



# POLICIES ON TRAINING AND PLACEMENT

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## CHANGE HISTORY

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1	01-Aug-2023					1.0
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Prepared By	Reviewed By	Approved By
Prof. Raj Kiran Shetty		GC Members
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# POLICIES ON TRAINING AND PLACEMENT

## PURPOSE

This document documents the existing systems and procedures/ processes at Yenepoya Institute of Technology , Moodabidri, Mangalore, for assisting the students to find placement in the industry at the end of the engineering bachelor degree course of Visvesvaraya Technological University.

We intend to help the students, whenever possible, to get concurrent assignments / internships, provided it does not interfere with their regular academic obligations like attendance etc.

Continuous efforts are made to improve the Industry – Institute interaction. Understanding the industry expectations and sharing it with staff and students is expected to help improve employability of YIT students.

The document also lists the Standard Operating Procedures /processes to be followed by the Placement team and all the stakeholders in the Placement Process.

## SCOPE

The Department of Training and Placement organizes professional development programmes like technical training in C++ and Java, mock interviews, group discussions, aptitude and verbal training, resume building, and personality development programmes covering communication skills, presentation skills, career planning, etc. regularly to enable students to acquire the necessary traits to become employable. In coordination with HODs and TPCs, the department initiates placement drive related activities.

## DEFINITIONS

“*TPO*” means Training and Placement Co-coordinator(different branches)

“*HOD*” means Head of the Department( different branches)

“*TPC*” means Training and Placement Co-coordinator(different branches)

“*Students*” means Engineering students of YIT

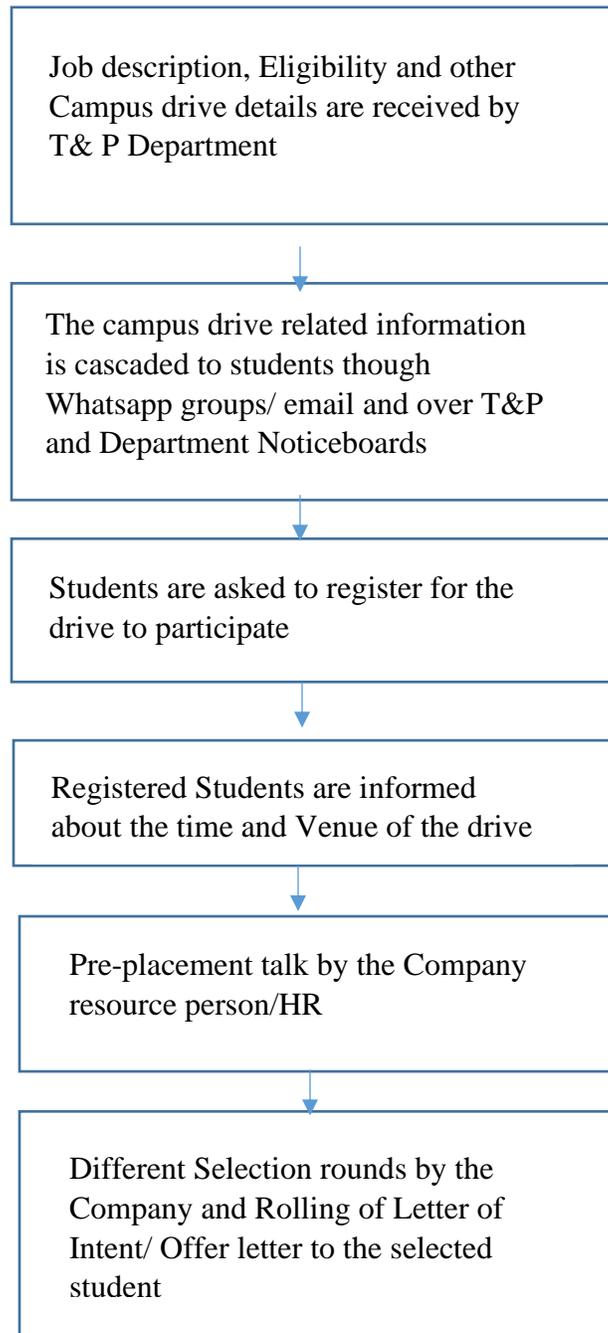
“*Employer*” means an organization providing employment

## OBJECTIVES

- To facilitate Placements (and if possible internships) for all interested students by liaising with the recruiters and YIT alumni with a view towards achieving maximum placements.

- Equipping of students with practical knowledge and skills required for getting selected by companies through campus recruitment.
- Arranging interviews for eligible students of pre-final year and final year, as and when required by various companies.

## **PLACEMENT PROCESS**



## OPERATIONS AND GUIDELINES

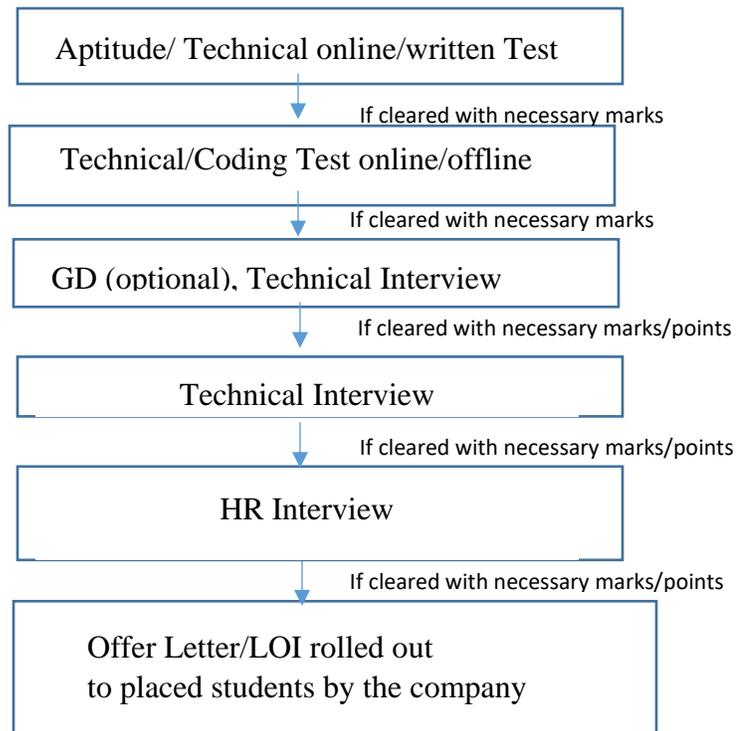
### ***ELIGIBILITY AND REGISTRATION FOR PLACEMENT:***

