

PLACEMENT CELL

TAP CELL INSTRUCTIONS MANUAL 2024 – 2025

Purpose

The purpose of the placement policy is to define the overall structure & processes of the Placement Cell, and to structure the roles & responsibilities of the teams working on this process of placement cell. The transition from university to professional life is a milestone! Our Student's imminent graduation and the search for first "real" job mark the beginning of a new and a significant stage in life. The goal of search should be to find a situation that supports your onward progress in life, and where Student's feel appreciated and comfortable - in short, a job that will find satisfying in all respects. ITM University's Placement Office is fully equipped to render all the necessary assistance for students to make their job search meaningful. By connecting to external organizations, the Placement Office endeavors to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. The following policy framework governs the student's involvement in the various aspects of the placement processes.

The policy will ensure that

- All eligible students will get On and Off Campus Placement.
- Deserving candidates can have the opportunity to start their career with their preferred company/PP opportunity in the company where they did summer project.
- To maintain the quality standards of the jobs offered.
- To ensure that the whole team works according to the defined processes to achieve the common objective.

Scope

This policy relates to all Discipline – School of Engineering & Technology, School of Computer Applications, School of Management, School of Agriculture, School of Pharmacy, School of Life Sciences, School of Journalism And Mass Communications, School of Law, School of Nursing, School of Physical Educations, School of Art & Designing, School of Education & School of Architecture which is a part of any program conducted by the University and for which-

- Students will be assessed.
- Completion is required for an award of the diploma or degree from Institute/ respective University only.
- Campus recruitment is meant only for the eligible Students of Final year

1. Eligibility for appearing in campus placements

1.1 All Students who expect to complete graduation/post-graduation & diploma from ITM University, Gwalior by the end of the academic year **2025** & seeking employment are eligible for placement.

1.2 Only those students will be considered for the placements who have registered with TAP cell.

1.3 Students not fulfilling the following criteria are not eligible to participate in the Placement drives:

- a) Nonpayment of fee or any other dues
- b) Non completion of Summer Internship Program
- c) Attendance below 75%
- d) Poor feedback from Trainer/Staff/Faculty
- e) Non Participation in any TAP Activities which includes (Training, Expert talks, seminar, webinar)

1.4 Students having 02 or more backlogs are not eligible for placements. In case of 01 backlog students will have to clear the backlog by the end of Academic Year **2025**.

1.5 Students who wish to appear in Campus Placements, have to maintain 75% attendance in all the TAP cell activities failing which their participation in Placement Drives would be cancelled.

1.6 Students will be prohibited from being a part of Placement Drives by the placement cell- if they are involved in any in-disciplinary activity at any stage of the campus recruitment.

1.7 Students will be prohibited from all placement activities for the entire session, in case they miss out 3 campus placement drives consecutively without any prior information TAP cell officials

1.8 Once a student is selected and informed about the same, his/her name will be removed from the placement list and he/she will not be eligible to appear for further campus interviews.

1.9 Student's eligibility will be finalized on fulfilling the eligibility criteria of the Company.

An Overview about Drives:

Day one companies:

Company with reputation, major/Mass recruiter and having continuous association with ITM are designated to be Day One companies.

Day zero companies:

Core Companies which offer CTC double of Day One companies are designated as Day Zero Companies.

Further opportunities for already placed students

All students, irrespective of their current placement status, are eligible to apply for dream status companies or companies offering positions in their core area/discipline, or those providing a salary package double their existing one. The institute will determine the dream status companies based on the company's reputation and credibility. Additionally, students from core branches will be granted an extra opportunity to secure a job in their core domain. For example, if a Mechanical student is placed in a non-technical role, they will still be permitted to apply for positions in their core companies until they receive a final job offer from a core company.

2. Rules and Regulations for Recruitment drive**(A) Before the campus drive**

- Pre-registration for every campus drive is mandatory for all the students without the pre registrations, department will not entertain the student for that campus as well as for the next two campuses.
- Students are required to report in the institution half an hour before the recruitment drive and for Virtual mode students are required to be ready at least 15 minutes prior the drive.
- If a student is unable to appear in the drive, he/she need to intimate the department prior to campus drive with valid reason. S
- Students are advised to go through the JD (roles, responsibilities etc) carefully before appearing for the drive

(B) During the campus drive

- Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the Institute's Code of Conduct;
- Maintain an appropriate level of confidentiality regarding any placement information if advised by placement cell
- Students are strictly advised to be present at the placement venue/on call, throughout the campus drive activity. If the student leaves the venue without permission, then he / she will be debarred from campus.

(C) After the campus drive

- The department will keep the students updated with the names of selected students and any necessary information through notice board or by email
- Once a student is selected by a visiting company, he/she must join the organization compulsorily. The Institute will take disciplinary action if you do not follow the same.

