

Placement Policy

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Establishment: 8 May 2012

Last Amended: 11 Sept 2013

Date Last Reviewed: 10 Oct 2018

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

1. Purpose of the Policy

The purpose of the placement policy is to define the overall structure & processes of the placement cell, and to structure the roles & responsibilities of the teams working on this process of placement cell.

The policy will ensure that-

- All eligible students will get on and off campus placement.
- Deserving candidates can have the opportunity to start their career with their preferred company.
- To maintain the quality standards of the jobs offered.

2. Scope of the Policy

This policy relates to all Graduate & Post Graduate students, where,


- Students will be assessed;
- Campus recruitment is meant only for the eligible Students of Final year.

• 3. The Role of TPO

- The role of Training & Placements is to provide placement assistance to Graduate & Post graduate students.
- T&P will endeavor to-
 - i. Bring together the students and the potential employing organizations.
 - ii. Facilitate interactions between the two
- For this purpose, T&P along with faculty & student placement coordinators will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- All placements will be routed through the T&P.
- Conducting assessment test

4. General Policies

- Eligible students are permitted to receive a maximum of one job offer from the College
- A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- If a student does not appear for interview after giving the nomination and confirmation, he/she will be warned (in the first instance) and then suspended from further placement activities. Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure.
- Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the T&P department will be entertained.
- Men and Women should wear a well-tailored uniform as prescribed by the colleges in all placement events in college campus. Never wear open toe shoes.
- All students seeking Placement Assistance are required to register for the same by providing additional information as required by T&P.



Principal