Central Training & Placement Department (CTPD)

Working Policy

The routine functioning of CTPD will be governed by this policy and will be reviewed on yearly basis.

Amrapali Group of Institutes
10/1/2013

AMRAPALI GROUP OF INSTITUTES

Policy No.: AGI 09   Date of Policy review and enforcement**:** 1ˢᵗ October, 2013

Central Training and Placement Department (CTPD) Working Policy

1. **Objective:**

The objective of the Centralised Training & Placement Department (CTPD) is to work with coordination of respective departments of group to help students in clarifying their career goals as well as acquire technical and generic skills and ultimately to make them job fit and convert desired employment opportunity into placement offer.

1.1   Vision

To create a niche environment for excellence in Training, Placement and Career Orientation and assist students in identifying, developing, evaluating and achieving their career goals.

1.2   An Overview:

Job fit' or 'Industry fit: Employable Products

In the era of Global competition, the employment market is becoming increasingly competitive for new diploma holders, graduates and post graduates as greater numbers of students are opting for professional programmes. Employers are looking for students who have more to offer than simply a degree or diploma. In the past years of industry institute interface, educational institutions have focused on a single measure of success - campus placements, while students have focused on a single measure of success - the pay they receive in their first job, and industry has also focused on a single measure of success – hiring the best student.

In AGI our institutes believe in producing professional engineers, management, computer application professionals and hotel management graduate/diploma holders, who will be enriched with globally accepted professional standards and will have the fundamentals that will make them a professional for life and not prepare him/her for just one industry or one organization or worse still only the first job. In view of the above, institutes of AGI intends to develop, create

and spread knowledge by just not becoming an employment exchange or a powerless link in the talent supply chain.

The Department of Training & Placement at AGI in coordination with respective Directors will be committed towards bridging the academic industry gap and seek the corporate sector cooperation in developing better engineers and managers to meet today and tomorrows' needs. It will be working hard in order to establish linkage between the industry and the institute and provide students all inputs which may help them to develop their overall personality.

At AGI, We will jointly provide the job fit professionals ready to take on the challenges in the real world, with confidence.

To build up awareness in the students, we have to encourage **interaction with the corporate** on a regular basis to identify their requirements in terms of skill sets in terms of Personality Development Programmes (PDP) with aims at identifying the strengths and weaknesses of the student and to develop their Soft skills, English speaking, General Aptitude, Technical skills etc. It further also would take the initiative to enhance the technical knowledge of the students with support from various external technical companies.

These companies provide hardcore technical knowledge in their relevant field which is of great help at the time of campus placements.

This formulated policy is to make sure that students pursuing Professional course end up with highly competent skills and employable young talent to produce high quality results in the cut throat competition. All students of AGI will be trained on the above mentioned skills under mandatory employability training programme as a part of their course curriculum.

2. **ROLE OF CTPD:**
   2.1 The role of the CTPD is of a facilitator and counselor for the placement related activities. CTPD does not guarantee a job but will guarantee opportunity for each student. Applying for a company or joining a company is entirely the responsibility / decision of the student concerned.

2.2 The objective of the CTPD is to provide one job opportunity for each student, where in, the facility is available to all the students registered with the CTPD through the policy 'ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE'.

3. **About Employability Training Programme (ETP):**

We believe in saying that "Success is falling 9 times and getting up the 10th time"

Now days, employers are looking for the talent pool that have more to offer rather than just a simple degree/diploma. In order to maintain quality delivery to our existing and new relationships with renowned companies, it is very important that we understand and appropriately match their needs with the quality of talent at AGI.

The ETP, therefore, will be conducted to cater to the needs of the students as well as the companies. Through this employability programme, we help enhancing the potential of the students; channelize it in the right direction, thereby, making them employable.

The salient features of this programme will include:

1. Corporate Etiquettes
2. Behavioral Skills
    - Team Spirit
    - Leadership
    - Time management
    - Decision making
    - Stress management
3. Public Speaking
4. Dressing & Body Language
    - Competency based interviews.
    - Guest lectures by corporate gurus on industry type and domain specific knowledge.
5. Technical Skills based on the requirements of corporate world.
6. General Aptitude as per specific programme requirement.

7. Skill certifications to differentiate students from crowd and to add on value as a product.

All students of AGI will be trained on above mentioned skills under mandatory employability training programme to be scheduled from 2nd semester onwards as a part of their Course curriculum. The students will have to enroll in the ETP programme and for the same a fee could be fixed on per semester basis after conducting a survey of needs in each programme.

Besides this Personality development training schedules will be must in each programme.

