



## **TRAINING & PLACEMENT CELL**

### **Placement policy**

- The Training and placement cell provides placement assistance to students through Campus Recruitment Programme (CRP). Many multinational and well-known Indian conglomerates regularly visit SAKEC for campus placement every year.
- The TPO office is housed at the First floor. The SAKEC has well established facilities to conduct written tests, online tests, group discussions, interviews and other activities related to training and placement.
- The placement cell has faculty and student placement committee which takes continuous efforts for Training and Placement cell. The Placement Committee facilitates prospective employers by organizing institute-industry interactions regularly, providing complete support for arranging placement activities on the campus and recommending students to them for internship and placement.

### **Objectives:**

- The main objective of training and placement cell is to provide placement assistance to students through campus recruitment programme (CRP).
- Motivate and prepare students for the interviews for prospective workplaces.
- Consistent and systematic efforts to place all eligible students in Core/Dream/IT companies.
- To have strong Industry-Institute Interaction.

### **Rules & Regulations**

#### **Eligibility & Registration:**

- All the students who expect to graduate from the institute by the end of academic year and are seeking employment may register for campus placement.
- Campus Placement is a facility provided for the students.
- Only those students who are interested for Placement should register. Only these registered students are allowed to participate in campus placement.
- Only those students who are eligible as per the company's criteria can register via the link sent on class group email address.
- No Student will be entertained in CRP after the deadline of registration.

#### **Information to be filled:**

- All the information filled -in by the student in each of the registration form has to be true. If found Incorrect, the student will not be allowed for any placement activity of the college till the end of the academic year.
- It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. sent by the placement cell on class group email address.

**Absenteeism:**

- Once a student has registered for a company, it is mandatory for him/her to appear for all the selection process of that company unless rejected in midway by the company. Any student who withdraws deliberately in the middle of selection process he may be disallowed from placement till the end of the academic year.
- **Attire :**  
Wearing formal attire and college ID card during the recruitment process is Mandatory.
- **Disciplinary action :**  
Disciplinary action will be initiated against students involved in any unethical practices in any stage of CRP.

**Resume:**

- Students should submit the resume as per the template provided by the College.
- The details of the resume have to be genuine. If any student found violating this rule, will not be allowed for the placement till the end of the academic year.
- Students should mention all the skill set, interested area of working in resume.

**Pre-Placement Talk (PPT):**

- Pre Placement Talk (PPT) is conducted by the organization explaining the students about the detailed job profile, service agreement etc. The students are requested to clarify all their doubts during this talk regarding CTC, Fixed pay, variable pay, service contract period etc.
- All registered students must attend that company's PPT.
- Students are required to remain present at least 15 minutes before the scheduled time of PPT or aptitude test. Late comers will not be allowed to appear for the process this will be treated as absentee for the process.

**Job Offers (UG):**

**Note: Offer means any formal communication from the company.**

- Once a candidate is selected through campus placement, the institute will not be held responsible if the offer is rescinded by the company for any reason whatsoever, however these students will be permitted to appear in the recruitment process of Companies visiting later.
- Students will be allowed to have a single job offer only. However, already placed Students may also be allowed to appear for "Dream Company". Dream status can be assigned to a company based on the salary offered, company's global presence and status. This status will be assigned to the companies at the discretion of the Placement Cell. The names of companies who satisfy these criteria will be declared to the students and all eligible students as per the company criteria can register
- In case of any discrepancies / dispute in placement process or placement policies, the decision of placement committee is final.
- Students should not directly communicate with HR or company personnel for any query but can communicate only through faculty co-ordinators or TPO.
- Some companies insist on "100% joining" of selected students. In such companies if students are ready to accept the condition of 100% joining then only they may register. After getting selected he/she will not be allowed for any CRP throughout the year.
- Anything which is not mentioned in the policy will be covered /decided on case to case basis by Placement committee.