



**St. MARTIN'S ENGINEERING COLLEGE**

**UGC Autonomous**

**NBA & NAAC A+ Accredited**

**Dhulapally, Secunderabad - 500100**



## **PLACEMENT POLICY & GUIDELINES**

**(Engineering & Management)**

### **OVERVIEW**

Training and Placements Cell aims to provide placement assistance to all students. These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for campus placements shall abide by the guidelines prescribed herein below.

Any breach of rules specified below by any student, shall be taken up seriously who in turn will view the matter and take action against the student, as it may deem fit.

The Institute reserves the right of modifying any or all of the norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.

**"Placement is a privilege extended to the students and not a right. Final authority in case of any change would be the Director - Training and Placements, and his decision will be final."**

The purpose & scope of the placement guidelines is to define the overall structure & processes of the placement of passing out students, and to structure the roles & responsibilities of the teams working on this function.

The guidelines will ensure that maximum number of students get on-campus placement, maintain the quality standards of the jobs offered and ensure that the whole team work according to the defined processes to achieve the common objective.

## THE TEAM

**Training and Placements Cell** - A core team consisting of **Director, Manager, Officer, Associates, & Coordinators.**

### **Coordinators -**

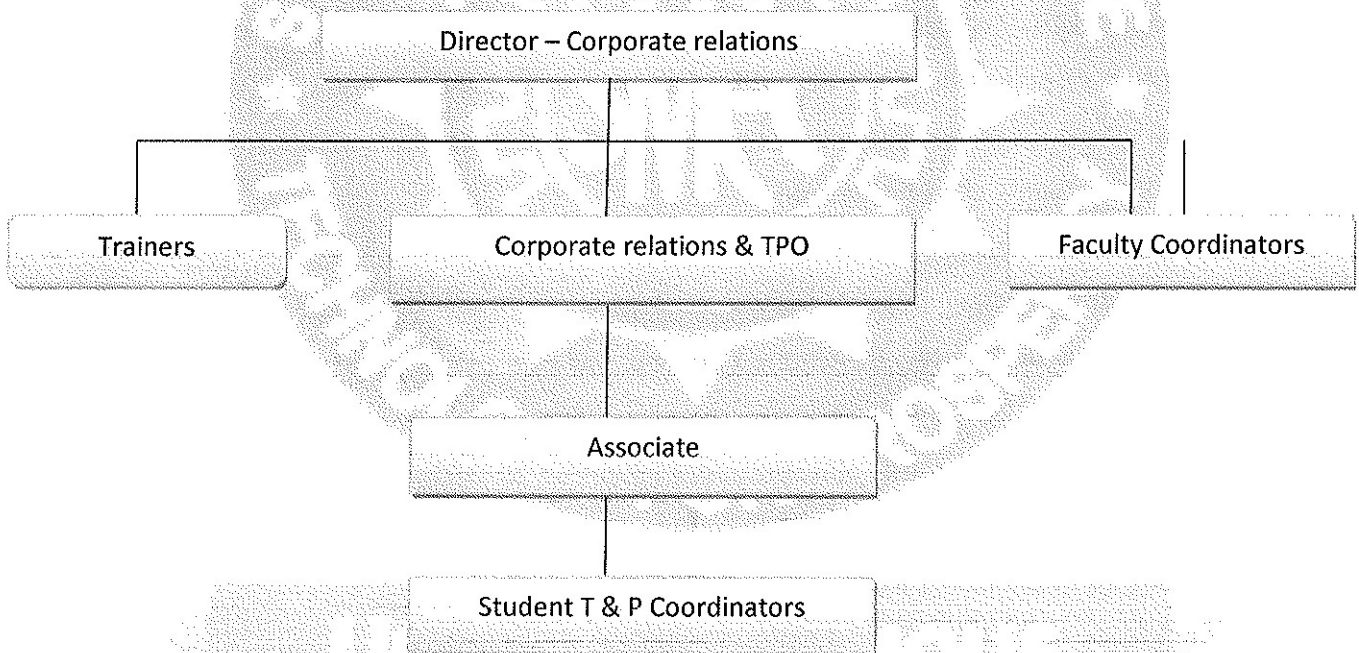
**i) Trainers / Faculty Coordinators** - One active faculty member must be nominated from each

Department based on their very much interest in all placement activities and having some industry

exposure. The recommendation of faculty will be from the respective departmental Heads in due

consultation with Director - Training & Placements.

