

## **Placement Policy For Students - 1.2**

Red & White Multimedia Education takes immense pride in the placement process that takes place for students in the Placement Cell. The student will only be placed well based on how better he does during the placement procedure. Every student must study the following guidelines carefully in order to accomplish this. The Placement Cell is constantly dedicated to developing student formation by making every effort to ensure a successful career for the students.

### **Things to keep in mind by the student for the Placements during the Course**

1. Every student studying in the career course has to complete and submit the tasks and projects given by the faculty during the course training within the stipulated time frame to get the placement support from the institute and must compulsorily pass with 80% grade in all the required criteria(HR/Theory/Technical).
2. During the course training students should have more than 90% attendance in each lecture, seminar, expert session and should not have any misconduct note. The faculty of the branch will ask the student to register for the placement process only after the completion of the course & assessment exam.
3. The link of necessary placement videos which can help the student for a job will be shared 30 days before the completion of the course. Students must watch each of these videos and do every activity as mentioned in the video.
4. After completing the registration in the placement portal, the student will get the update of all the process information for the interview through email only. The student must check the placement email notification compulsorily and perform every process as mentioned in the email.
5. The institute will provide the placement to the student in any company of the city after processing the Placement Orientation as per the merit of the candidates.
6. Things the student should remember so that they can crack the interview easily:
  - a. Basic concepts of technology should be clear,
  - b. Good practice of Algorithms,
  - c. Basic English Communication
  - d. Finish all of the faculty- provided practical assignments in the allotted period.