3.1 Industry Institute Interface (Triple I):

Effective interaction and communication between an academic Institution and Industry for the mutual benefit, is the need of the hour. This helps the students to learn in a healthy environment with vast industrial exposure and subsequently in placement of these young and talented graduating students (candidates) all around the globe.

The CTPD of AGI will launch an ambitious Triple "I" Programme (Industry-Institute Interface Programme) where:

3.1.1 It will focus on enhanced industry academia interaction, providing benefits to all three communities - Industry, Institute, Students.

3.1.2 It is suggested that the teaching methodology in various programmes should incorporate learning through extensive Industry Academia Interface along with various competitions and events, and special training programmes for making a graduate degree holder an employable product.

3.1.3 Following initiatives / activities are suggested to be practiced by difeernt Institutes of AGI rigorously under Triple "I" program –
- Guest Lectures
- Technical Training and Workshops
- Live Projects
- Industrial Visits
- Value Added Programmes (Subject Specific)
- Alumni Interface
- Vacation Internship Programme etc.

The aim of this initiative is to help bridge the gap between the Industry requirements and the skill set provided by the institution and to build a bright and prospective career for the students.

4. **Corporate Advisory Board:**

For any professional institution the interaction with academic and corporate world is of great importance. We, at AGI, believe that education and industry must have a reciprocal relationship in order to gain the most from each other. Therefore AGI will be constituted a Corporate Advisory Board (CAB) with members from corporate world. We together with corporate gurus will ensure that students have constant access and exposure to various aspects of the corporate world, facilitating theoretical knowledge into practical application. The Directors of respective programmes will also be part of it.

Corporate Advisory Board (Members): To be formulated soon

Key Objective of Corporate Advisory Board is:

- Reflect and work on sharpening the curriculum and training methodology according to the corporate need and requirements.
- Participate in our Employability Training Programmes, a process to sharpen the skill set available with us.
- Conducting faculty development projects with well designed timelines.
- Support in conducting various national and international seminars/conferences/ workshops by providing us their guidance/suggestions or participating jointly with departments.
- Advising us on new professional value added programmes and programmes as per the growing needs of the industry.
- Developing entrepreneurial abilities, by providing projects that engage students in "design to delivery solution" to improve the quality.
- Advising and helping us on better placements and internships of AGI talent pool

"The Test of a first rate Intelligence is the ability to hold two opposed ideas in the mind at same time, and still retain the ability to function"

5. **Responsibilities of Placement Managers and CTPD Head**:

The CTPD will ensure maximum placement and training opportunities for the various departments of AGI and will focus upon maximizing placement but it should be noted that making the students Job fit will the responsibility of the concerned Directors. The department will also develop an Institute Industry interface with coordination of respective directors as stated above. The specific responsibilities of his/her team will include the following:

5.1.1 To prepare and update Web enabled placement process for the department.

5.1.2 To ensure job and training related posting in the web pages.

5.1.3 To maintain the records of training and placements.

5.1.4 To develop a single end communication process through Tele Centre manager to have timely follow ups.

5.1.5 To inform and involve students in the placement and training process through departmental coordinators.

5.1.6 To develop leads for specific programme and prepare and maintain and update database for the same.

5.1.7 To invite prospective companies to campus for recruitment drive.

5.1.8 To register students for the jobs with prescribed qualifications.

5.1.9 To arrange for various facilities required on the date of interview in coordination with departmental coordinators.

5.1.10 To coordinate with Institute head to provide opportunities for training at industries.

5.1.11 To achieve maximum possible placements opportunities for students.

5.1.12 To coordinate with Institute head for periodic IQ/ General Aptitude/ Technical Aptitude/ Skill oriented tests.

5.1.13 To support Institute Head to arrange PDP for students through departments, although the same to be delivered by Institute expert team.

5.1.14 To support Institute Head for training of students for Aptitude development, Interview skill set, Group Discussions etc. through departmental team/coordinators.

5.1.15 Timely Notifications for placement drives and Internships.

5.1.16 To provide lead to Industrial visits to the departmental coordinators.

5.1.17 To prepare Brochures for departments and send to prospective companies by July of every year.

5.1.18 To correspond to prospective companies for interview date and schedule of events.

5.1.19 To receive the personnel and provide necessary inputs about the Institute and to co-ordinate with departmental coordinator through student representatives for smooth functioning at various locations (interview halls, written test halls, recreational arrangements etc)

5.1.20 To collect the appointment letters or correspond to get them as soon as the interview is over.

5.1.21 To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.

5.1.22 To identify a standby placement manager to take over the responsibilities during the absence of Placement Manager.