**ii) Student T & P Coordinators** - with due involvement in various T&P activities.



## ROLES AND RESPONSIBILITIES

### **DIRECTOR - TRAINING AND PLACEMENTS**

- Develops placement office procedures.
- Establishes workloads, assigns tasks, and reviews results of the team.
- Responsible for setting the targets, planning the road-map and decision-making
- Conducts in-service training program for placement personnel.
- Interviews applicants to determine qualifications and eligibility for employment.

- Assists individuals to develop employment plans based on appraisals of aptitudes, interests, and personality characteristics, and to plan curriculums accordingly.
- Contacts prospective employers to determine needs and to explain placement service.
- Arranges campus drives in parallel to team members to facilitate placement of more students.
- Collects, organizes, and analyses occupational, educational, and economic information for use in job placement activities.
- Design programs for analysing campus opportunities.

## **DIIRECTOR - CORPORATE RELATIONS, T&P OFFICERS**

### **Client Management**

- Build up Client Relationship with Human Resource Personnel of various industries varying in different verticals & facilitating along them for summer projects & Final Placement of Engineering, MBA & Pharmacy students.
- Identifying recruiter's needs & providing best talent pool in specific sector through campus hiring.
- Understanding student aspirations and addressing them time to time.
- Bridging relationship with recruiters and training agencies beyond hiring: Training, Internships, Industrial Visits, Projects, Seminars etc.

### **Process Management**

- Coordinating with Faculty, Trainers, and Students committee and ensuring the smooth conduction of the placement process.
- Monitor quality of all segments associated with campus hiring like transport, hospitality, accommodation, venue arrangements and entire recruitment process.
- Coordinating with Admin and Academic Coordinators to ensure the drive gets conducted in a smooth fashion without any escalations from Recruiters.
- Managing all student related queries related to Job profile and processes.

### **Data Management**

- Maintaining the Placement Calendar every month.
- Ensuring for effective handling of all data by Associate and Faculty Coordinators.
- Managing all data related to past recruiters and current recruiters across all verticals.

## **ASSOCIATE - T & P**

- Coordinate for maintaining data of Placement and Academic history for all students.
- Coordinate for collection and verification of resume.
- Arrange all necessary requirements and facilities for various Training & Placement events.

- Coordinate for smooth functioning at various locations (interview halls, written test halls etc).
- Collect the appointment letters from the placement officers as soon as received.
- Distribute appointment letters and collect acceptance letters from the students and submit to the placement officers.
- Identify a standby associate to take over the responsibilities during the absence.
- Coordinate in conducting all activities like campus drives, seminars, industrial visits, guest lectures, etc.

## **COORDINATORS**

### **FACULTY COORDINATORS**

- Coordinate for fulfilling the required database of students of their department in centrally shared spreadsheets and timely updating the same.
- Coordinate for verifying the resume of their students.
- Coordinate with T&P Team for campus placements, seminar and guest lectures, etc.
- Coordinate for technical training before, during, and/or after the recruitment process, as per the requirement.

### **TRAINERS**

Trainers are the persons directly involved in training activities of students in order to enhance their skills and to achieve good number of placements in various Companies/Industries.

Training of students and equipping them with life skills have become the important responsibilities of Institutions. Along with technical expertise, development of a holistic personality is also necessary.

