

**SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**Peerancheru, Hyderabad—500086.**

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**PLACEMENT POLICY & GUIDELINES**

(Engineering & Management)

**OVERVIEW**

Training and Placements Cell aims to assist students to accomplish placements in related companies. These guidelines are framed to ensure fairness in providing opportunity to all the students who strive for campus placements. The guidelines prescribed are given below.

Any violation of rules specified below by any student, shall be taken up by the TPO who in turn will view the matter and take action against the student, as per the principal instructions as it can deem fit.

The Institute reserves the right of changing any or all of the norms and /or stipulating extra norms for placement which, in its verdict and judgment, are likely to benefit the students, presenting or in the future.

The objective of the placement cell is to define and implement the overall arrangement & procedures of the placement of passing out students and to identify the roles & responsibilities of the teams working on this function.

The strategy will attempt to ensure that maximum number of students get on-campus placement, and confirm to the quality standards of the jobs offered and ensure to reach the organizational objectives.

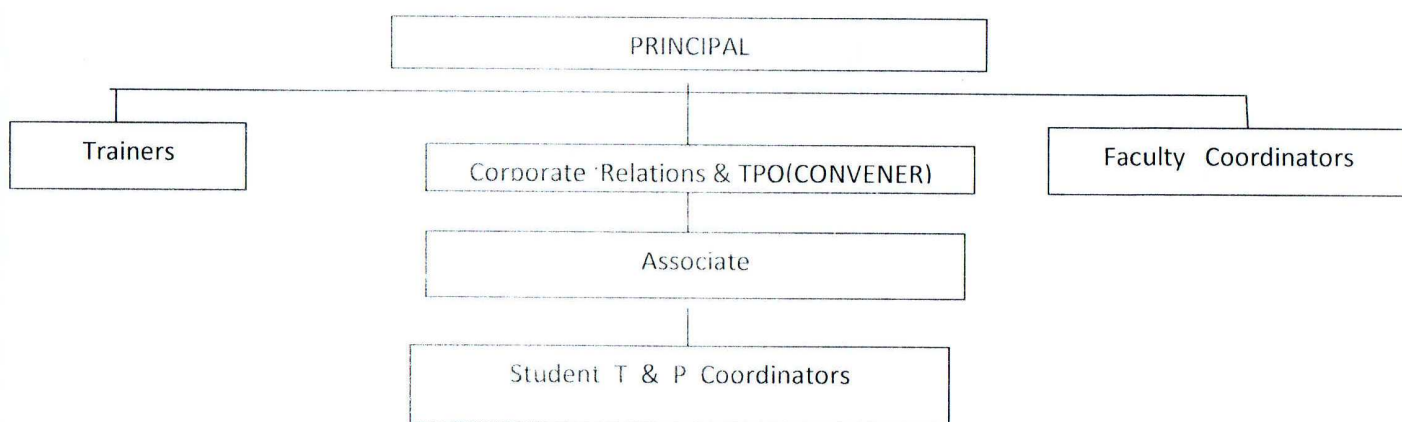
## THE TEAM

**Training and Placements Cell-** A core team consisting of **Principal, Training and Placement Officer(Convener), Trainers/Faculty Coordinators , Associates, & student Coordinators.**

**Coordinators --**

**i) Trainers / Faculty Coordinators --** One active faculty member must be nominated from each Department based on their proficiencies in all placement activities and having some industry exposure. The recommendation of faculty will be from the respective departmental Heads in due consultation with Training & Placements and Principal.

**ii) Student T & P Coordinators --** Selected in consultation with the Department Heads..



## ROLES AND RESPONSIBILITIES

### **TRAINING AND PLACEMENTS (CONVENER)**

- Develops goals, strategies and policies of training and placements.
- Assigns responsibilities and reviews results of the team.
- Setting the targets and preparation of action plan
- Conducts Training program for placement staff.
- Interviews applicants to decide eligibility for employment.
- Assists student to develop employment plans based on appraisals of aptitudes, benefit, and personality.
- Develops corporate relations with potential employers to determine needs and to clarify placement service.
- Arranges campus drives to assist placement of maximum students.

- Identify and analyses information for use in job placement activities.