5.2 Responsibilities of Department Coordinators:

5.2.1 To ensure above 80% participation of eligible candidates in each interview. The Directors will be requested to ensure the same.

5.2.2 To assist in web based application process and ensuring the details are filled by students of department through their log in.

5.2.3 To collect bio-data with students having primary eligibility at the start of the 2nd and 7th semester and to verify their credentials with respect their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester are listed.

5.2.4 To identify three student representatives for the department who will actively participate in placement work on the day of activity.

5.2.5 To disseminate information of CTPD amongst the students.

5.2.6 To coordinate for placement activities within department.

5.2.7 To inform the students about the date and time of interview.

5.2.8 To be present at the time of interview on a date given along with the student representatives.

5.2.9 To have the control of students during CTPD activities.

5.2.10 To regulate students who have to be interviewed as per the order given by the employer.

5.2.11 To inform the date and time of campus interview / written test to the respective classes. The departmental coordinator should engage the class and ensure that maximum students attend the class on the date of campus interview.

5.3 Students Coordinators (Goal Busters):

"Empowering students, to become the leaders and guardians of tomorrow's world"

Goal Busters is a body of selected two student representatives from each programme who will be actively involved in coordination with Training & Placement department in all endeavor.

Basic objective of formulation of Students committee are:

➢ To develop a information platform among students pertaining to CTPD activities.
➢ Encouraging active involvement of student's members in all the initiatives and endeavor of the institute so as to discover their hidden potential.
➢ To coordinate with the students for the learning and professional development programmes.
➢ To unleash their skills like: Interactive skill, Team-work, Communication skills, Initiative, Flexibly, Ability to think on ones feet by providing them a common platform.

5.3.1 STRUCTURE

The members are directly responsible for organizing and coordinating many of the events:

Coordinators 2nd Semester:

Coordinators 3rd Semester:

Coordinators 4th Semester:

Coordinators 5th Semester:

Coordinators 6th Semester:

Coordinators 7th and 8th Semester:

5.3.2 Responsibilities of Department Students Representatives:

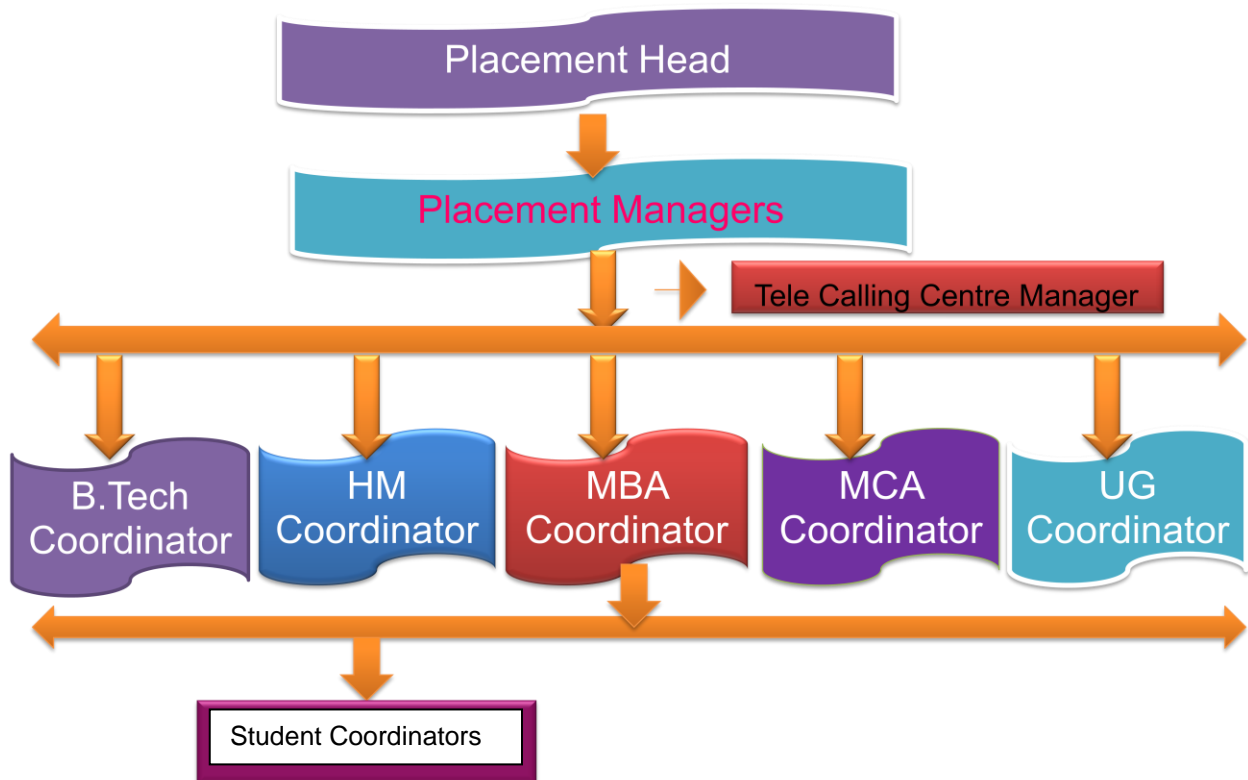5.3.2.1 To assist in web based enrollment of students