- Primary Responsibility of trainers is to schedule and execute training (with respect to technical expertise, Aptitude, Communication and holistic personality development) for the students and to make them appropriately employable as per the industry needs.
- To understand the current demand of the industry and upgrade their training modules accordingly.
- To maintain the growth record of each and every student (Registered for Placement), through various assessment test.
- Coordinate for various in-house training, assessment, and student interaction activities from time to time.
- Coordinate with T&P Cell for smooth conduction of events especially during campus drives. It includes supporting the students for GD and Interview rounds, collecting the test papers, GD topics, Interview questions etc for future training purpose.

## JOB/INTERNSHIP OFFER

The position offered would be considered as per the following:

- **Intern** during their 7th and 8th semesters.
- **Graduate Trainee:** After completion of the course.
- **Trainee:** up to max three months.

**Rejection of an offer** - An offer made will be considered rejected if the concerned student informs

the placement cell about the rejection in writing.

**Pre-placement Offer** - A job offer made to a student who receives an internship offer at earlier stage by the same company.

## ELIGIBILITY

All students who are in final year of their graduation will be treated as eligible to participate in the placement activities.

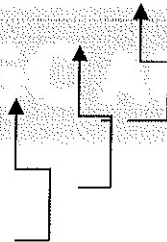
A student can participate in the placement process of a company subjected to the following conditions:

- If the T&P Cell has confirmed his/her registration.
- If he or she meets the requirements/eligibility criteria for specific opportunity:
  - As per the company, and
  - As per the placement policy

## CATEGORIES OF A CAMPUS PLACEMENT OPPORTUNITY

On the basis of CTC offered

- **A:** CTC  $\leq$  8 LPA
- **A1:** CTC  $\geq$  6.0 LPA
- **A2:** CTC: 5.0 - 5.9 LPA
- **B:** CTC = 3.1-4.9 LPA
- **B1:** CTC = 2.5-3.0 LPA



On the basis of Type of Profile

- Core
- Non-Core

## Multiple Placements Scheme\*:

- Students placed in A2 category can again secure another job offer under A category 'once'.
- Students placed in B category can again secure a job offer under A1 or A category/once'.

iii) Students placed in B1 category can again secure a job offer under A21A1 or A category/once'.

**\*Conditions applied:**

a) Placed students can get N number of chances to upgrade his/her job. But once the student gets upgraded to any upper category 'once: then that will be his/her final offer and his/her previous offer stands rejected and he/she would be out of the further placement process. Students selected in "A" or "At category Core profile will not get any further chance of up gradation until and unless a dream company visits the institution.

b) For Non-Core profiles also, a student can appear for multiple opportunities but subjected to different types of Core/Non-core profiles and that too in different categories.

**Offer of a Job: -**

- The company shall provide the Offer Letter / Letter of Intent / Selection confirmation email to the Placement Cell and not directly to the students.
- When the Placement Cell receives a letter from a company for a selected student, it shall be communicated to her/him.
- A time period will be declared where students have to inform the Placement Cell regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her and he/she will automatically be out from the future placement process.
- The purview of the Placement Cell is restricted only to the offers made and its Joining as part of the campus placement process.

**Rejection of an Offer: -**

- If a student participates in the placement process of a company, then he/she cannot leave it in between. If such a case arises, then it will be deemed as rejection of the offer.
- Student can only reject one offer at maximum, if they reject the second offer than he/she becomes ineligible for the future placement process.
- On upgrading to a higher category company, the previous offer stands rejected.
- If a student does not inform the Placement Officer regarding his/her decision on acceptance of an offer within the declared time period, then it will be deemed as rejection of the offer.

**PLACEMENT PROCESS**

Process Driven Placement System - Over time our placement process has been refined to make recruitment as simple as possible for students and companies alike. The life cycle of the placement process is:

- We are in constant touch with companies ahead of the placement schedule.