- Campus Placement is meant for the final/pre-final year students in BE. All the students seeking placement should register for the campus placements with the Training and Placement Department. Only registered students are eligible to participate in the placement activities.
- Student can participate in the placement process of a company subject to the following conditions if he/she meets the requirements/eligibility criteria specified by the company and by the YIT placement policy
- All the students are expected to fulfill the attendance criteria of all the training programs conducted from 3rd semester onwards. Those students who do not fulfill these criteria will not be allowed to avail special privileges during placements, such as the privilege of availing a second offer either through the dream-job option or core-company option, etc.

### ***REGISTRATION FOR SPECIFIC DRIVES:***

- It is Mandatory for the students to register in T& P Department for the specific company placement drive.
- It is responsibility of the students to check announcements/notices/updated information displayed in the notice board of Training and Placement office/Department notice boards and Information passed over Placement Whatsapp groups
- Students are advised go through the company website and register only if interested.
- Interested students should register on or before the date specified by the T& P department. Late registration will not be accepted.

### ***CAMPUS RECRUITMENT DRIVE PROCESS & DISCIPLINE:***



## **GENERAL GUIDELINES – PLACEMENT PROCESS( contd...)**

- Students are expected to be in time for the placement process as per the announcements.
- Attendance in PPT (Pre Placement Talk) is mandatory after registration, to be eligible for further placement process.
- Students are allowed to quit if so desired only after the PPT, provided student give sufficient reason as to how the information given during PPT made them change their mind.
- Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between then he/she will not be allowed to appear in any other future placement event.
- Late comers for Aptitude/GD/Interview may not be allowed to appear for the selection process.
- Any kind of misbehavior/complaints reported by the company officials will be taken seriously & if proven the student will be debarred from future campus placements.
- Students must be formally dressed whenever they participate in placement activities. This Department reserves the right to refuse permission to a student to attend the selection process, if their attire/appearance is unsatisfactory.
- Students must bring their identity cards with them whenever they go through a placement process.
- The management decision would be final with regards to providing transport facility. Students have to accept the decision of the head of the institution/Management.

## **JOB OFFERS**

- Once a student is selected/ made an offer in a core company, he/she is out of further campus placement drives. However he will be allowed to attend dream offer drive( 4.5 lakhs and above) and if gets the offer he won't be allowed for any other campus placements arranged by the college.
- If a student has been recruited by a non-core company, the concerned student will be allowed to appear for only for core company drives till he gets another offer. However he will not be allowed for any non- core stream company. Once he gets the second offer he will not be allowed to attend other campus placements arranged by the college.
- If a student receives more than one offer owing to delay in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.
- If results are declared on the same day, the student may choose from the offers in hand and inform training and placement department his/her choice, within 24 hours of announcements of results.
- Offers received from the companies must be collected as per the timings in circular/notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
- In case offers are received directly by the student from the company, the same must be intimated to the placement office within three days of receipt.

## **JOINING STATUS**

- Offered students cannot reject the core company offer made by the company. In case, students decide not to join the company due to valid reason, they should inform the company in

writing/email. They are also required to submit a copy of that letter/email to the T&P Department

- For all matters not covered by the above policy, the placement office will use its discretion to take appropriate decisions.

## **CAMPUS RECRUITMENT TRAINING**

We have tie up with different vendors who provide Campus Recruitment training- Aptitude, Verbal and Technical and Company specific as and when need arises.

In general we provide CRT to our students in the starting semester of third year and final year of all branches of Engineering.

## **JOB LEADS TO STUDENTS EVEN AFTER PASSING OUT**

Job leads are provided to previous batch students through social media

## **JOB REPONSIBILITIES**

### ***Training and Placement Officer***

- Building and maintaining strong relationships with various industries, companies, and employers to create a robust network of job opportunities for students.
- Planning and executing on-campus and off-campus placement drives, inviting companies to recruit students
- Planning and executing campus recruitment training to students
- Assisting students in creating effective resumes and conducting mock interviews to enhance their interview skills.
- Regularly updating job vacancies and opportunities announcements/notices/updated information on notice boards/Placement groups to keep students informed about available positions.
- Keeping abreast of the latest industry trends, job market demands, and employer expectations to guide students accordingly.
- Collecting feedback from both students and employers to continually improve the placement process and meet the changing needs of the job market.

- Ensuring that placement policies and procedures are followed, adhering to ethical standards and maintaining transparency in the placement process.
- Nurturing relationships with recruiters and employers to encourage repeat campus visits and foster long-term partnerships.

***Training and Placement Co-ordinator***

- Providing assistance during on-campus and off-campus placement drives and maintaining attendance
- Regularly updating the various placement related information to their branch students
- Providing assistance during Campus recruitment training activities and maintaining attendance.