

## **TRAINING AND PLACEMENT CELL**

### **TAP CELL INSTRUCTIONS MANUAL**

#### **Purpose**

The purpose of the placement policy is to define the overall structure & processes of the placement cell and to structure the roles & responsibilities of the teams working on this process of placement cell. The transition from campus to professional life is a milestone! Our Student's imminent graduation and the search for the first "real" job mark the beginning of a new and significant stage in life. The goal of search should be to find a situation that supports your onward progress in life, and where students feel appreciated and comfortable - in short, a job that will find satisfying in all respects. ITM Placement Office is fully equipped to render all the necessary assistance for students to make their job search meaningful. By connecting to external organizations, the Placement Office endeavors to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. The following policy framework governs the student's involvement in the various aspects of the placement processes.

#### **The policy will ensure that**

- All eligible students will get on and off-campus placement.
- Deserving candidates can have the opportunity to start their career with their preferred company/PP opportunity in the company where they did a summer project.
- To maintain the quality standards of the jobs offered.
- To ensure that the whole team works according to the defined processes to achieve the common objective.

#### **Scope**

This policy relates to all Graduate, Post Graduate Management & other courses which is a part of any program conducted by the Institute and for which-

- Students will be assessed;
- Completion is required for an award of the diploma or degree from the Institute/ respective University only.
- Campus recruitment is meant only for the eligible students of Final year

## **1. Eligibility for appearing in campus placements**

**1.1** All Students who expect to complete graduation/post-graduation & diploma from ITM, Gwalior by the end of the academic year & seeking employment are eligible for placement.

**1.2** Only those students will be considered for the placements who have registered with TAP cell.

**1.3** Students not fulfilling the following criteria are not eligible to participate in the Placement drives:

- a) Nonpayment of fee or any other dues
- b) Non-completion of Summer Internship Program
- c) Attendance below 75%
- d) Poor feedback from Trainer/Staff/Faculty

**1.4** Students having 02 or more backlogs are not eligible for placements. In the case of 01 backlogs, students will have to clear the backlog by the end of Academic Year .

**1.5** Students who wish to appear in Campus Placements, have to maintain 75% attendance in all Personality Development Lectures failing which their participation in Placement Drives would be canceled.

**1.6** Students will be prohibited from being part of Placement Drives by the placement cell- if they are involved in any in-disciplinary activity at any stage of the campus recruitment.

**1.7** Once a student is selected and informed about the same, his/her name will be removed from the placement list and he/she will not be eligible to appear for further campus interviews.

**1.8** Student's eligibility will be finalized on fulfilling the eligibility criteria of the Company.

### **An Overview about Drives:**

#### **Day one companies:**

Companies with reputation, major/Mass recruiter, and having continuous association with ITM are designated to be Day One companies.

#### **Day zero companies:**

Core Companies that offer CTC double of Day One companies are designated as Day Zero Companies.

**Dream offers:**

All the students, irrespective of their status of being already placed, shall be eligible to appear for dream status companies if the company offering the job in core area /discipline and offer a CTC higher than the student already placed. Based on the reputation and credibility of the company, the institute shall decide the dream status companies. But Students from Core branches will be given one additional job opportunity in their core domain. (For Eg. If any Mechanical student is placed at a non-technical profile he/she will also be allowed to appear in his / her core companies till he gets one final job offer from Core Company.

## 2. Rules and Regulations for Recruitment drive

### (A) Before the campus drive

- Pre-registration for every campus drive is mandatory for all the students without the pre-registrations, the department will not entertain the student for that campus as well as for the next two campuses.
- Students are required to report to the institution half an hour before the recruitment drive and for Virtual mode students are required to be ready at least 15 mins before the drive.
- If a student is unable to appear in the drive, he/she needs to intimate the department before the campus drive with a valid reason.

### (B) During the campus drive

- Maintain a level of conduct appropriate to a student in a professional setting and by the Institute's Code of Conduct;
- Maintain an appropriate level of confidentiality regarding any placement information if advised by the placement cell
- Students are strictly advised to be present at the placement venue/on-call, throughout the campus drive activity. If the student leaves the venue without permission, then he/she will be debarred from campus.

### **(C) After the campus drive**

- The department will keep the students updated with the names of selected students and any necessary information through the notice board or by email
- Once the student is selected by the visiting company, she/he needs to compulsorily join the organization. Not following the same will lead to disciplinary action by the Institute.

## **3. Disciplinary policies**

- Absenteeism rules and policy:
- If a student abstains from any part of the campus selection process i.e. PPT, tests, GD, interview, etc, the following panel action would be applied:
  - Absence of first time – debarred for next two campus
  - Absence of second time – debarred for next five campus
  - Absence of third time – Debarred from on-campus placement
- After the panel action student has to obtain permission from the director of the department/TAP cell to get re-registered with the placement department for the upcoming campus process. The whole should be done at least two days before the next eligible campus drive.
- Strict actions will be taken against the students who will not join the organization after receiving the offer letter.

## **4. General Instructions**

The students will:

- Carry their Institute student ID at all times and wear identification and/or uniforms as directed;
- Adhere to all by-laws, rules, regulations, policies, and procedures of the placement department including any dress codes
- Keep a record of organizations and positions for which you have applied.
- Keep notes on the job details announced. These are useful at the time of the 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.
- Study the website of the company & its competitors before every campus drive.