- We scrutinize the requirements and then send a formal invitation to the companies.
- Interested Companies provide us with the necessary data through a Job Description form (JD).
- We scrutinize all the JDs through our Group Head-Corporate Relations and then finalize the best possible companies.
- The Placement Cell and the Company fix a mutually convenient date and time for the presentation & selection process.
- We share the details provided by the company with the Students, Academic and, Training and Placement Team.
- We ask eligible students who are interested in the job to apply for the job through our online link before the visit of company.
- We provide essential details of applicants to the company.
- The company re-confirms travel plan in advance to the event date.
- We take care of the logistics as required by the company.
- We book a presentation hall and also allocate student volunteers to take care of the process.
- We announce the list of selected candidates once the company finalizes it.
- Students sign offer letter and a copy is submitted to the company.

**Some of the salient points of the placement process are:**

- No registration charges.
- Auditorium and AV Halls equipped with Audio-Visual systems and computers are provided for conducting pre-placement talks.
- Executive Cabins, Classrooms and Labs for conducting offline/online tests, group discussions and interviews are also made available.
- A team of dedicated Placement Cell work to ensure simpler logistics and all other related issues regarding campus placements.

**Shortlisting:**

Companies may do shortlisting of students themselves on the basis of their criteria. In case a company insists on shortlisting to be done by the institution without explicitly citing any criteria, it will be done on the basis of Criteria determined in consultation with the Director - Training & Placements of the institution.

**Selection Procedure:**

Selection Procedure will be followed as per the demand of the visiting Company.

**Important Guidelines for Students:**

- Timely register themselves as per the instructions of Placement Cell for campus placement.
- Keep record of organizations and positions for which they apply.
- Keep notes on the job details announced. These are useful at the time of interview.
- Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and come in formal dress only.
- Never take a cell phone into an interview.
- The students must observe and adhere to all codes of conduct rules specified by Placement Cell. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behaviour exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behaviour, such as efforts to "market" oneself, derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be debarred from further Placement Process. Keeping the company's convenience in view, selection processes may take place in Institute Campus, or any other venue as decided by the Company. The students may be required to travel and attend the same. The Placement Cell shall pass on the information received from the company/organization to the concerned students. The students are expected to make their own travel and other arrangements.

It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the Director - Training and Placements.

**Withdrawal Procedure:**

- Any student who has applied for a particular company can withdraw from the company after there-Placement Talk.
- In case of the students going directly to the company premises for the selection process, if the profile/package communicated to them by the Placement Cell is not the same, the



students can withdraw from the selection process after a communication with the placement cell in person or on phone.

- Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
  - If a student does not appear for the process after confirmation post PPT, he/she has to inform placement cell and he/she will then be deemed to have withdrawn.
  - Only in very exceptional circumstances, with the permission of Director - Training and Placements, a student shall be permitted to withdraw from the selection procedure of attending preliminary interview if shortlisted by the company at any stage.
- Subjected to permission as above, a student can withdraw a maximum two times from the selection processes provided by the Institution. The moment he/she refuses to sit for the interview for the third time, he/she will be out of the Placement Process.

#### **Summer Internship Offer:**

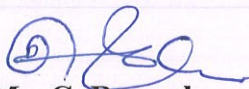
The following policy is only for summer internship that is offered to students after the third year.

-If a student participates in the internship process of a company, then he/she cannot leave it in between. If such a case arises, then it will be considered the student is not interested in the internship process and won't be allowed to sit for further companies offering summer internship.

-If the student participates in the internship process of a company and gets an internship offer, he cannot reject it or leave the internship mid-way. It is mandatory for the student to accept the offer and work for the stipulated time or else he/she would not be allowed to appear for the placement process also.

-All the companies offering summer internships would fall under the same category and no upgradation of the offers are allowed.

-If the internship offer gets converted into a pre-placement offer (PPO) and the company offering the PPO lies in the core profile category then it is considered a job offer as per the placement scheme mentioned above.



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