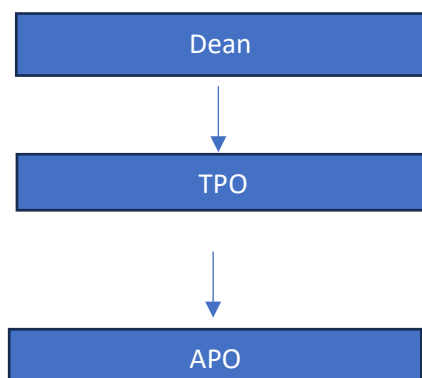# SRINIVAS UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY

Mukka, Mangaluru-574146

DEPARTMENT OF TRAINING AND PLACEMENT HANDBOOK

PLACEMENT ORGANIZATION

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PLACEMENT POLICY

- **Mass:** Companies which recruits students with generic skill sets with generic hiring process.
- **Core:** Companies which recruits for branch and skill specific recruitments
- **Dream:** Product based companies or which comes under top 500 Fortune Companies or companies which offer salary more than 8 LPA.
- **Open Dream:** Companies which offer salary more than 20 LPA

LADDER POLICY: (ONE JOB POLICY)

- Student placed in mass is eligible for Core, Dream and Open Dream.
- Student placed in core is eligible for Dream and open dream
- Student placed in dream is eligible for open dream.

DISCIPLINARY POLICY

Dress Code: Student who has not followed dress code will be not allowed to attend the Drive.

Data Manipulation: Student found providing wrong/ manipulating the data will be suspended from placement activity.

Misbehaviour: Students found misbehaving with company recruitment team or faculty of training and placement department will be suspended from placement activity.

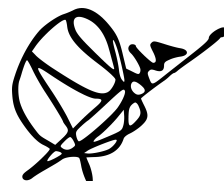**Malpractice/Copying:** Students found copying by any means will be suspended from the placement activity.
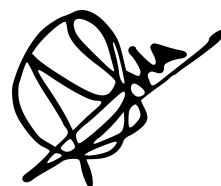
UNDERTAKING FROM THE STUDENTS

I. I shall adhere to the regulations governing my placements and also maintain good conduct throughout the programme. Where SUIET is committed to provide support in the final placements to all of you who have registered to placement cell and successfully get placements

II. I shall be prepared to go to the company's office or selection venue for any part or the complete selection process as required by the recruiting company, SUIET will make every endeavour to invite as many companies as possible for campus placement.

III. I am aware that I should be well groomed and in institute's prescribed formals for all pre-placement talks as well as the complete selection process whether organized in the campus or the company's office or selection venue. Non- compliance will result in debarring the student from joining in pre-placement talk and or appearing for the selection process.

IV. I am aware and full understand that the attendance in pre-placement talks, personality development and preparatory classes (including mock interviews) is compulsory for all the eligible students

V. I know that the Placement Cell of SUIET will provide only one job offer to each one of us, plus one core company option after which he/she will cease to be on the list of eligible candidates for placement. Failure to accept the first offer will mean and imply that SUIET Mukka, Mangaluru will no longer be extending its placement support to such a student.

VI. I know that Placement Cell will notify through Placement coordinators and on the Placement Notice Board all recruitment requests received from the companies with as much of details as made available. Applications will be invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of each one of you to regularly see the Placement Notice Board.

VII. I know that the decision to apply or not by eligible students will purely be by our own interest. However, if any eligible student decides not to apply to three companies, s/he will disqualify himself/herself from the placement support of SUIET.

VIII. I know that it will be mandatory for all registered students to appear for the selection process/interview. Any withdrawal / no-show will debar you from placement assistance of the Institute for Certain number of companies.

RULES AND REGULATIONS

a. After registering in the Placement Department the student has to attend the Company placement that includes complete recruitment process
b. The company policies have to be strictly followed.
c. The Placement Department has the right to change policies based on company request of external environmental changes
d. Dress code has to be followed strictly
e. If a student does not attend the recruitment conducted by three companies consecutively without permission, he/she will be removed from eligibility list maintained in Training and Placement Department.
f. It is mandatory to attend pre-placement talk.
g. Students should report 30 minutes before the reporting time
h. Candidates must be in formal dress-code and presentable.
i. During Placement process, if any candidate is found not eligible as per specified criteria then he or she will not be entertained for further process.
j. All the eligible students should visit website of the visiting company.
k. The students should bring HB pencils-2 nos., Pen, Laptop, eraser, ID card, passport size photographs & hard& soft copy of updated resume.
l. Students have to come in time and will not be allowed after the commencement of the recruitment activity.
m. Students will have to attend the placement drives even at SIT valachil campus for which there is no transportation provided from the college.