#### **CORPORATE RELATIONS OFFICER**

##### **Client Management**

- Developing Client Relationship with Human Resource personnel of various organizations facilitating along with them for summer projects & Final Placement of Engineering, MBA & Pharmacy students.
- Identifying recruiter's requirements & providing a good talent pool through campus hiring.
- Understanding student aspirations and addressing them time to time.
- Bridging association 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.
- supervise quality of all services linked with campus hiring like transport, hospitality, accommodation, venue arrangements and whole recruitment process.
- Coordinating with Admin & Academic Coordinators to make sure the drive gets conducted in a smooth manner.
- Satisfy all student connected queries which are related to job and processes.

##### **Data Management**

- Maintaining the Placement Calendar every month.
- Ensuring the efficient supervision of all data by Associate and Faculty Coordinators.
- Supervision all data related to past recruiters and present recruiters across all verticals.

#### **ASSOCIATE --- T & P**

- Maintaining data of placement and Academic History for all students.
- Collection and verification of Resume.

- Assemble all necessary requirements for various Training & Placements events.
- Manage smooth implementation of recruitment and selection at various locations (interview halls, writing test halls etc).
- Filing and organizing of the appointment letters received from the TPO.
- Issue appointment letters and collect acceptance letters from the students and give up to the placement officers.
- Recognize a standby action plan to take over the tasks during the absence of TPO.
- Managing all activities like campus drives, seminars, industrial visit, guest lectures, etc.

#### **COORDINATORS:**

##### **FACULTY COORDINATORS**

- Prepare a data base of students and timely updating the same.
- Verifying the curriculum vitae of students.
- Coordinating with T&P Team for campus placements, seminar and guest lecturers etc.
- Organize CRT Programs before, the drives and after the recruitment process, as per the requirement.

##### **TRAINERS**

Trainers conduct activities of students in order to improve their skills and to attain good number of placements in different Companies/Industries. Training of students and equipping them with life skills have become the significant responsibilities of Institutions. Along with technical expertise, growth of a holistic personality is also necessary.

- Most important Responsibility of trainer is to schedule and execute training (with respect to Technical expertise, Aptitude, Communication and holistic personality development) for the students and to make them suitably employable as per the industry requirements.
- To be aware of the industry requirement and improve their training modules accordingly.
- To maintain record of academic progress of each and every student (Registered for Placement), through different assessment tests.
- Manage for various In-campus training and appraisal of student from time to time.

- Direct with T&P Cell for smooth conduct of activities 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:

- Applicable only to 7<sup>th</sup> and 8<sup>th</sup> semesters of U.G and 3<sup>rd</sup> and 4<sup>th</sup> semesters of P.G
- **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 unwillingness to accept the offer in writing.

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

# ELIGIBILITY

All students graduating from the batch in may /June 2020 will be treated as qualified to participate in the placement activities.

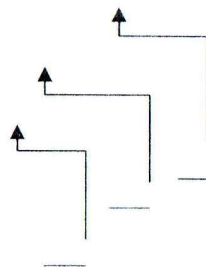
A student can take part in the placement process of a company subjected to the following circumstances:

- If he/she have registered with T&P cell.
- If he or she meets the requirements /eligibility criteria for the 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  $\geq$  6LPA
- **B**: CTC  $\geq$  5-5.9 LPA
- **C**: CTC = 4--4.9 LPA
- **D** : CTC = 3--3.9 LPA
- **E**: CTC = 2—2.9 LPA



### On the basis of Type of Profile

- > Core
- > Non-Core

### Multiple Placements Scheme \* :

- Students placed in A category can again accept another job offer under B category 'once'.
- Students placed in B category can opt for a job offer under A category 'once'.
- Students placed in C category can opt for a job offer under B, or A category 'once'

### **Conditions Applied:**

- Placed students can get N number of chances to upgrade his/her job. But once the student gets upgraded to any superior category 'once' then that will be his/her offer and his/her prior offer stands discarded and he/she would be out of the additional placement process. Students selected in "A" Category Core profile will not get any additional chance of up gradation until and unless a dream company visits the organization.
- 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 proof 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 him/her.
- A time period will be declared where students have to notify 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.

### **Rejection of an Offer:--**

- If a student participates in the placement process of a company, then he/she cannot go away it in between. If such a case arises, then it will be deemed as negative response of the offer.
- Student can only reject one offer at maximum; if they reject the second offer then he/she becomes disqualified for the future placement process.
- On upgrading to a higher category company, the previous offer stands rejected.
- If a student does not update the placement Officer regarding his/her choice on acceptance of an offer within the confirmed time period, then it will be deemed as rejection of the offer.

