SRM INSTITUTE OF SCIENCE & TECHNOLOGY

(Deemed to be University)
TIRUCHIRAPPALLI CAMPUS
SRM Nagar, Near Samayapuram, Tiruchirappalli – 621105

DIRECTORATE OF CAREER DEVELOPMENT

PLACEMENT TRAINING GUIDELINES

Technical Training – Phase II | 28.05.2025 to 05.07.2025

Time Slots & Venues
9.00 a.m. to 12.00 p.m. (Training on Concepts) | IST SH 401, 501, 601, 611
12.30 p.m. to 3.30 p.m. (Lab/Hands on Practice) | IST 617, 618, 619, 620
3.45 p.m. to 5.45 p.m. (Company-Specific Test) | IST 617, 618, 619, 620

Instructions for Students

1. All students are expected to come in formal dress code.
2. Use of mobile phones inside the training halls and computer labs are not allowed. Unauthorised possession or using of phones will lead to confiscation.
3. Students are prohibited to use computers for any other purpose other than what it is granted for. Playing games, accessing unnecessary websites will be viewed seriously.
4. Students will be allowed to use laptops in the labs only after furnishing necessary details to lab technicians.
5. The attendance for each session will close in 15 minutes after the commencement of the session after which no student will be marked present.
6. Trainers will have all the necessary rights to take any action that is deemed necessary in consultation with the Training Officer.
7. The session will start sharply by 9.00 a.m. and late coming will not be tolerated for any reason.
8. Students to stick with the assigned batching only interchanging is not allowed.
9. Full utilisation of the training sessions and the resources is expected from all students.
10. Attendance will be recorded during all three sessions. If students fail to attend any session, it will be marked as full day absent. This is done to ensure maximum utilisation of the training programme and to maintain 100% TA.
11. If a student is absent for 1 day, 1 week freeze on his/her Haveloc account will be applied. Similarly, each day will be counted for one extra week of account freeze. The same will be applicable for students who fail to apply for company or participate in the campus drive.
12. Students must meet the Placement Mentor, HoD, Training Officer and Dean along with parents to unfreeze the Haveloc account.
13. All students are instructed to complete all the tasks assigned to them on time and update it to their class mentors.
14. Reports on the performance of students will be sent to HoDs, Placement Coordinators and Class Mentors from time to time.
15. Students are expected to fully cooperate with the trainers and make use of every opportunity to ask and clarify the concepts taught.
16. It is the utmost responsibility of every student to ensure effective learning to face the tough competition ahead.

"Eighty percent of success is showing up."
Woody Allen

27/05/2025

Training Officer

Dean - FET