ROLES AND RESPONSIBILITIES

3A. Internship coordinator (IC T&P LEVEL)

a. Orientation to students and faculty coordinators about internship program
b. Approaching companies for internship opportunities
c. Consolidation of internship requirements from companies from different departments
d. Maintenance of MOU
e. Maintain records of students doing internships in companies
f. Maintain feedback from the companies
g. Collecting annexure forms and create database
h. Maintain database of internships

3B. Faculty Internship Coordinators (FIC Department Level)

a. Approach companies for internship working with HOD
b. Collection of internship opportunities
c. Ensure that all students are mapped to companies and allocation of guides
d. verify whether the students have joined to internships in the companies
e. Visit companies at random to ensure internship is happening as per the guidelines
f. Ensure that all reports are submitted to T&P department

3C. Guides (G Department Level)

a. Verify the scope of work for internships
b. Mentor students during internships
c. Evaluation of reports submitted by students as per the rubrics set by the Institution
d. Ensure that reports are sent to T&P

3D. HOD (Department Level)

a. Allocation of guides to students on the basis of their area of specialization.
b. Facilitate collection of internship opportunities
c. Mapping of students to guides
d. Monitor overall process
e. Ensure that MOUs are in place
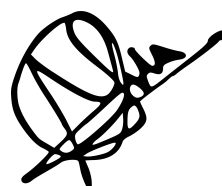
SRINIVAS UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY

TRAINING AND PLACEMENT DIVISION

Motive

- Students will develop academic and career growth and will be able to achieve goals through individual counselling and group interaction
- Regular updates of student data base, company data base, maintaining and establishing contacts for campus placements.
- Seeking and gathering information about recruitments through job fairs and advertisements in and around the institution including social media
- Understanding the requirement and recruitment based on companies and subsequently coordinating with them.
- To place the candidates in the companies, suitable candidates are referred to the company.
- Pre-placement activities like training, workshops and seminars are organized.
- To promote recruitments periodic interactions and meetings are held with human resource department of companies and TPOs are arranged.
- Assistance for Industrial training for the 4th and 6th semester students are given.
- Facilitating the career planning by providing resources and suitable activities.
- Act as a bridge between students, alumni and companies.

Career Guidance:

