your interest and eagerness.

6. *Show Enthusiasm:* Be passionate about the role and the opportunity to contribute to the company.

7. *Follow the STAR Method*: When answering behavioral questions, structure your answers using the Situation, Task, Action, Result format.

8. *Send a Thank You Note:* After the interview, send a brief thank-you email expressing your gratitude for the opportunity.

Interview: The Don'ts:

1. *Do not Speak Negatively about Past Employers*: Focus on what you have learned and how you have grown instead.

2. *Avoid Using Fillers:* Words like "um", "like", and "you know" can make you seem less confident.

3. *Do not underestimate Soft Skills:* Communication, teamwork, and problem-solving are just as important as technical skills.

4. *Avoid over sharing*: Keep your answers professional and relevant to the job.

5. Don't Forget to Listen: Active listening shows respect and help you answer questions more effectively.

6. *Avoid Being Overconfident:* Confidence is the key, but overconfidence can come off as arrogance.

7. *Do not Forget to Follow Up:* If you have not heard back after a week or so, it is okay to send a polite e-mail asking for an update.

8. *Avoid Bringing up Salary too early*: Wait for the interviewer to initiate the topic, or discuss it in follow-up interviews or when an offer is on the table.

H: 3: Sample Interview Questions

1. Tell me about yourself?
2. Why should I hire you?
3. What are your strength and weakness?
4. Why do you want to work at our company?
5. What is the difference between confidence and over confidence?
6. What is the difference between hard work and smart work?
7. How do you feel about working nights and weekends?
8. Can you work under pressure?
9. Are you willing to relocate or travel?
10. What are your goals?
11. What motivates you to do good job?
12. What makes you angry?
13. Give me an example of your creativity?
14. How long would you expect to work for us if hired?
15. Are not you not under- qualified for this position?
16. Describe your ideal company, location and job?
17. What are your career options right now?
18. Explain how would be an asset to this organization?
19. What are your outside interests?

20. Would you lie for the company?
21. Who has inspired you in your life and why?
22. What was the toughest decision you ever had to make?
23. Have you considered starting your own business?
24. How do you define success and how do you measure up to your own definition?
25. Tell me something about our company?
26. Where do you see yourself five years from now?
27. On a scale of one to ten, rate me as an interviewer?
28. Do you have any questions for me?

H:4: Frequently Asked Questions:

1. What is Campus recruitment?
2. When does the campus recruitment season begin?
3. What are the eligibility criteria to register for the campus placements?
4. How can I register myself for a particular company's placement process?
5. What is Company shortlist?
6. What are the stages of the recruitment process?
7. Can one student get more than one offer?
8. How do I communicate with a particular Company?
9. What is Aptitude Test?
10. What is GD?
11. What is personal interview (HR)?
12. What is technical interview?
13. Will the results be declared on the same day of the campus placements?
14. What are the documents to be carried by the students on the day of campus placements?
15. What is internship?
16. I have 6 CGPA but my 10th and 12th are less than 60%. Am I eligible for placement Registration?
17. If I am awaiting results in one company, am I eligible to attend other company?

I. **Important Information/Disclaimer**

The Training & Placement Cell aims to facilitate placement assistance and offer advise on placement-related activities to all eligible students of the Institute. Placement is a privilege and cannot be claimed as a matter of right. This policy has been framed to ensure the smooth functioning of the Training & Placement Cell. It reserves the right to modify, alter or amend the norms and procedure keeping the overall interest of the students. The policy does not create any right in favor of the participating students in placement drive, although the policy will be implemented in an objective and transparent manner. Mission of the Training & Placement Cell is to work religiously and rigorously to achieve maximum placement. The Training & Placement Cell does not guarantee job placements. If at all, there is any ambiguity or there is a question of interpretation the decision of Director/Management/HOD's/T & P Cell shall be final unquestionable.