

**Alva's Institute of Engineering & Technology,
Moodbidri**



POLICY ON TRAINING & PLACEMENT

VERSION 1.2

June 2018

Change history:

Sl. No.	Date	Section No.	Change Description	Reason for Change	Section Revision No.	Current Document Version No.
1	14 Jun 2013	-	-	-	--	1.0
2	18 Jun 2015	6.2	Placement Lead is add	To coordinate and maintain relation with companies	1.0	1.1
3.	11 Jun 2018	6.3	Training Coordinator	To handle the placement related training	1.1	1.2

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POLICY ON TRAINING & PLACEMENT

1. PURPOSE:

Training and Placement Cell provides career related support by training students on employability skills and help them to get placed in Industries/ Organizations through on-campus, off-campus and pool-drives.

2. DEFINITIONS:

“T&P Cell” means Training and Placement Cell.

“TPH” means Training and Placement Head.

“PL” means Placement Leads.

“TC” means Training coordinator.

“MoU” means Memorandum of Understanding, with the various organizations.

“Students” means UG & PG student of AIET.

“Employer” means an organization providing employment

3. SCOPE

T & P Cell conducts soft skills & personality development programs, workshops on interview facing techniques, facilitating students with internships, projects etc., thereby shaping them technically competent. Further develop MoU with industry to strengthen industry-institute interaction. T & P Cell build and maintain relationship with Employers. In coordination with department heads, T & P cell initiates placement drive related activities.

4. OBJECTIVES:

- a. To facilitate students to enhance employability skills.
- b. To design training modules and execute them.
- c. To plan and execute placement drives (On-campus, off-campus, Pool-campus drives).
- d. To ensure the right amount of skilled students gets placed in an equitable organization.

5. OPERATIONS

The Training and Placement cell of the institute is headed by the TPH, assisted by PL of various departments of the institute and are driven by following guidelines to ensure effectiveness,

- 5.1 Design training modules, arrange internships, executing training Programs to students in coordination with academic departments.
- 5.2 Conduct TPC connect program and initiate the registration process for students willing to take part in placement activities and/or interested in higher studies and/or to be an Entrepreneur.
- 5.3 Update the student database every year for segregation of profiles and map to suitable industry requirements for the placement process.
- 5.4 Arrange for orientation/training programs for students willing to go for higher studies/entrepreneurship.
- 5.5 Develop a strong and effective network between Industries – College – Academic Departments - Students for updating current mutual needs (employability, internships, consultancy, problem solving, projects etc.).
- 5.6 Arrange on-campus, off-campus, pool drives and mass drive (Alva's Pragati) for students.
- 5.7 Establish MoU with industries to strengthen the mutual cooperation viz. employability, internships, consultancy, problem solving, projects etc.
- 5.8 Publish the documented statistics on performance of T&P cell periodically.

6. ROLES & RESPONSIBILITIES:

6.1 Training and Placement Head (TPH):

- a. To have close liaison with industry for placement of students.
- b. With Industry-Institute Interaction organize professional talks.
- c. Arrange training programs for soft skills and for interview facing skills for the students using institutional and external expertise.
- d. Report to Managing Trustee of AIET for confirmation on companies visiting campus for hiring and discussion on financial approvals.
- e. Co-ordinate with Principals of various institutes, HODs, Placement Leads, Placement Coordinators and college officials for execution of pool-campus drives for permitted companies.

- f. Address the students on changing industry trends on technology and hiring process regularly.
- g. To collect feedback from the Employer visiting campus for placement drive.
- h. Collect reports from Placement Leads in regular intervals about company follow-up and report the same to Principal & Managing Trustee.

6.2 Placement Lead (PL):

- a. To have close liaison with industry for placement of students.
- b. With Industry-Institute Interaction organize professional talks.
- c. Understand industry requirements in terms of technology and other related information and update it to TPH and to the students alike.
- d. Report to TPH for confirmation on companies visiting campus for hiring.
- e. Address the students on changing industry trends on technology and hiring regularly.
- f. Assist TPH in placement drives hosted by AIET.

6.3 Training Coordinator (TC):

- a. As per the need from the academic departments/TPC, the TC will plan and execute the training activities.
- b. Monitor student attendance during the training.
- c. Help trainer with all the required facilities.

7. Types of Placements:

7.1 On Campus drive:

Students get an opportunity to get employed before they complete their degree by attending the campus drive organized by TPC at the Institute.

- a. TPC identifies and invites company with good profile, offering handsome package for a fresher.
- b. Get the job description from company and convey it to students.
- c. Eligible students are informed about the placement drive.
- d. TPC facilitates Pre-placement training/orientation as per the requirement of the company.
- e. On the day of the drive, selection process will start with pre-placement talk followed by other selection rounds defined by the respective company.

