

Training and Placement Section
Samrat Ashok Technological Institute, Vidisha (M.P.)
Training & Placement Policy for 2017-18 (Closed & Pooled Campus)

Preamble:

The Training and Placement Office (TPO) of the institute acts as interface between the campus and the corporate world, creating an active liaison between academia and industry. Its purpose is to build and maintain a symbiotic, vibrant and purposeful relationship with the companies. Its primary objective is to facilitate placement by inviting the industry to recruit competent candidates from campus to suitable positions in the industry. The placement is the culmination of the activities, resulting from various sub-activities extended over student's entire tenure at campus. These activities are aimed at preparing corporate ready students through Academics, Hands-on industrial trainings, internship, Career counselling and guidance sessions, Co-curricular and Extra-curricular activities, Soft skills training, Personality development sessions, industrial expert lectures, interaction with alumni etc. Institute and the departments also contribute immensely and play a major role in developing the industry required skill sets of the students.

The placement session usually starts with the odd semester (July- August, every year) of the final year of the course and continues till the end of the course (May- June). Institute even offers the placement opportunities through off-campus placement drives for students, who have completed their course.

Apart from exclusive close campus drives, eligible students of the institute are frequently provided the opportunity for placement through pool campus placement drives (invitation to selected campuses) or the open campus placement drive, where students may participate on their own will and availability.

The placement opportunities extended to the candidates are highly dynamic and are greatly influenced by various uncontrollable attributes like market requirements (demand and supply), national and international policies affecting the industrial and business scenario, company's internal HR policies, candidates' own capabilities and preparations etc.

(A) Eligibility conditions for Students:

1. For better prospects of the placement, Student should have scored more than 60% marks throughout his/ her academic journey. Students should not have subject backlog(s) or B-A group, when participating in placement drive.
2. Student should maintain sufficient attendance in scheduled classes of final year to be eligible in the campus drive till the date of campus drive. (reviewed on monthly basis).
3. Student should have scored the required cut-off in ALM (Aptitude, LR & Maths) online test and in technical test conducted by T&P Cell.
4. Final year students are eligible to participate in the placement activities if He/ She meet the requirements/eligibility criteria specified by the Company as well as TPO.

5. Every student, who wants to avail the Training & Placement services, has to enrol with Training & Placement Office. Every student who enrolls with T&P Office is bound by the terms and conditions in this Placement Policy.
6. Institute/ T&P office is liable for placement of only students who have furnished all required information and timely submitted the placement application form along with required supporting documents. The information database of only such students will be shared for close/ pool campus placement drives.
7. Students who are interested in placements must participate in various technical and soft skill preparatory classes/sessions & should have given mock interview(s) before the placement drive.
8. T&P cell aims to provide placement assistance for all final year students. Placement is a privilege extended to the students and is student's own performance dependent. It can't be claimed as a matter of right.
9. The companies visiting the campus will be categorised in the following three categories:
 - a) Category-A: Companies offering CTC \geq Rs. 5.00 LPA,
 - b) Category-B: Companies offering CTC \geq Rs. 2.40 LPA; but CTC $<$ Rs. 5.00 LPA,
 - c) Category-C: Companies offering CTC $<$ Rs. 2.40 LPA,
10. If a student is selected in one company, he/she will be allowed to participate in next drive under following conditions:
 - a) Provided the first company has no objection to its selected candidates(s), appearing in placement drive for 2nd placement offer.
 - b) The 2nd company is in the category above category of 1st company.
 - c) A student can have a maximum of 2 jobs. However, the students with two offer letter must decided to accept the offer of any one company and the decision must be informed to TPC within 10 days after the receipt of last selection communication.
 - d) Students from Non-IT streams like Mechanical, Electrical, Civil, PCE, BME, EC & EI will be allowed to sit for campus drive of Core Companies, even if they have been offered from Software Company of same category (but total offer should be max 2).
11. Any eligible student who has not participated in 2 consecutive close or pool recruitment drives of core company without prior approval of TPO will be debarred from all placement drives.
12. All the students who secure an offer are bonded to compulsorily join the Company and work for atleast one year. If he/she is going for further studies, he/she should inform TPO in writing as soon as possible.
13. Students data will be shared with a company only if student show his interest by registering to that company at T&P. Once registered, if any student who withdraws candidature, absents from any rounds during recruitment process without sufficient reason, rejects offer at any stage will not have any further claim for T & P Services.
14. Student providing wrong or forged information to T&P cell or in resume will be immediately de-registered from the Placement Session and the candidate will not be considered for the placement opportunities.

15. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
16. Each student should join the online/mobile group of their respective department which will be handled by their respective Placement Representative. Students are also advised to keep a watch on the Notice Boards and the online notice board for updates.
17. If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.
18. The students are expected to make their own travel arrangements and bear the cost of attending outstation drives. Institute may arrange conveyance for the pool placement drives at nearby outstations, provided sufficient number of students participation and availability of resources etc.

(B) Expectations from the Company:

1. Company should offer minimum package offered at entry level candidate, depending upon the normal prevailing offering trends in the market for that stream/ sector.
2. Institute will provide the local hospitality (Lodging & boarding), accommodation in college guest house, to the visiting team and travelling allowances limiting to the norms decided by the Director of the institute.
3. Company should send the JD containing Job designation, Job Location, Salary, Job description, bond details etc. to placement office before conducting placement drive.
4. Institute will not pay any HR consultancy charges, registration fee, Lodging & boarding expenses of HR team etc.
5. Students appearing in the campus placement drive cannot be charged any amount (registration fee etc.) for participation in the drive.
6. Students selected in a job should not be asked to pay by DD / cash / cheque as a security money deposit for bond.