

Training and Placement Policy - SIET

Preamble

Shridevi Institute Of Engineering And Technology established the “Department of Training and Placement” in the year 2002 to cater the needs of student’s in-terms of right career / placement, required knowledge, skill, and aptitude to meet the requirements of the Industry/recruiters. T&P also responsible for continuous improvement in quality system through maintaining the database of students/scholars and feedback mechanism from time to time.

Vision:

Equipping the students with relevant and conceptualized professional skills and guiding them towards a bright future and career all around the world with the values of – Sincerity, Hard Work and Justice.

Mission:

To achieve 100% placement for our students through dedication, attitude and complete involvement.

Objectives

1. Interact with the Corporate & arrange in organizing Industry based Project Work.
2. Organizing various activities to improve skills of students for competitive examinations.
3. Conducting Mock Group discussion sessions and also Mock Tests to improve their communications skills & interview facing as per the Company specific.
4. Placing students in the industry to undertake in plant training program of 6 weeks as per the university norms.
5. Arranged OFFCAMPUS & Camus Recruitment Drive.

6. Communicate with HR Personnel, furnishing Institute profile and resume of the students for the sake of placements.
7. Providing students data to placement & recruitment agencies and initiating them in getting placements.
8. Arranging periodical aptitude tests for final year & pre final year students.
9. To update students for the competitive examinations like GATE, CAT, TOUFEL, UPSC etc. from experts.
10. Interface between Industries – Institute interactions.
11. Arranging guest lecture of eminent personalities from Industry & Career Counselling.
12. Organizing Faculty Development Workshops.
13. Arranging Industrial visits for various departments in coordination with faculty coordinators.
14. Co ordinations with various departments to Training & Placement Cell for arranging technical seminars.

Placement Procedure (Guidelines) & Policy

The purpose of the Placement guidelines is to define the overall structure & process of the Placement facilitated by Department of Training & Placement (T&P) and to structure the roles & responsibilities of the students.

GUIDELINES

The Department T&P will follow the below mentioned guidelines for the smooth conduct of the campus Internship and Placement drives. The students must go through the guidelines before participating in the process.

PLACEMENT GUIDELINES

1. The academic credentials of the students will be verified by Training & Placement Officer. Note that, submission of fake details/credentials, shall lead to permanently debarring of the student from the placement drive.

2. The Department of T&P shall follow One Person, One Job Policy, however, the second round of placements of any branch will commence only after 70% of the eligible students get placed in their respective branch. The placed students will be eligible for the second round only if the CTC offered is greater than the first offer. Additionally, the eligible students must give an undertaking to T&P that, in case they get 2nd offer, their first offer should be dissolved with an immediate effect. The same information will be communicated to the concerned organization through T&P.
3. In case, the final result of an organization is awaited, the shortlisted students shall continue to be eligible in the upcoming companies. Once the awaited result is received, the selected students will not be allowed to appear further in the ongoing recruitment process of any organization.
4. The students having one job offer are eligible to appear in PSUs only if 40% of the eligible students of the respective branch have already been placed. If the first offer is in a PSU, then he/she will not be eligible for any other organization including PSUs in the ongoing and further round(s) of placement drive till 80% of the batch placement is done.
5. Students with two job opportunities will not be allowed to participate in any other placement opportunities including PSU's.
6. In case, at any stage, the T&P office is involved in any placement process (immaterial to the extent of participation of the T&P office), it will be considered as on-campus placement drive and the T&P cell guidelines will be applicable to that process.
7. It is mandatory for the shortlisted students to attend the Pre-Placement Talk (PPT) delivered by the company representatives. In case the short listing has not been provided, all the students who have given expression of interest have to attend the PPT of the company.
8. T&P Office will allow Pool-Campus Drives only with other Institutes of Repute.
9. Students who are placed in a company, having a package less than 4.5 Lakhs will be permitted to participate in placement drives for companies that are providing an annual package of 5.0 Lakhs and above. These students will

not be allowed to exercise Dream-Company Option till 80% students from the respective branch are placed.

DREAM-COMPANY OPTION

Institute follows 'One Student–One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process. However, a student who has been selected by a company on a CTC (package) 'X', may be allowed to participate in selection process of a company offering a CTC package not less than '1.5 X'. The 'Dream Company' option is available to all UG and PG students, subject to the condition that the first job offer received by the student is less than Rs. 6 lakhs per annum.

A student may get a chance after receiving a job offer only when 60% Placements or that branch/stream is achieved. If the student gets job offer from the Dream- Company also, the student will have to leave the previous offer. In case the student is unsuccessful in securing the job offer with the 'Dream-Company'. The student may get another chance for exercising Dream-Company option after 80% of registered students of his/her batch/branch have secured a job offer.

CODE OF CONDUCT

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

1. are of high ethical standards;
2. are not in deviation from the standards/ code of conduct adopted by the Profession
3. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors
4. are not in deviation from the code of conduct as adopted by the institute
5. are not detrimental to the reputation of the institute/ Training & placement office/ Company
6. Do not negatively influence chances of selection of another student. Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring of the student from participation in the placement process.

GENERAL INSTRUCTIONS:

1. All final year bonafide and eligible students of SIET, Tumkur are eligible to participate in the placements process through the Department of Training & placement.
2. All students eligible for on-campus placements have to register themselves with the Department of Training & placement.
3. All applications to the companies are to be made through the Department of Training and Placement ONLY. If a student does not apply through the Training & placement for a particular company, he/she will not be allowed to participate in the selection process of that company.
4. All students are advised to check the company profile and background thoroughly before applying. Department of Training and Placement will NOT and shall not be liable for any default at/on the company's end at any stage later.
5. Once registration for a company is done all rules as per student policy will apply.
6. Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of placement process by the company. There can be no withdrawal after this limit.
7. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
8. No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
9. If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Department of Training and Placement immediately. Students shall NOT take action at their end.

10. If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
11. Unauthorized absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring of the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.
12. Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as misconduct and will be dealt with as such.
13. No Mobile phones are allowed in a test/interview/GD. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation as also leading to disciplinary proceedings.
14. Impersonation in tests/selection process or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by Department of Training & placement / company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action. The case will be referred to the Disciplinary committee (Dean –SW, Principal and T&P Officer).
15. Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Department of Training & placement or contact the Department of Training and Placement in case of discrepancy before proceeding.
16. Students must carry their Institute ID-cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID-card.
17. Students should strictly follow the prescribed dress code while participating in the placement process.



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18. The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.
19. Department of Training and Placement shall not be liable for any visa related issues.

Internship/Training Procedure & Policy

- The Internship / Training includes, Aptitude & Soft Skills, Technical Training, Project Training at Industry, short term training at specific techniques at research Institutions/laboratory, summer training/ Internships for UG & PG Scholars.
- All requests shall be submitted in written to the T&P, through proper channel, Guide and HOD.
- Project work part of PG program at industry site shall be recommended by the Guide and HOD with due approval from competent authority.
- The PG students who underwent training, he/she shall submit the proof of document to T&P duly signed by HOD.
- The industry stipend is not permitted for all student who already availing the scholarship.
- All students initiate / apply for any training or project at Industry only after consultation with guide/HOD, then if the final decision shall be intimated to T&P along with details including, number of days, area of training/project, purpose, etc. T&P records.
- T&P reserved the right to verify your attendance at the allotted/permitted training centre during the tenure.
- There shall be feedback form, at Training & Placement, after the completion of training and projects, the scholar shall submit the form along with proof /certificate of training.


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IQAC Co-ordinator
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