3. Disciplinary policies

- **Absenteeism rules and policy:**
- **If a student abstains from any part of the campus selection process i.e. PPT, tests, GD, interview etc, following panel action would be applied:**
 - **Absence of first time – debarred for next two campus**
 - **Absence of second time – debarred for next five campus**
 - **Absence of third time – Debarred from on-campus placement**
- **After the panel action student have to obtain permission from director of the department/TAP cell to get re-registered with the TAP Cell for upcoming campus process. The whole should be done at least two days prior to the next eligible campus drive.**
- **Strict actions (Debarred from the Placement activities) will be taken against the students who will not join the organization after receiving the offer letter(TAP cell floats each and every information related to every single drive with all the eligible student such as JD, Salary, Location etc, with all such information we do not expect any student to turn down the offer)**

4. General Instructions

The students will:

- Carry their Institute student ID at all times and wear identification and/or uniforms as directed;
- Adhere to all by-laws, rules, regulations, policies and procedures of the TAP Cell including any dress codes
- Keep a record of organizations and positions for which you have applied.
- Keep notes on the job details announced. These are useful at the time of interview.

- Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- Study the website of the company & its competitors before every campus drive.
- Students shall not negotiate with the employer about salary and terms different from what is announced earlier at the time of interview unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and come in Uniform only.
- Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The T&P shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.
- The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the Institute/University, negotiations other than those purported under the due process, will be seriously viewed.
- Students must observe and comply with all rules of conduct set forth by the cell TAP.
- Students should observe decorum when answering interview questions. They should refrain from making any kind of derogatory remarks about others.
- The things you should carry for an interview are -
 1. A notepad to take notes or jot down information.
 2. It is advisable to use portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph.
 3. A good pen or pencil
 4. At least one copy of your resume and list of your references
- Sometimes organizations, at the time of their campus interviews, may inform the TAP cell that they are interested in screening more candidates. Then the TAP will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- The student should inform TAP cell if they have earlier applied for the same company on their own.

- The students are free to apply for companies offering jobs in their opted specialization through TAP cell.
- The students must update their mobile numbers email IDs and addresses in Placements, academics, admissions, examination etc. in order to get timely and appropriate communication. The students have to register for each company separately.

5. Offer Letter

- Eligible students are permitted to receive a maximum of one job offer from the Institute but in addition to this the students can also apply for their dream job specifically in their preferred Industry. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- All placed students may be allowed to appear in campus selection process again on completion of campus selection of 75% students. The organization who is offering two time higher salary then the student's current salary/ or any organization coming with the core profile, will only be allowed to appear in campus selection process again.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
- They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the TAP cell only.
- If the student is accepting any offer letter after the joining in the organization, then student is advised to inform the department as soon as possible otherwise he or she would be considered as placed till the last date of working in previous organization.
- If a company does not announce its final selection list on the same day it visits campus, students may audition at other companies visited on subsequent days until they are finally

selected. However, if a student has already been selected by a company that came the following day and the company that delayed its decision also make him/her an offer, the student can choose between them.

- In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose either of the company.

6. Off Campus Recruitment selection

6.1. The students must make their own arrangements such as transport, food etc. for attending off campus Interviews.

6.2. If the student will opt self-placement through own source then there are following points or instructions to be considered:

- A. Student will inform Training and Placement Cell before going on interview
- B. Once the student gets selected in the organization then the offer letter should be submitted to the placement after obtaining the permission from Director and a copy of the permission letter signed by the director should be submitted to the mentor also.

7. Rules regarding withdrawal from Campus Selection

- If the student is not willing to take any placement, then they need to intimate to the TAP cell in prescribed format which is enclosed with this manual.
- The student needs to explain the reason for opting out of the placement process to the Head of the Department with the consent of his/ her parent.
- Once the student submits the application for campus withdrawal after that, he/she will not be allowed to participate in any on/off campus placement process or through self efforts.

8. Joining in the organizations

- As soon as the students get the offer letter they are supposed to submit a copy of same to the TAP Cell.
- An application in the prescribed format need to be submits in TAP Cell and to the mentor after opting permission from Head of the Department regarding Joining in the same organization.

- Without a proper submission of permission letter students will not be considered as placed.

9. Procedure for leaving a job

- The department will not provide any assistance to the students who leave their job without following proper exit process of the companies.
- If the student is found to be guilty in the above respect the Institution will debar the student from any further placement activity.
- The placed students need to complete minimum tenure of 90 days with the placed company before leaving the job. If the student leaves the organization prior to that tenure, student's attendance will not be considered for the same tenure.

10. Selection of job profile/ job location

The department will consider the student's preference for the job location as mentioned in registration form. No other choices regarding the location will be entertained by the institute.