

PLACEMENT POLICY

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S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR

(An Autonomous Institution Affiliated to Rashtrosant Tukadoji Maharaj Nagpur University,

NAAC Accredited with 'A' Grade)

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**S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT
& RESEARCH, NAGPUR.**

1. Objective of Placement department:

- a) S B Jain Institute of Technology, Management & Research, Nagpur has a well-established Placement department to provide strong support to the students of the Institute for their placement in the corporate sector.
- b) The Placement department operates as a link between job-seeking students and recruiters, visits various companies and invites reputed companies for Campus Recruitment drives.
- c) The Placement department understands the placement needs of all the academic programs offered by the Institute, consulting and incorporating suggestions received from their HoDs in order to enhance the students' placement ratio of all the disciplines.
- d) The Placement department provides an equal opportunity for sustainable employment to all the job-seeking students of the institute.
- e) The Placement department organizes Campus Recruitment Training, Guest lectures, Workshops, PPAT Examinations and Mock interviews to enhance the employability of students.
- f) The department plans and organizes various Placement drives **on and off Campus** and shall apprise the relevant students about Pool Placement drives at other locations.
- g) The department updates its databases of companies, HR Heads and students from time to time.

2. Composition of the Placement department:

- a) *The Principal of the Institute shall be the Chairperson.*
- b) *Head of Training Placement department of the Institute.*
- c) *Faculty Coordinator nominated by the respective Head of the Department.*
- d) *2 Student Coordinators to be nominated by the respective Head of the Department. (One each from 5th & 7th Semester)*

3. Role & Responsibility of the Coordinators:

- a) The coordinators shall always brief the respective Head of the Department about the probable current activities of the Placement department.
- b) Both the faculty and student coordinators shall act as links between the Placement department and the departmental students through the respective Head of the Department.
- c) The coordinators shall make the necessary information available to the students of their discipline about the Campus placement as well as Pool placement drives through announcements in classrooms, notices on the department's notice board, emails, WhatsApp groups etc.
- d) The coordinators shall facilitate the coordination of all the activities between the recruitment company and the placement department required for the smooth and successful conduction of the drive.

4. Registrations:

- a) The Placement department shall organize **1st Placement Orientation Session** for all the 6th Semester students of all the branches and the students of 2nd Semester MBA &

- M.Tech. Programs to familiarize with the departmental activities.
- b) It shall be mandatory for all the 6th-semester students to attend this session on the date, time, and venue notified by the Placement department.
 - c) The Placement department shall organize a separate session for the students of 4th and 5th Semesters.
 - d) All the 6th Semester students of all the branches of B.Tech programs and students of 2nd Semester MBA & M.Tech. Programs must register with the Placement department as per the specified schedule and instructions issued in the first orientation session conducted jointly by the Placement department and the Head of the Department along with senior faculty of the department.
 - e) It shall be compulsory for all the registered students to have an Aadhaar card and PAN card within 90 days after mandatory registration with the Placement department.
 - f) After compulsory registration, the students can get an opportunity to opt out of the placement process before the 1st placement drive of the year. However, requests for a change of option will not be entertained after the first Campus placement drive starts.
 - g) The students who do not register with the Placement department shall not be allowed to participate in any Placement drive conducted by the Institute.
 - h) The students should verify eligibility criteria, job profile, package, location, company profile etc. from the Company's website [if available] before taking a decision to participate.
 - i) **Apart from mandatory registration**, it shall also be mandatory for the students to register for an individual company recruitment drive if they are interested in participating in the recruitment process of that particular company.
 - j) The students who do not register for an individual company recruitment drive will not be eligible to participate in that particular drive.
 - k) Students should be very punctual about the timing of the drive as notified by the Placement department.