- Students are constantly updated on career guidance and competitions through posters and articles on notice boards on regular basis.
- Continuous monitoring of job opportunities in government sectors and off campus announcements for informing students.
- Inspirational talks/workshops/training/seminars are arranged.
- Psychometric Tests are conducted.
- To enable students for better prospects "Expectation Management Workshops' are held.
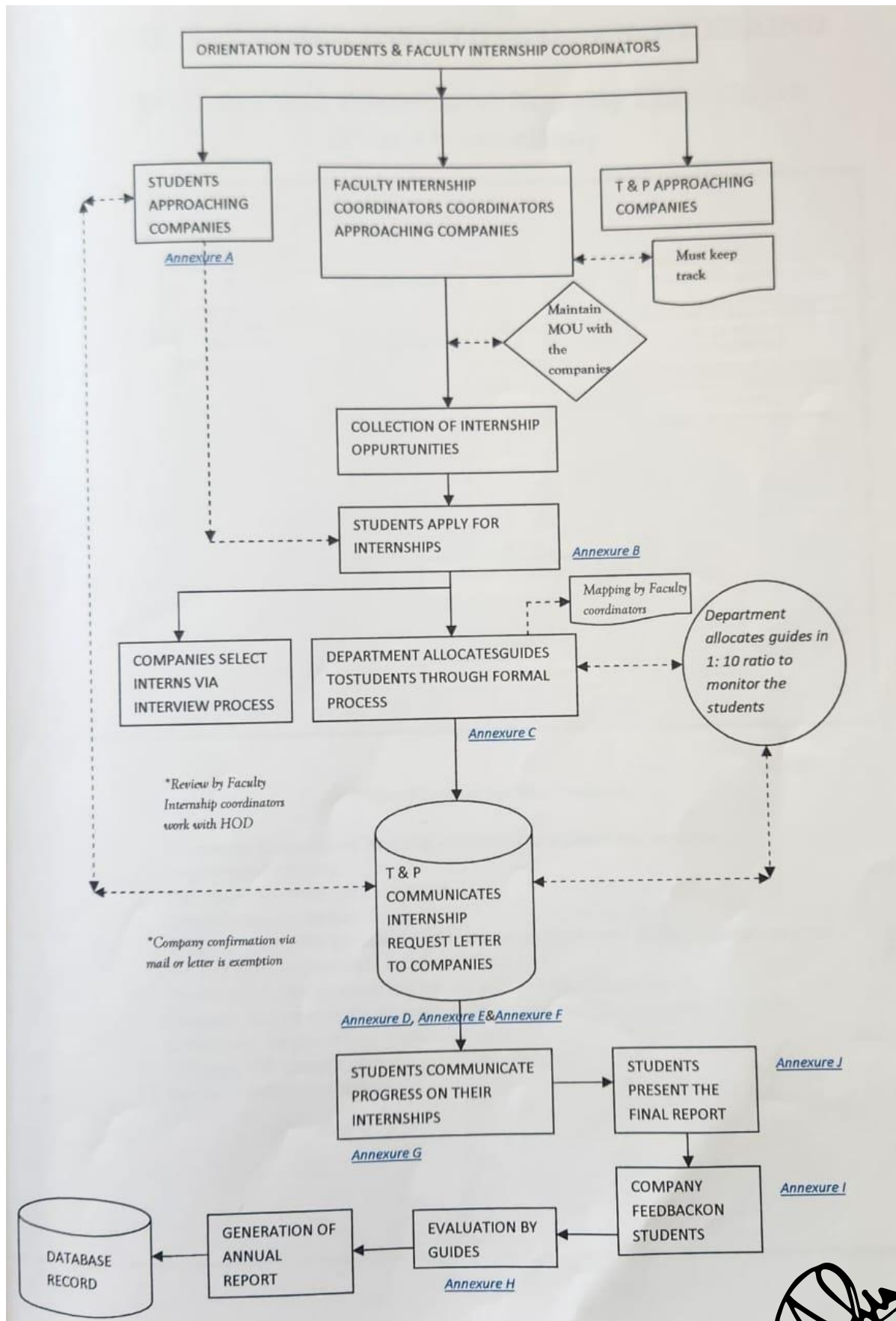
Training & Development:

The training curriculum is designed to prepare the entry-level Engineering Graduate Trainees considering the industrial professional requirements:

- Personality Development & Communications skills
- Resume Writing & Interview Skills
- Grooming Basic Etiquette Discussions
- Aptitude Training & Practice Tests
- Mock G.D & Mock Interview.

INTERNSHIP PROCESS FLOW

ORIENTATION TO STUDENTS & FACULTY INTERNSHIP COORDINATORS

STUDENTS APPROACHING COMPANIES

Annexure A

FACULTY INTERNSHIP COORDINATORS COORDINATORS APPROACHING COMPANIES

T & P APPROACHING COMPANIES

Must keep track

Maintain MOU with the companies

COLLECTION OF INTERNSHIP OPPURTUNITIES

STUDENTS APPLY FOR INTERNSHIPS

Annexure B

Mapping by Faculty coordinators

Department allocates guides in 1: 10 ratio to monitor the students

COMPANIES SELECT INTERNS VIA INTERVIEW PROCESS

DEPARTMENT ALLOCATESGUIDES TOSTUDENTS THROUGH FORMAL PROCESS

Annexure C

Review by Faculty Internship coordinators work with HOD

T & P COMMUNICATES INTERNSHIP REQUEST LETTER TO COMPANIES

Company confirmation via mail or letter is exemption

Annexure D, Annexure E & Annexure F

STUDENTS COMMUNICATE PROGRESS ON THEIR INTERNSHIPS

Annexure G

STUDENTS PRESENT THE FINAL REPORT

Annexure J

COMPANY FEEDBACKON STUDENTS

Annexure I

DATABASE RECORD

GENERATION OF ANNUAL REPORT

EVALUATION BY GUIDES

Annexure H

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## Training and Placement Activity Flow Chart

