

**HERITAGE INSTITUTE OF TECHNOLOGY
KOLKATA**

Training & Placement Office

PLACEMENT POLICY AND GUIDELINES

Objectives

- Define the placement process coming under the purview of the Training & Placement Office (TPO).
- Streamline the placement process for students of Heritage Institute of Technology, Kolkata, so as to provide them with career opportunities in a fair and equitable manner.
- Lay down rules and regulations governing the placement process to enable its smooth functioning.

Placement Registration

- a) All final year students seeking placement through the TPO must fill in the Placement Declaration Form and submit it within the due date as notified by the TPO.
- b) In case any student does not register for placement by the due date, it will be presumed that he/she does not wish to avail of TPO assistance, and will be automatically excluded from the placement process.
- c) Students are advised to inform the TPO of any change in their contact details (viz. postal address, mobile number, email Id) and keep the same updated at all times. Students should also note that **all communication to students** would be sent **only** to their **Heritage e-mail id**. They should therefore collect their password from their respective Departments or approach Systems Department for a password reset, if necessary. The TPO shall in no case be held responsible for any delay in communication arising out of incorrect / incomplete information furnished by students.
- d) Students are also advised to immediately intimate the TPO of any change in their semester marks, backlogs that have been cleared etc., along with relevant supporting documents.
- e) Intimation regarding recruitment drives or notifications thereof is ordinarily sent to the students' Heritage e-mail id prior to such drives. It may sometimes be necessary to send such intimation via SMS / WhatsApp to the students' mobile no registered with the TPO. Important notifications are also displayed on the TPO Notice Board.

Placement Policy and Terms & Conditions

The policy of the Training & Placement Office (TPO) is to arrange for placement opportunities for eligible and registered students subject to the undernoted terms and conditions.

- i) Placement assistance is only a Value Added Support service that is extended to students and does not guarantee a job opportunity, nor is it mandatory.
- ii) ***No student against whom disciplinary action of any kind has been taken, or is being contemplated by the Institute, shall be allowed to avail of placement services offered by the Institute.***
- iii) The TPO reserves the right to withdraw placement assistance - and even withhold / cancel a job offer made - to an eligible student if his/her conduct is found unsatisfactory or in repeated violation of the terms & conditions of the Placement Policy.
- iv) Every candidate has to fulfill the recruiter's requirements as communicated by them, in addition to fulfilling all terms and conditions mentioned herein. ***Any relaxation in eligibility criteria shall strictly be at the discretion of the recruiter.***
- v) Students should not be absent from recruitment drives for which they are already registered, nor withdraw at any stage of the selection process.
- vi) If a student fails to turn up for any stage of a recruitment drive **after registering for it**, he/she shall be deemed to have **violated** the terms & conditions of the Placement Policy and shall be excluded from placement assistance as below:
 - a. For the **first violation**, the Head - TPO can still allow the student in the next placement drive after satisfying himself / herself of the circumstances of the student's absence.

- b. For the **second violation**, the student may be totally barred from appearing in any placement drive arranged by the TPO.
- vii) To facilitate placement for a maximum number of students in any batch, it is the policy of the Institute to allow only one offer to any student. After the selection of a student is **confirmed** by a recruiter, the name of the student will be taken off the list of unplaced students and he/she will not be eligible to appear in any subsequent recruitment drive arranged by the Institute.
- viii) As an exception, a placed student may be allowed to appear for one additional recruitment drive offering a salary that is at least double of his / her highest current offer, subject to the recruiter's consent. A "core" stream student placed in a software company may also be allowed to appear for one recruitment drive for his/her core industry, subject to the recruiter's consent.
- ix) Once a job is offered to a student through campus placement, it is expected that he/she join the organisation. Failure to do so can result in Heritage being excluded from future recruitment by the company concerned, besides depriving other unplaced students of a placement opportunity.
- x) It must be clearly understood that the Institute contacts various recruiters and puts all effort to get them to recruit our students through ON-CAMPUS/POOL-CAMPUS/OFF-CAMPUS/VIRTUAL modes, but has no role in the process of selection, nor in the choice of function/location being offered, which are driven purely by the recruiter's business demands. While it is our effort to facilitate placement for a maximum number of students, 100% placement covering all the students may not be possible.
- xi) It must also be understood that many companies have service agreements (monetary / non-monetary) for varying periods as part of their placement offer, with strict provisions for penalty in case of violation of these terms. The TPO neither has any role in this, nor is in a position to influence changes to these terms. Students selected by any such company will be considered placed from a TPO standpoint.
- xii) Students planning to pursue further studies or other interests must state their intention thereof during Placement Declaration or or at the earliest opportunity thereafter. Any placement opportunity provided by the TPO is only for those who want to pursue a career in industry.

Criteria of Eligibility

- a) A student seeking placement support through the TPO should normally have 60% or equivalent score throughout his / her academic career without standing arrears/gaps. Furthermore, he / she has to satisfy additional eligibility criteria, if any, set by the specific company.
- b) If the recruiting company has any other relaxed/stringent norms, notification to that effect will be given by the TPO and eligible candidates thereof will be allowed participation on a case by case basis in consultation with the recruiter.

Feedback Mechanism

- a) **Conduct of Exit Interviews and Improvement Strategy:**
Trainers and concerned faculty shall conduct exit interviews of students from time to time during campus placement season and analyse students' performance, identify strengths, shortfalls etc. The TPO, HOD's and faculty representatives shall review the results periodically, analyse the performance, devise a plan and formulate course modules and strategies to bridge the gap between academics and industry expectations. The Head – TPO, in consultation with the authorities concerned, shall decide on the need for engaging experts from industry, institutions of higher education, consultancies etc. from time to time.
- b) **Feedback of the Campus Recruitment Team:**
The TPO shall take feedback from the visiting campus hiring teams so as to keep an eye on students' performance, internal arrangements, amenities offered to the visiting team etc.