5. Rules and Regulations:

- a) It will be the sole responsibility of the students to update their academic records and submit a hard copy of the updated academic achievements, clearing backlogs, etc. to the Placement department within seven days after the declaration of the examination result of the 6th, 7th, and 8th semesters for B.Tech program and 2nd, 3rd & 4th semester for MBA & M.Tech. Programs. In case of any query or doubt, the student should contact the Placement department for clarification.
- b) The students must check their emails, and watch notice boards or WhatsApp groups if any, in order to get updates about the Campus Recruitment Activities notified by the Placement department from time to time.
- c) The students registered for a particular drive must attend the full drive without fail and should not leave midway in any case.
- d) The students not fulfilling the eligibility criteria of a particular company shall not be allowed to participate in the particular drive.
- e) The students must attend Campus Recruitment Training programs organized by the

institute.

- f) The eligible students who do not participate in *two* consecutive drives without prior intimation to the T&P department will not be allowed to appear in the next *two* consecutive placement drives.

6. Pre-Placement Talk:

- a) The students who have registered must attend the Pre-Placement Talk of the company organized by the Placement department.
- b) The students should get their doubts clarified with the HR officials of the Company during Pre Placement Talk only.
- c) The students should thoroughly review the various aspects of the company such as specialization, profile, CTC, location, joining date, medical requirement etc. during the Pre Placement Talk.
- d) This is the last opportunity for the students to talk with the company officials directly about doubts or queries. However, hereafter they will not talk with the company officials directly.
- e) The students will have the liberty to back out from the further process of interview with the knowledge of the Placement department if they are not satisfied with the Pre Placement Talk delivered by the company.

7. Code of conduct:

- a) The students should cooperate and should follow all the instructions given by the Placement department.
- b) It may be noted that the students participating in a particular recruitment drive do represent the Institute's culture and prestige. Therefore, they must behave in a decent manner at the venue of the drive whether On-Campus or Off-Campus drive.
- c) It shall be compulsory to wear college uniform during the recruitment process whether on-campus or off-campus drive.
- d) The students who have registered for a particular drive and failed to attend the same or leave the selection process mid-way without the approval of the Principal will be debarred from the further *two* drives.
- e) Stringent action will be taken against a student breaking any rule of the College or the Placement department.

8. Prerequisite:

While attending an interview, the students shall carry the following prerequisite documents as mentioned below:

- a) *College Identity Card*
- b) *Passport size latest colour photographs around 4-5 Nos.*
- c) *2 hard copies of updated resume duly signed.*
- d) *Original Mark lists from SSC onwards, Certificates if any.*
- e) *2 Xeroxed sets of all Mark lists and certificates duly attested by self.*
- f) *Xeroxed copies of Aadhaar card and PAN card or Driving License or Passport*
- g) *Both Black & Blue pens*
- h) *Stapler/Gum etc.*

9. Placement Process:

- a) Once the student participates in the recruitment process, he/she will have to go through all the stages of the selection process as defined and scheduled by the recruiter; otherwise, he/she will lose claim on *two* consecutive placement opportunities thereafter.
- b) The students shall not be allowed to talk to the company officials once the process of Pre Placement Talk is over.
- c) If a student rejects the offer/appointment order issued by the recruiter, he/she shall be considered deemed to have been placed and won't be provided further placement opportunities by the Placement department. However, in case the difference in the package of the new company is 1.5 times or more, permission will be granted as a special case.
- d) In rare exceptional cases, the Placement department may liaise with the recruiter for clarification on specific aspects of the offer.
- e) In case a student from a particular branch gets a placement in a company not related to the core branch will be allowed to utilize one more opportunity to attend the Campus Recruitment drive of a core company related to the branch provided permitted by the company officials or the host college.
- f) The selected students from the core branch shall be allowed to appear in the recruitment process of **any one** dream company. However, Dream status or Core Company Status will be decided exclusively by the Placement department of the institute. In such cases, students must apply to the T&P if they wish to appear in the selection process of a dream company.

10. After selection:

- a) It is mandatory for the selected student that they must submit a copy of the offer or appointment letter and a soft copy of the photograph in a college uniform to the Placement department.

11. Grievance Redressal:

- a) In case of any grievance at any stage, the decision of the Principal in consultation with the concerned HoD and Head Training & Placement shall be conclusive and binding.

Note:

- For any matter not covered in the above-stated policy, the Management reserves the right to make an appropriate addendum.
- This policy shall be applicable with immediate effect and shall supersede the previous policy until further orders.
