Dr. Ambedkar Memorial Institute of IT & Management Science (DAMITS)
PLACEMENT DIVISION

PLACEMENT POLICY

Code of Conduct:

1. Training & Placement Student coordinators only hold the sole right to deal with Training & Placement matters (Internal or External).

2. Only with the special permission of the Training & Placement officer any other student may deal with Training & Placement matters.

3. All post job-offer communication between student and company should be channelized through the placement cell.

4. Students must attend all the training programs conducted by the institute

5. Direct communications with the company officials is not allowed.

6. It is mandatory for the students to register in the company to participate in the placement process of the company.

7. Attendance in PPT is mandatory after registration, to be eligible for further placement process.

8. Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.

9. Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus Placements/Blacklisted.

General Rules:

1. All the students eligible for placements shall register with the Training & Placement Office (TPO) at the end of the 4th semester as per the profroma provide by T & P Department.

2. All students are responsible to stay in constant touch with Training & Placement Coordinators for details and updates regarding Placement Matters.

3. It is mandatory for all black dotted students to participate in all the on-campus placement drives.

4. Any Black Dotted student if fails to participate in any on-campus placement recruitment drive will be **blacklisted** from the Training & Placement Cell.

Black Dotted:

A candidate is Black-Dotted if he/she remains unselected and willingly decides not to participate in any off/on-campus Placement Drive.

Blacklisted:

A candidate is blacklisted if:

1. The candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the Pre placement talk (PPT).

2. Any kind of misbehaviour/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.

3. The candidate is already Black dotted if he/she fails to participate in any on-campus placement recruitment drive.

Placement Guidelines:

1. The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. T&P does not guarantee a job.

2. The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs.

3. Any student against whom show cause notice/warning letter have been issued; will not be allowed to appear in campus Recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties & wardens to the faculty In-Charge Training & Placement for further consideration.

4. Any negative remark in this regard made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process. Besides, Any student against whom more than one warning letter is issued will not be allowed to appear in campus interview.

5. If a student is placed in any of the P.S.U's, then the placement is over for him/her.

6. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.

Placement General Procedure

Placement Portal:¬ It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available through their e-mail or DAMITS Portal or directly from placement department.
Placement Process¬ All companies generally follow the following placement process
a. Presentation about the Company & Job Profile (PPT)
b. Written Exam (Aptitude / Technical Test)
c. Group Discussion (10 to 12 Students)
d. Technical Interview (One to One)
e. HR Interview
f. Verification of Documents
g. Any other as per the company request

Pre Placement Talk¬ It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments wherever they stand eligible. Students will be given a choice to back out after the Presentation (PPT) of the company if they do not understand/ like the profile offered. No student will be allowed to back out from the company recruitment process after clearing the 1st round (i.e Written test). If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

Eligibility¬ All students need to ensure that they are meeting the eligibility criteria of the company as mentioned on the placement portal. All mark sheets are checked at the time of joining and if company founds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and you name will be blacklisted forever.

Data¬ All Students need to ensure that their Data is correctly entered at their respective T & P cell. If there are any changes then they need to contact their Placement Officer immediately.

Reporting Time¬ Students have to ensure that they report on time as mentioned on the placement portal. Students coming late will be strictly not allowed to appear in that process.

Dress Code¬ Students have to wear proper business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

Folder¬ Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

ID card¬ All students have to compulsorily carry their College I-Cards with them. Without I- card no students will be allowed to enter inside examination hall.

Direct Interaction¬ Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem they have to first contact their Placement Officer /coordinator and discuss their problem with them. Placement Officer / Placement committee may resolve the issues instead of bringing insignificant issues before company representatives.

Transport¬ Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and have to arrange their own transportation.

Joining¬ Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

No Mobile Phone Use¬ Access to mobile phones is strictly not allowed inside the placement hall or where the process is going on.

Strict discipline¬ Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season. No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

In case of any further clarification or query please student must contact Placement Officer /Department coordinator / HoD only

PLACEMENT CELL:

Core committee: The core committee frames the guidelines and reviews implementation shall constitute of the following members.

Chairman
Principal
VICE- PRINCIPAL
HoDs
Placement officer

Placement Committee:

The placement committee consists of
Placement officer -Convener
Faculty coordinator: IT DEPT. - Member
Faculty coordinator: MANAGEMENT DEPT. - Members
Student's coordinators: 2 from each department - Members

Frequency of meeting (Committee): Monthly Once
Management Review: Thrice in a semester

Job Role of Placement Officer:

- ✓ Lookout Training and Placement Activities of Students
- ✓ Contact potential employers by telephone, written correspondence, and site visits to promote the programs of the college.
- ✓ Arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- ✓ Contact with Employers for Offer And Joining Letter
- ✓ Student Registration for Placement Process.
- ✓ Maintain and monitor students data
- ✓ Co-ordinating On/Off Campus Drive
- ✓ Arrange mock interviews, career guidance programmes
- ✓ To organize the entrepreneurship workshops.
- ✓ Student Documentation and Uploading.
- ✓ Plan for Batch wise (Yearly) Training Schedule.
- ✓ Arrange Internships for Students.
- ✓ Supervise the receiving of job orders from employers; match students to jobs and maintain records of students placed in jobs.

Job Role of Faculty Co-ordinator:

- ✓ Updating the student's data.
- ✓ Updating the data base of recruiting organisation.
- ✓ Coordinating with Training and Placement department in organising campus placements and other related activities etc.
- ✓ Coordinating with placement cell team in contacting potential recruiters.
- ✓ Utilizing the services of the student volunteers nominated by the consent of respective HoDs during the placement process whenever additional manpower is needed.
- ✓ Contact with Students for Placement Info Circulation (EMAIL/Telephone/Notice)

Job Role of Student Co-ordinator:

- ✓ Knowledge of the process of recruitment
- ✓ Knowledge of what sort of questions are asked in interviews
- ✓ Gain the confidence of interacting with different people and prospective employers.
- ✓ Proper Information of Placement Drive Collected from The Placement Cell.
- ✓ Proper Information sharing with Final Year Students about the companies which will be visiting.
- ✓ When company visits the college, you are expected to be there throughout the day.
- ✓ Co-ordinating in Interview Process.