(Post-Graduation)
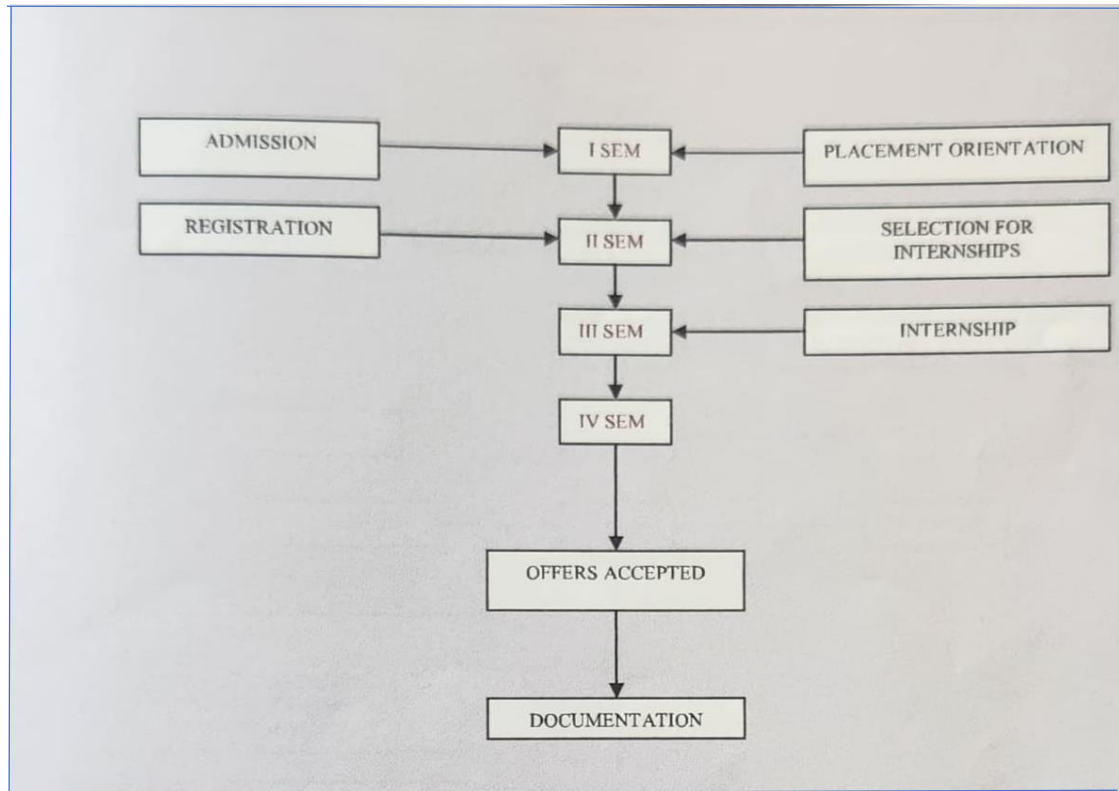
Activities Planned for PG Students.

1. Placement Orientation: Briefing students about placement activities.

2. Registration process.

3. Placement Coordinators selection.

4. Compilation of student data.

5. Training Activities for Interested Students is conducted during second semester for 30 Hours on Aptitude and Soft skills.

6. Internship drives planned and hosted by placement department.

7. Students will be sent for Internship from third semester to fourth semester.

8. Conversion to placement from Internship.

9. Offering Off campus opportunity to the students.

10. Documentation process.

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Training and Placement Activity Flow Chart for