# Placement Process Flow



## Integrity Leads to Incredible Placement.



**Research and learn about the company**

**Try mock Interviews**

**Prepare for the question you can ask the interviewer**

**Do some salary research and be prepared to discuss salary**

**Smile and make eye contact**



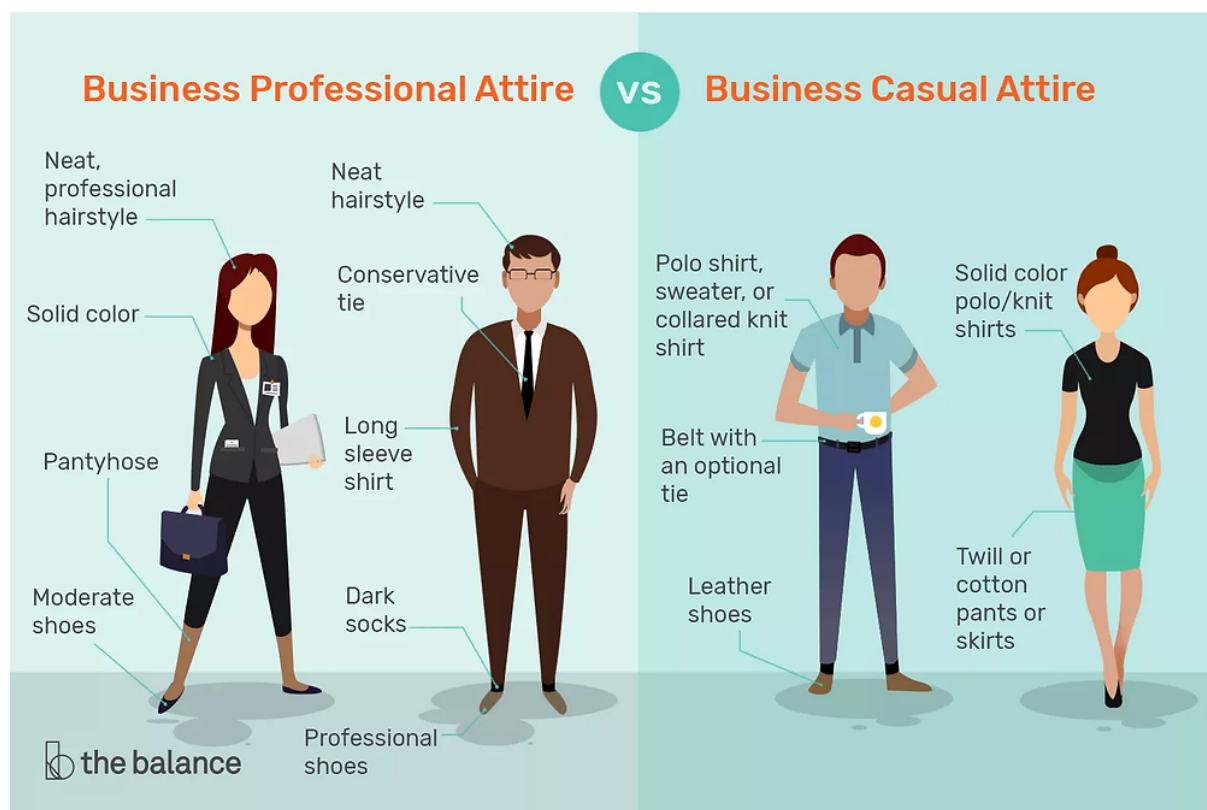
**Review the job description**

**Prepare to answer the most commonly asked question**

**Dress appropriately**

**Arrive early**

**Don't lie in a job interview**



### Interview Preparation and Soft Skill Video list



### **Things to keep in mind by the student during the Placement process**

1. **“Things to keep in mind by the student for placement during the Course”** will be applicable during the placement process.
2. During the placement process the students will compulsorily submit an updated resume approved by the Faculty.
3. The student will be informed after the date, time and venue of the interview in the company is decided by the institute. In any case, the student will have to attend the interview after confirmation. The placement process of the student who is absent in the interview will be stopped with immediate effect.
4. Before the interview process a “Placement Orientation” will be conducted by the Placement Cell in which the student will have to be presented. Arrive 15 minutes earlier than the allotted time for each interview process.
5. If you are planning for a long or short leave, it is mandatory to inform the placement cell in advance.
6. After completing the interview process, when the student is selected in the company, the student has to join as per the rules of the company.
7. The company in which the student will be selected will be explained the company's salary scale, agreement (contract) and necessary policies and rules from the company. The student has to get a copy of the company's offer letter, appointment letter, and agreement. Read all the information written in those documents carefully and then sign. Job readiness for at least 1.5 to 2.5 years in any company has to be shown by students.
8. Students should note that the placement process may take a period from 15 to 90 days.
9. After joining the company, the student has to submit the color xerox of the offer letter to the Placement on time.
10. Alumni students may get support from the institute for which they need to fulfill all the terms and conditions of their first company.
11. In the following situation the placement process of the ongoing student will be stopped with immediate effect by the Placement Cell,
  - a. Students should be available for employment within a 25-kilometer radius of their residence. No excuse will be entertained after accepting the job which is within the specified range,
  - b. A student absent in interview,
  - c. Leaving the given task or practical incomplete in the company during an Interview,
  - d. Any kind of misconduct on the side of the company or branch.

## **Self Introduction Content for Students reference**

Hello Sir/Mam, thank you for giving me this opportunity to introduce myself.

My name is (Your Name). I am a (Your Position).

Currently, I am pursuing (Degree course name) from (College/University name). Besides this, I have done (your course name) course from Red & White Multimedia Education.

In this course I have learned (software name). I am an expert in (Technical skill, Soft skill). Moreover, I have created projects (Project name). I have participated (Competition name).

My strength is that I am a (Mention your strength from the following list).

**List of strength:** (Hard-working person, Honesty, Team Management, Disciplined and Punctual, Communication, Problem Solving, Creativity, Time Management, Collaboration, Innovative, Quick Learner, Self Motivated, Flexible)

My short-term goal is to **(Mention your short-term goal from the following list)** and my long-term goal is to **(Mention your long-term goal from the following list)**.

### **List of short term goals:**

- Get a job in a reputed company like yours
- Adopt current operations quickly
- Develop new topics which will help me to grow more professionally

### **List of short term goals:**

- Get a higher position and learn new things that can benefit the organisation too
- To gain leadership experience that will then eventually enable you to become a team leader, supervisor, or manager.
- To build a great professional network that enables you to achieve your objectives inside of work. The more talented people you meet within your network, the more you will learn from them.
- To study outside of work and eventually gain a new degree or academic qualification in a subject that will help you to offer their company more in terms of your skills and expertise.
- To become an expert or thought leader in your industry. This could be achieved by eventually giving talks or presentations to professional bodies or organisations on what you have learned in your job.
- To become a mentor or coach where you help other people achieve their career goals within their organisation. You could also state that you want to help train up new members of staff as and when they join the company.

This is all about myself. Thanks

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Good (Morning/Afternoon/Evening) mam/sir,

Thank you for giving me this opportunity to introduce myself,

Myself (Your Name). I am a (Your Position).

My (Diploma/Bachelor/Master) degree is running/completed (College/University name). Besides this, I have done (your course name) course from Red & White Multimedia Education.

Coming to my work experience, I have developed some projects during my training program like (Project name).

And I have knowledge of (Your technical skills). I am always keen (excited) to upskill myself by learning new technologies whenever I get a chance.

And my strength is I'm a Quick learner, flexible, and able to work with a team.

My short-term goal is to get a job in a reputed organisation like yours to gain experience and improve my skills. My long-term goal is to achieve a higher position in my fieldwork and become a valuable part of the organisation.

And my hobbies are; in my free time, I enjoy and spend time learning different tools and applications.

That's all about me.

Thank you very much Sir/Mam.

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Hello Sir/Mam.

My name is (Your Name) currently studying in (Mention running education).

I have a keen interest in (Your position), which is why I started learning it.

Over the past few years, I have gained good knowledge in (Course module). I am focused on developing my skills to become a good (your position). I have developed several projects single-handedly using (software used in projects).

I believe that hard work and smart work both are essential to achieve success.

I'm committed to learning new things every day. I enjoy sharing my knowledge with others and always seek out opportunities to do so.

That's all about me. Thank you.