5.3.2.2 To assist the departmental coordinator to collect bio-data of students.

5.3.2.3 To obtain the information about possible visit from the placement manager and depending on the eligibility criteria asked by the organization, submit the bio- data of students to the placement officer.

5.3.2.4 To ensure that information is provided to the students about the date and time of interview.

5.3.2.5 To collect from the departmental coordinator the list of selected students and inform the students individually.

6 Structure of CTPD:

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                    Placement Head
                          │
                          ▼
                  Placement Managers
                          │
                          ├──────────▶ Tele Calling Centre Manager
         ┌────────┬───────┼────────┬────────┐
         ▼        ▼        ▼        ▼        ▼
      B.Tech      HM      MBA      MCA       UG
    Coordinator Coordinator Coordinator Coordinator Coordinator
                          │
                          ▼
                  Student Coordinators
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7   Placement Policy:

Campus recruitment programme conducted by the institute will be a very vital activity for the students aspiring for appropriate placement in various organizations. With a view to be fair, equitable and transparent, the CTPD has formulated an appropriate placement policy which is to be implemented and adhered by all the students at AGI, Haldwani and will be in force till its review at a future date.

The placement policy will be applicable to all the students registered for 2011-2012 campus placements of AGI, Haldwani and is to be followed during the entire duration of Placement Session.

7.1   ELIGIBILTY CRITERIA:

All the students expected to graduate from the institute in the year 2013-14 shall be eligible to participate in the placement activities 2013-2014. Students graduated in 2013, if not placed, will also be eligible to participate. Their participation is subjected to their registration with the CTPD.

7.3.2 The job postings along with the eligibility criteria will be displayed on the institute website www.amrapali.ac.in/placement , T & P Notice Board and also be forwarded to the students via SMS and emails.

7.3.3 The students who have minimum attendance of 70% in both theory and practical in every semester are eligible to sit in the campus interviews. Students below the 70% attendance need to take necessary approvals from Director of the Institute but any student below 50% attendance will not be eligible for registration with CTPD in any case. Similarly, attendance in PDP & Employability Training programmes organized by Training & Placement Department should also be 70%. Any failure towards the same will require approval from Management & CTPD.

7.3.4 All HOD's are required to provide the semester wise attendance to the CTPD after every semester. CTPD is to maintain attendance records and put students for Campus interviews accordingly.

7.4 PROCESS & REGULATIONS

7.4.2 Students have to register him/herself at the CTPD trough placement portal of the Institute, submitting relevant documents / requirements for the process.

7.4.3 The students have to enroll for additional training programme which is need of the hour and will be paying separate fee for the same. The same will be notified as per need.

7.4.4 The students should submit their latest CV in the institute web log in and to the respective programme coordinators in the hard copy. The Resume file should be in Ms-word (.doc) format, and the file name should contain their branch, batch (year of passing) and name eg. CS2014_ankit_joshi.doc. No other format will be accepted. In case of technical issues the file format and name can only be changed by CTPD tech support coordinator.

7.4.5 Companies confirming for recruitment at the campus will be categorized into Category A, B & Category C. This categorization will be done by the placement office on the basis of various details provided by the company through 'CAMPUS PLACEMENT - RESPONSE FORM' (such as package details, job profile, number of branches, number of students etc.

7.4.6 Student must meet the eligibility criteria laid down by the company. Job postings along with the eligibility criteria's will be displayed on the institute website and notice board for each placement interview.

7.4.7 Student eligible for any placement drive will have to give his / her consent before attending the same, to the concerned coordinator or at the CTPD. Failing which the candidate will be marked absent for the said drive.

7.4.8 Student needs to collect the Enrollment ID Number from the CTPD (if applicable), one days in advance from the day of activity. No candidate will be allowed to attend the selection process without the ID Number.

7.4.9 While attending the Placement Drive process, students have to strictly adhere by the following :

> ➢ Punctuality: The students should adhere by timelines & maintain punctuality for all placement drives.

