

Placement Policy

Aim of the Placement Policy

In order to achieve the purpose, this institute placement policy aims to:

- set a clear and transparent framework for the processes related to placements and internships of the students of the institute;
- set out role and responsibility of the students participating in the placement and internship process;
- achieve placement of maximum number of registered students;
- ensure high quality placements in terms of amount of packages and goodwill/brand of the recruiters visiting the institute.

SCOPE OF THE PLACEMENT POLICY

This policy applies to all students of the institute registered with Placement & Training cell for placement and/or internship. In this context this policy encompasses:

- student registration for placement assistance;
- processes related to providing assistance for placement;
- processes related to facilitation of interaction between students and companies in context of placement
- Off- campus Placements assistance in Pipariya only

ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the Placement & Training cell of the institute and the students seeking placement and internship assistance from the Placement & Training cell. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture at the institute.

The Placement & Training cell shall be responsible for:

- Ensuring that appropriate procedures are in place to support this policy;
- Contacting and inviting companies for placement ;
- Liaising with institute's academic departments, centres and various administrative units to ensure implementation of this policy;
- Maintaining a contact list of nominated members from faculty/staff and students involved with the placement matters;
- Ensuring proper communication between various parties involved in student placement activities; ♣ Having regular reviews of adherence to the institute placement policy and to ensure it is documented and periodically updated as per requirements

Roles and responsibilities of students

The student shall be responsible for:

- understanding and adhering to the institute placement policy;
- providing all necessary and relevant information to the Placement & Training cell as and when required and in a time bound manner;
- keep their conduct to the highest level possible of the professional standards and not detrimental to the goodwill of the Placement & Training cell, institute and/or the company;

- attending mandatory sessions as declared by the Placement & Training cell regarding skill enhancement/ briefing related to placement and internship;
- attending mandatory session as declared by the company offering placement and internship

STUDENT REGISTRATION

All students who are eligible to participate in the placement session and wish to avail assistance of the Placement & Training cell in securing placement or internship are required to register themselves with the Placement & Training cell as per notified schedule. It is mandatory to register with the Placement & Training cell if any student wishes to participate in the placement process. This registration with the Placement & Training cell is not mandatory for every student and has to be done only if a student wishes to avail placement assistance.

All candidates need to provide their contact and academic information to the Placement & Training cell for the master resume as per prescribed format. Inability to provide required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus placement/internship assistance.

The Placement & Training cell may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the placement process. In addition this may also invite disciplinary action against the student.

OFF-CAMPUS PLACEMENT OFFERS

The students who have not registered for placement assistance from the institute can seek offcampus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the Placement & Training cell, so that the company can be officially invited to the campus. Any off-campus placement offer to a student must be informed to the Placement & Training cell by the student immediately.

CODE OF CONDUCT

All students should conform that their behavior is fitting of highest levels of professional conduct, ensuring that all of their acts:

- I. are of high ethical standards;
- II. are not in deviation from the standards/ code of conduct adopted by the profession;
- III. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- IV. are not in deviation from the code of conduct as adopted by the institute;
- V. are not detrimental to the reputation of the institute/ Placement & Training cell/ Company; vi. do not negatively influence chances of selection of another student