Under-Graduation
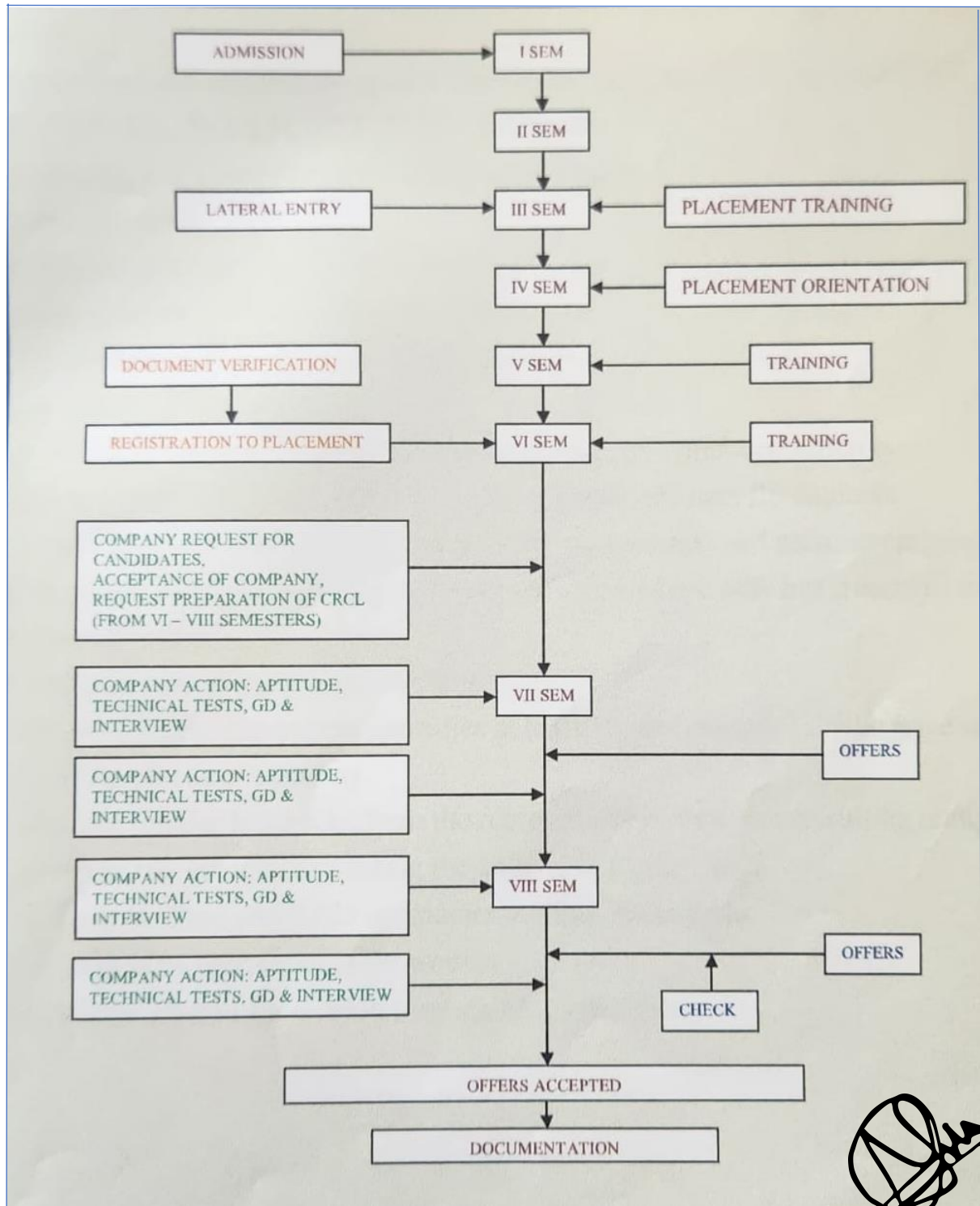
Salient features of Training and Placement Department:

- Innovative Grooming: Motivating students on Research and Development.
- Highest package of 12 LPA has been offered Innovative.
- More than 50% of the placed students have been offered internships for a duration of 6 months.
- Our students are selected in reputed companies like TCS, Toyota, Apollo, Deloite, Infosys, Wipro, IBM, E&Y, and Elsevier etc.
- Personality and Communication Skill Development.
- Career Guidance.
- Highlighting articles on department notice-board.
- Training the students through corporate trainers.
- Communication through advanced technologies.
- Inculcating office culture.
- Act as bridge between students, alumni and the employment community.
- Organizing pre-placement training workshops and seminars for students.
- Coordinating with companies to learn about requirements and recruitment procedures.
- Selfless service of the student placement coordinators towards betterment of the placement activities.
- Identifying companies through alumni.
- Each engineering department identifies at least 10 new companies who have to be invited for placement activity.
- Collecting regular feedbacks from the representatives from the recruiting companies.
- More than 25companies visiting the college in the first half.
- Top Product, Core and R&D companies visiting the campus.