7.2 Off Campus drive:

Based on the company requirement the pursuing/graduated students of AIET are routed to company premises for interview.

- a. TPC gets the notification from the company about off campus drive and is conveyed to eligible students

7.3 Pool Campus drive:

AIET students are given an opportunity to attend the placement drives hosted by nearby institutions with prior consent from the Principal/TPC of that institute.

- a. Colleges in Mangalore region have agreed upon association for conducting pool campuses by combining two or more colleges, based on company requirement.
- b. Pool campus can happen in any of the college in Mangalore region. If pool campus happens in AIET campus, the process of on campus drive will be followed.

7.4 Mass Drive – “Alva’s Pragati”

Alva’s Pragati - Mega Job drive to be hosted every year by AEF in association with AIET. It is a venture of AEF to build a strong platform that works to reach the employers on one end and to map, fine tune the aspirations of candidates on the other, with an intention to match them and hence generate employment opportunities. Alva’s Pragati has to create employment opportunities for the youth across various disciplines and streams including arts, commerce, science, engineering, management, sports, fine arts and Para-medical sciences. This drive is open to AEF and Non-AEF students. This drive is intend to conduct for the social cause and to provide the platform for the students of rural areas for placements.



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STANDARD OPERATING PROCEDURE OF TRAINING & PLACEMENT CELL

The Training and Placement Cell shall;

- a. Plan and conduct the training related to placement activities viz., soft skills, aptitude.
- b. Organize TPH connect program for fifth semester for UG student and third semester of PG students.
- c. After TPH connect program, initiate registration process for the students willing to participate in placement drives.
- d. Invite prospective organizations/industries in the months of July-August of every academic year to participate in the placement drive as an Employer.
- e. Consolidate and scrutinize the organizations showing interest to participate in campus drives through email, phone or any other means.
- f. Prioritize the Employers based on the package offered for slot allotment.
- g. Prepare student database as per the placement requirements and communicate the same to companies.
- h. Schedule the placement drive based on convenient date.
- i. Communicate the mode of interview to students viz., physical, telephonic, video conferencing or pool/off-campus.
- j. Arrange for pre-placement talk by the employer, interview process, and announcement of shortlisted/selected list to the students and departments on the spot or through electronic media.
- k. Look after the hospitality of employers.

2. Guidelines for the Students:

- a. Students interested for placement drives should register to TPC in order to take part in any placement drive hosted by AIET.
- b. Student should provide valid data about curricular, co-curricular and extra-curricular activities.
- c. For any inconsistent data, student will be held responsible.

- d. Students planning for higher studies/entrepreneurship should provide the prior intimation to TPC during the registration.
- e. Only the students who fit into the criteria of particular company will be allowed to appear for the recruitment process of that company.
- f. Students can choose organization/company to which they want to appear for the campus interview. Students should exercise it carefully.
- g. A student, who fits in the company criteria, has to express his/her willingness to participate in that campus drive by registering his/her name through the google form. After expressing his/her willingness to participate in the drive and not present on the day of recruitment without prior permission of the authority, he/she will not be allowed to appear for any campus recruitment process thereafter.
- h. Students must be in formal dress on the day of campus interview.
- i. Students who avoid for attending further rounds after getting selected in the initial rounds of any company, will no more be allowed to appear for any forthcoming campus recruitment process of any other company.
- j. Student providing false information/cheating/copying in the written test or online test during selection process of any company will not be allowed to appear for recruitment process of any other company.
- k. The students once selected through campus, he/she will not be allowed to appear for the further placement activities. However he/she will be given a one more opportunity to get placed if the package difference is more than Rupees three lakhs per annum (or as decided by the authorities, time to time).
- l. The students are expected to take the benefit of various training programs conducted by their respective departments or by Training and Placement Department to get prepared for the campus drive. This type of training programs will definitely help in building their confidence for attending the recruitment process.
- m. On the day of the Interview:
 - Students are expected to come prepared for the interview as per the given schedule assuming that the process will last till the evening
 - Students must follow the instructions strictly
 - Always carry following things when you attend any campus drive: College ID Card, Resume hard copy and soft copy, Passport size photo, original copies of the academic

record from 10th onwards, any other certificate of special achievements. At least one set of attested photocopy of mark sheets and certificates. Any necessary stationery to be arranged by students only.

- n. Further, students are advised to confirm the email IDs and contact numbers given to placement cell are valid at the end of their final year. Because the students database is usually being shared with the companies even after their final year for the requirement of GETs/Apprentice Engineers required by different industries. After sharing the data, concerned companies may contact the shortlisted students directly.



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