Instructions to the Student Placement Coordinators (SPCs')
& Single Point of Contact (SPOC)

Instructions to the SPCs' (Student Placement Coordinators)

1. The SPCs' will be elected (via self-nominations and based on majority vote) by students and will work with Placement Head for On/Off Campus drives. SPOC is decided by the Head- Placements with the Consultation of the SPCs' among the SPCs' for that particular year.

2. SPCs coordinate placement activities during on/Pool campus recruitments. SPCs are responsible for providing the resumes, database of the students and other relevant information to the placement office and SPOCs as and when required.

3. SPCs' help the Placement Office personnel during Placements in Hospitality, Transport, Reception, Liaison, Internal Coordination and Logistics arrangements etc., for smooth processing of the Placements.

4. SPCs' should act as the bridge between the Placement Office and Students of the passing out batch.

5. SPCs' should maintain confidentiality, decency and decorum while dealing with the Corporates. The Student Coordinators should not disclose any kind of Information relevant to Placements and the Institute to anybody without prior notice and approval from Head- Placements.

6. Placement Coordinators should closely work with the Head-Placements and act on his directions during placements. SPCs' should not have telephonic/e-mail communication or any other mode of social media/manner with Corporates directly, unless they are asked explicitly to do so by the Placement Officer.

7. The SPCs' should not miss out on their class work on account of placement-related duties. The timings will be flexible on their mutual consent and availability. If any SPCs' are unable to discharge their duties on a permanent basis due to medical reasons, he/she shall help the placement office to get a replacement SPC in his/her place.

8. If any doubts are raised by the students pertaining to Job Role, Technologies, domain, Perks, Job location, Selection process and eligibility criteria etc. The SPCs' are to disclose the required information to the students, keeping in mind the confidentiality of the process/corporate, if any.

9. SPCs' should bring to the notice of Placement Head any malpractice/Plagiarism/Cheating indulged by the students during or after the recruitment. Subsequently they may reach out to the placements committee chair if the issue requires further attention.

10. SPCs' may request necessary equipment, consumables, and logistic support from the placement office during November last week to December end for smooth processing of placements. SPCs' shall be responsible for handover of the SPCs' Room and any/all equipment provided.

11. SPC is a voluntary position. There shall be no payment for the services.

12. SPCs should help the Placement Office and IMS team with respect to information uploads or changes to the placement module on IMS.

13. The best SPC/SPOC award should be offered to a SPC of that particular year on the recommendations of the Placement Committee.

14. SPCs' must work with rigor for helping out with the placement of all the registered students and not just for their own stream/program.

15. SPCs' should maintain the 'Fraternity' in every stage of their involvement during Placements for smooth conduct of the process.

Instructions to the Single Point of Contact (SPOC)

1. SPOC will be responsible for sharing the database with the Corporate with the consent of the Placement Head. One should not show any kind of nepotism/ favoritism to one particular stream or group of streams or Student(s).

2. SPOC must update SPCs and Placement Head regularly in regard to their correspondence with their assigned corporates.

3. SPOC will play a key role right from slotting of the company to any formal communication about offer acceptance by the students to the corporates.

4. Any discrepancy in regard to specific streams to be considered by the Corporate for Campus Recruitment or CGPA issues, the SPOC must bring it to the notice of the Head- Placements.

5. SPOC shall ensure to the best of their abilities that 'No Student' is involved in any kind of 'Plagiarism, Malpractice, tanking, or any other kind of malicious activity during placement drive. If they find any, they must bring this matter to the notice of Head- Placements and other SPCs/SPOCs.

6. SPOC (with the help of SPCs' if required) must convey to all the participants in advance about issues (if any) related to CTC, Job Profile, Job location etc, that are mentioned in the JAF.

7. SPOC should collect the 'Letter of Intent' at the end of the day from the corporate after the drive is completed.

8. SPOC shall coordinate in a timely manner with the Hospitality Services team from SPC and the institute to make the necessary arrangements for the recruiters.

9. SPOC should act as a connecting link between Corporate, Placement Office, SPCs and Students.

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