- Students shall not negotiate with the employer about salary and terms different from what is announced earlier at the time of the interview unless the announcement specifies that the salary is negotiable.
  - While attending interviews, students must be punctual and come in Uniform only.
  - Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The T&P shall pass on the information received from the organization to the concerned students. The students are expected to make their travel and other arrangements.
  - The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the Institute/University, negotiations other than those purported under the due process, will be seriously viewed.
  - The students must observe and adhere to all codes of conduct rules specified by the TAP cell. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.
  - The things you should carry for an interview are -
    1. A notepad to take notes or jot down information.
    2. It is advisable to use a portfolio notebook that includes a notepad, penholder, file pocket, and passport size photograph.
    3. A good pen or pencil
    4. At least one copy of your resume and a list of your references
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- Sometimes organizations, at the time of their campus interviews, may inform the TAP cell that they are interested in screening more candidates. Then the TAP will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
  - The student should inform TAP cell if they have earlier applied for the same company on their own.
  - The students are free to apply for companies offering jobs in their opted specialization through TAP cell.

- The students must update their mobile numbers email IDs and addresses in Placements, academics, admissions, examinations, etc. to get timely and appropriate communication. The students have to register for each company separately.

## 5. Offer Letter

- Eligible students are permitted to receive a maximum of one job offer from the Institute. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- All placed students may be allowed to appear in the campus selection process again on completion of the campus selection of 75% of students. The organization that is offering a 1.5 times higher salary than the student's current salary/ or any organization coming with the core profile, will only be allowed to appear in the campus selection process again.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered a serious breach of the placement norms.
- They shall also not request their future employers to allow an extension of the deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the TAP cell only.
- If the student is accepting an offer letter after joining in the organization, then the student is advised to inform the department as soon as possible otherwise he or she would be considered as placed till the last date of working in the previous organization.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent day & the company that deferred its decision also makes an offer to him/her later on, then:
- In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose either of the company.

## 6. off campus Recruitment selection

**6.1.** The students must make their arrangements such as transport, food, etc. for attending off-campus Interviews.

**6.2** If the student will opt for self-placement through their source then there are the following points or instructions to be considered:

- A.** Student will inform training and placement department before going on an interview
- B.** Once the student gets selected in the organization then the offer letter should be submitted to the placement after obtaining permission from the Director (**Annexure-1**) and a copy of the permission letter signed by the director should be submitted to the mentor also.

## 7. Rules regarding withdrawal from Campus Selection

- If the student is not willing to take any placement, then they need to intimate to the TAP cell in prescribed format which is enclosed with this manual (**Annexure-2**).
- The student needs to explain the reason for opting out of the placement process to the Head of the Department with the consent of his/ her parent.
- Once the student applies to campus withdrawal after that, he/she will not be allowed to participate in any on/off-campus placement process or through self-efforts.

## 8. Joining in the organizations

- As soon as the students get the offer letter they are supposed to submit a copy of the same to the placement department.
- An application in the prescribed format (**Annexure-1**) needs to be submitted in the Placement department and to the mentor after opting permission from the Head of the Department regarding Joining the same organization.
- Without a proper submission of permission letter, students will not be considered as placed.

## 9. Procedure for leaving a job

- The department will not provide any assistance to the students who leave their job without following the proper exit process of the companies.
- If the student is found to be guilty in the above respect the Institution will debar the student from any further placement activity.
- The placed students need to complete minimum tenure of 90 days with the placed company before leaving the job. If the student leaves the organization before that tenure, the student's attendance will not be considered for the same tenure.

## 10. Selection of job profile/ job location

- The department will consider the student's preference for the job location as mentioned in the registration form. No other choices regarding the location will be entertained by the institute.



## TRAINING AND PLACEMENT CELL

### ANNEXURE-1

### Permission Letter to Join the Organization

To,

The Director/Dean,  
ITM,  
Gwalior

**Sub: Application for joining the organization full time**

Respected Sir/Ma'am,

With reference to the above-cited subject, I .....S/o D/o  
..... from..... (Course Name ) would like to inform you  
that I have been selected by.....(Name of the organization) for the post  
of..... Furthermore, **please note that my joining date is .....**

Kindly consider my attendance from the above-mentioned date.

Dated:

Yours Sincerely  
(Name of the student)

Permitted/ Not permitted (Dean/Head of the Department)

## TRAINING AND PLACEMENT CELL

### ANNEXURE-2

### Withdrawal Form from Campus Placement Drive

To,

The Director/Dean  
ITM,  
Gwalior

**Sub: Application for withdrawal from Campus placement**

Respected Sir,

Concerning the above-cited subject, I .....S/o  
.....would like to withdraw my name from the campus activities  
because.....  
.....  
.....  
..... Furthermore, **I promise to be a part of  
placement activity whenever there is a requirement of numbers by the organization.**

Kindly consider my request and grant me permission for the same.

Dated:

Yours Sincerely

(Name of the student)

Sign/Name of Father

Approved/ Not Approved (Director/Dean of the Department)