### **PLACEMENT PROCESS**

**Placement System** –Our placement process has been designed to make the recruitment process simple for both the students and companies alike.

The placement process Involves:

- We are in regular touch with companies ahead of the placement schedule.
- We scrutinize the requirements and then send a formal call to the companies.
- Interested companies provide us with the essential data through a job Description form (JD).
- We inspect all the JDs and then decide the best possible companies.
- The placement Cell and the company set a mutually convenient date and time for the arrangement & selection process.

- The details provided by the company are shared with the students, Academic and ,Training and Placement Team.
- We ask qualified students who are interested in the job to apply for the job through our online link before the call of company.
- We present essential details of applicants to the company.
- The company re-confirms journey plan in advance to the event date.
- We take care of the logistics as required by the company.
- We reserve a presentation hall and also allocate student volunteers to take care of the process.
- We declare 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 most important points of the placement process are :

- No registration charges.
- Lecture hall and AV Halls equipped with Audio-Visual systems and computers are provided for conducting pre-placement talks.
- Decision-making Cabins, Classrooms and Labs for conducting offline/ online tests, group discussions and interviews are also made available.
- A team of devoted placement Cell work to ensure simple logistics and all other related issues concerning campus placements.

#### **Short listing:**

Companies may do short listing of students themselves on the basis of their criteria. In case a company insists on short listing to be done by the college without clearly citing any criteria, it will be done on the basis of Criteria determined in consultation with the Training & Placements committee of the organization.

#### **Selection Procedure:**

Selection Procedure will be followed as per the requirement of the visiting company.



### **Important Guidelines for Students:**

- Timely register themselves as per the orders of placement Cell for campus placement.
- Keep proof of organizations and positions for which they apply.
- Maintain notes on the job details announced. These are useful at the time of interview.
- Prepare well in advance for attending the various Written Test, Group Discussions and Interviews, mainly in respect of the specific company for which they are appearing.
- Students shall not discuss at the time of Interview, 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 on time and come in formal dress only.
- Cell phone is not allowed into an interview.
- The students must view and adhere to all codes of conduct rules stated by placement Cell .While answering questions in the interview, students should view decorum, They should leave from making any kind of derogatory remarks about others. The impact of the manners exhibited by the interviewees has at times compact the opportunities available to future batches of students .careless behavior, such as efforts to “market ” oneself, purported under the due process ,will be critically viewed . Such students may be debarred from further placement process.

Considering the company's convenience, the selection processes will take place in college campus or any other location as decided by the company. The students may be mandatory to travel and attend the same. The placement cell shall pass on the information established from the company/ organization to the concerned students. The students are expected to make their own arrangements and provisions.

It is necessary for every student who has applied for a particular company, to be present at the Pre-Placement Talk (PPT) of that company. If a student is not present at two consecutive PPTs, he/she will not be allowed to apply till further permission from the TPO.

**Withdrawal Procedure:**

- Any student who has applied for a particular company can leave from the company after the Pre-Placement Talk.
- In case of students going directly to the company location for the selection process, if the profile / package communicated to them by the placement cell is not the same, the students can leave from the selection process after a contact with the placement cell in person or on phone.
- Once the selection process has started, students cannot withdraw at any phase. Unless they have a final offer from another association. It is supposed that students would apply for a position after careful consideration of all the appropriate aspects.
- If a student does not appear for the process after confirmation of the offer, he/she has to notify the placement cell and he/she will then be deemed to have withdrawn.
- Only in very exceptional situations, with the permission of Principal & TPO, a student shall be allowed to withdraw from the selection process of attending first round interview if shortlisted by the company at any stage.
- Subjected to consent 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 subsequent 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 measured that 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/she cannot refuse it or leave the internship mid-way. It is mandatory for the student to agree to the offer and work for the stipulated time or else he/she would not be permitted to appear for the placement process also.

- All the companies offering summer internships would fall under the same category and no up gradation of the offers are permitted.
- If the internship offer gets changed into a pre-placement offer (PPO) and the company offering the PPO lies in the core profile group then it is considered a job offer as per the placement plan mentioned above.

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TRAINING AND PLACEMENTS OFFICER

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