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ACHARIYA COLLEGE OF
ENGINEERING TECHNOLOGY

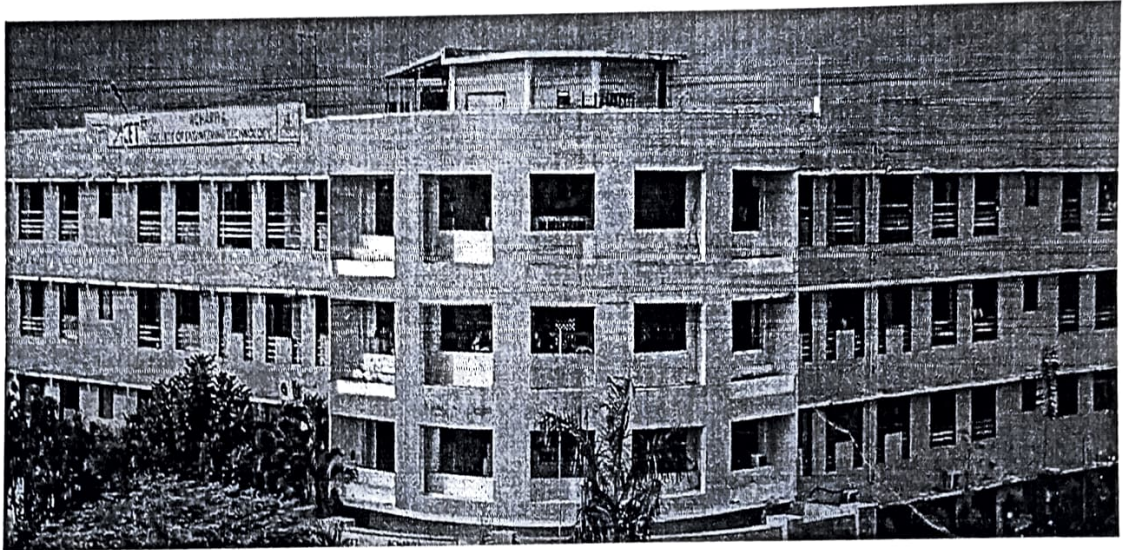# ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution

ACHARIYA
World Class Education

TRAINING AND PLACEMENT
POLICY

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PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110

TRAINING AND PLACEMENT POLICY

OBJECTIVES

- The Placement Cell endeavors to become a link between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up their capacity and networking with Industries.
- Building a strong network among the corporate & institute for placements.
- Become the preferred choice of Employers with reference to Campus Recruitment.
- Provide equal employment opportunities for all the students.
- To ensure sustainable employment for all our students.

A. ELIGIBILITY & REGISTRATION

1. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Department of Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.

2. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.

3. Students will be allowed to have a maximum of two job offer only. However, already placed Students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, she will not be allowed to participate in any campus recruitment process at all. Moreover, already placed students but not placed in "Dream Company" may also be allowed for more job offers after completion of 80% placement of registered and eligible students of individual discipline.

4. Backlogs: Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters.

5. The eligibility criteria imposed by the visiting company will be the final.

6. The eligible / registered students must attend all the training programmes / workshops arranged by department.

7. Department placement coordinator is the single point of contact for the concerned department Students. For all kinds of clarifications & communications (such as registration

for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator and HOD.

8. During induction, most of the companies insist on Passport and PAN card. So, the students are expected to apply for the same at the earliest.

9. Students may have to manage with their own transport arrangements to return homeland inform their parents well in advance, if the proceedings on the date of interview continue till the late evening.

10. Based on the directions given by the companies, 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 in advance.

11. Students attending campus interviews should adhere to the following instructions,
    a. Report at the venue of pre-placement talk and interview as per the instructions.
    b. Students should carry minimum 5copies of their resume, photocopies of all Original certificates, 5 passport size photographs.
    c. A student in casual dress will not be allowed for the PPT/Recruitment Process.

12. TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

13. Students are expected to follow the institute resume template available in the placement website / Departmental Training and Placement Coordinators for preparing the resumes.

14. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

C. PRE-PLACEMENT TALKS (PPT)

15. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.

16. Students interested in a particular company, can attend its PPT.

17. Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.

18. DRESS CODE: Students must be formally dressed / uniform whenever they participate in any interaction with a company

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**This office reserves the right to refuse permission to a student to attend the selection process / PPT, if they do not dress up formally or if they found violating the rules and regulations of the institution. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

* T-shirts with printed text; un-collared T-shirts;

* Shorts

* Jeans

* Shirt not-tucked in

* Chappals / flip-flops

D. PLACEMENT PROCESS

19. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement /Department Notice Board.

20. ATTENDANCE & PUNCTUALITY:

a. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.

b. LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.

21. DISCIPLINE:

a) Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.

b) Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

E. JOB OFFERS

22. The copy of the offer letter is required to submit in the placement office.
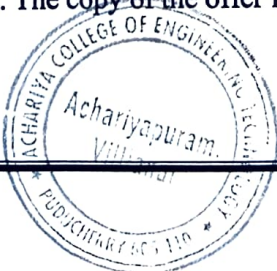
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23. If a student is offered a second job, he / she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.

24. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.

25. Post Placement: If any reasons Company will stop joining of candidates so College is not responsible for that.

Debarment/Blacklisting grounds for students:

26. Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.

27. Students giving wrong data/information in Training and Placement Coordinators, He / She will be debarred / blacklisted from the placement activities for the rest of the academic year.

28. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s.

29. Any kind of misbehavior / complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements

30. For all matters not covered by the above regulations, the Placement Office in concurrence with the head of the institution (PRINCIPAL) will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.

I have clearly understood the above-mentioned points and I would like to register for the placement.

Student Name   :_____
Department   :_____
Student Signature:_____
Parent Name   :_____
Parent Signature :_____

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OTHER IMPORTANT INFORMATION WITH RESPECT TO T&P CELL

DO AND DON'TS

DO

- Dress well to make a good first impression
- Know the exact time and location of your interview
- Arrive 10-15 minutes prior to the start time
- Greet the interviewer with a firm handshake and maintain eye contact
- Address the interviewer by their title (unless otherwise instructed)
- Sit still and upright in your seat throughout the interview
- Prepare questions to ask the interviewer
- Ask when you should expect to hear from the company next
- Thank the interviewer for their time
- Follow-up the interview with a thank-you letter

DON'T

- Turn up late for the interview
- Give the impression you are only interested in the job for the moment
- Act as if you're desperate for a job
- Chew gum
- Use of mobile phone
- Leave your cell phone on during the interview
- Slouch in your chair
- Ask about salary or benefits - this comes after the job offer
- Ramble on – just back up each answer with relevant examples.

TRAINING ACTIVITIES

Enriching students with:

- Aptitude Test Skills - Mathematical, Quantitative.
- Verbal ability, Analytical, Logical Reasoning.
- Comprehension and Data Interpretation.
- Personality Development (Manners & Etiquettes).
- Inter personal skills.
- Interview Skills with mock interview.
- Corporate Life Skills.

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- Group Discussion Skills with mock GD.
- Company specific training (Branch-wise).
- Campus placements for all branches.

ROLE AND RESPONSIBILITIES TRAINING AND PLACEMENT CELL

- Arrange off-campus and campus recruitment process.
- Separate cell has been established with one full time faculty.
- Corporate recruitments data update.
- Keep interacting with corporate people.
- Providing Guide-line to students to approach companies.
- Survey on recruiters' expectations from students.
- Feedback from employers of past batches.
- Alumni networking (Conducting Alumni meet at every year).
- Organizing training sessions on soft skill development.
- Conducting Technical Workshop for all our students.
- To invite prospective companies/ organizations to campus for recruitment.
- To register students for the jobs with prescribed qualifications.
- To arrange for various facilities required on the date of interview.
- To collect appointment letters and distribute them to selected students.
- To provide in-plant training at companies/ organizations.
- To achieve maximum possible placements for students.
- To guide students on various interview techniques, group discussions, aptitude tests.

OTHER RESPONSIBILITIES

- Arrangement of Personality Development Workshops
- Training students in aptitude tests, interview techniques, group discussions
- Notification regarding various competitive examinations
- Organizing industrial visits
- Guiding students who desire to pursue Higher Education

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POOL CAMPUS PLACEMENT DRIVE PROCEDURE

- Contact other colleges by sending an invitation/mails, asking for off/pool campus drive.
- Contact with companies by sending an invitation/mails, asking for on or off campus drive.
- Sending data or resume to surrounding colleges and companies.
- Once the screening is done, shorting students are informed about the off campus drive through mails, WhatsApp, Messages and Notices.
- The Placement Officer will make awareness about the drive and if necessary company specific training will be allowed.
- Training Placement Officers and T&P Coordinators will help students in attending off campus drives.
- Training Placement Officers and T&P Coordinators will attend the off campus to encourage the students and at the same time to follow up the attendance.
- After the drive, the Placement Officer will submit feedback about the off campus drive to the principal.
- After the selection of candidates, the placement officer will take about the further process till joining.
- Further queries and clarifications about organization and the joining of the candidate will be taken care of by T.P.O.

STUDENT PLACEMENT CELL

The Student Placement Cell shall comprise of Students Placement Coordinators to ensure and assist in placement activities of the Institute.

The Student Placement Coordinators will be appointed annually by TPO in consultation with the Head of the institution. and will have equal representation from 2nd, 3rd and final year from each department. Student Members of the Placement Cell will be designated as Student Placement Coordinators [SPC].

SPC will be issued Certificate of participation/appreciation from the Department of T&P for their work Following would be the task of SPC:-
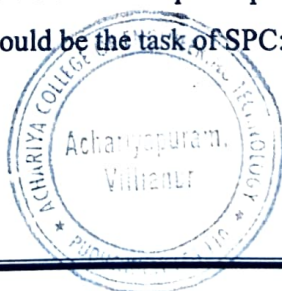
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- Creating a network and database of various corporate/ companies/ organizations who can be potential recruiters and project providers.
- Network and liaison with corporate/ companies/ organizations for exploring employment opportunities, projects [summer internship or short duration], survey / analysis project work etc.
- Coordinate with fellow-students to collect data [as and when required in specific formats, gather & share data and disseminate information pertaining to Placement Cell activities in campus, whether pooled or closed campus.
- Visit industries/ corporate houses/ companies/ organizations within Puducherry as well as outstation to explore placement, project and other opportunities.
- Identify and explore possibilities and opportunities of tie-ups with organizations for mutual benefit.
- Ensure smooth functioning of the Placement Cell and allied activities any other business/ work assigned by TPO from time to time in a time-bound manner.

Verified by	Approved by
IQAC Coordinator	Principal

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