> ➢ Grooming: Male students should maintain neatly combed hairs and proper shaved face. Female students should have properly maintained hairs with very less makeup.

> ➢ Dress Code: Male - Strictly neatly maintained formals, with necktie and neatly polished black shoes.

> ➤ Dress Code: Female - Strictly formals, with neatly polished black shoes or any other dress code decided by CTPD team for the Interview.
>
> ➤ Resume: Format as approved by the CTPD along with a professional photograph.
>
> ➤ Enrollment ID: As applicable
>
> ➤ Documents: Photostat copies of all relevant documents properly filed and carried for interview; originals if asked for should also be filed.

7.4.10 Students must keep their Identity Cards with them at the time of PPT / Aptitude Tests / Group Discussions / Personal Interviews and produce the same when demanded by the visiting team or CTPD staff or their representatives.

7.4.11 There is no restriction on applying / appearing in interviews, until the first job is secured. A student will be considered to have secured a job, if his / her name appears in the selection list of the successful candidates declared after the process by the company through CTPD or an appointment letter is received in CTPD.

7.4.12 A student can procure only one job in each category and is barred to apply further in the category implied. The further permission can be granted by the approval of CTPD Head.

7.4.13 A student procuring job in 'Category B or C' is entitled to apply for 'Category B or A' company, from the point of up-gradation, wherein a student procuring a job in 'Category A' company cannot apply for any other category.

7.4.14 If the student gets offers from more than one company (different categories) then he / she must inform the CTPD about the job offer he/she wishes to accept, within the stipulated time period as declared by the CTPD or the Company. If the student fails to do so, it would be assumed that the offer has been accepted by him / her.

7.4.15 A job would be considered to be rejected only if the concerned student informs about the rejection to the CTPD in person along with a regret letter towards the same.

7.4.16 Up-gradation from 'Category C/B' company to 'Category B/A' company does not result in rejecting the previous offer.

7.4.17 If the student decides to participate in the placement process of a company, he / she cannot forgo it in between. In such cases, would be considered that he / she have rejected the offer.

7.4.18 A student can reject only one Job Offer but has to do so with proper justification.

7.4.19 Once the student has been shortlisted by a company for placement process, he/ she is NOT allowed to contact the members of the team visiting the campus for placement purpose, without prior permission of the CTPD.

7.4.20 Students selected by an organization and offered appointment may get an additional chance subject to all eligible students have been placed and appointments are still available.

7.4.21 For students involve in disciplinary cases, the institute management has the discretion to stop them from appearing in any Campus Selection Process.

7.4.22 Students are requested to forward contacts they have to coordinators, if any, in the different companies so that the CTPD may formally invite these companies for placements. List of Coordinators for the placement activities 2011-2012 will be displayed along with the contact numbers, soon.

7.4.23 Students will have to undergo the Industrial Training (IT)or On The Job Training (OJT) in the organization for which he is issued an NOC, in case due to some genuine reason they have to go for leave for such cases he/she has to take permission from Training or HR Manager and Inform the Coordinator CTPD/ T&P AIHM in written prior to leaving the destination.

7.4.24 In case of students failing to report for any such Training schedule without prior approval from T&P Cell/ CTPD, they will be barred from training in that year and they won't be evaluated and marked absent in training.

7.4.25 Any student going for on the OJT after seeking NOC from Institute if fails to report in the organization for which NOC is issued or leaves them in between without consent of HR Manager and Coordinator CTPD will be marked absent for Field Project work and will not be assessed for GP marks.

7.4.26 In case a student is found involved in any form/type/kind of misconduct during any type of Training will be dealt according to punishment clause of point 7.2.24 and 7.2.25.

8 Students are therefore urged to work towards placement preparations, in earnest right from the 2nd semester onwards and acquire skills required during placement interviews through programmes offered by institute or arranged in institute campus through outsourcing.

9   All the members of AGI and CTPD along with registered students should also acknowledge that CTPD is a support department and will try to provide maximum support for training and placement activities within AGI, but can't guarantee authenticity of any company involved in the process. The CTPD will be verifying the MCA (Ministry of Corporate Affairs) registration and Domain registration of company but still that can't be a fool proof process. ***It would be responsibility of registered students or any students selected with any organization to verify the authenticity of that organization before joining through their own sources.*** It is clearly stated that ***neither the AGI Management nor the CTPD will hold responsibility of any kind if any drive or company/organization involved in process of recruitment or training is not genuine or found fake or they rule out selection of any candidate.***

10   The policy is subject to change at a later stage at the discretion of the CTPD. The changes made, if any, at a later stage will be notified to all concerned.

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