

CAREER GUIDANCE CELL

Samrat Ashok Technological Institute (Degree), Vidisha(M.P.)

Training & Placement Policy for 2021-22

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 counseling 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 at the institute are frequently provided the opportunity for placement through pool campus and placement drives processed through Institute. CGC aims to provide placement assistance for all eligible 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.

(A) Eligibility conditions for Students:

1. Since almost all companies require 60% marks throughout, student should have scored more than 60% marks throughout his/ her academic journey. Students should not have subject current backlog(s) or semester back when company comes for campus drive. Final year students are eligible to participate in the CGC activities if He/ She meet the requirement/ eligibility criteria specified by the Company and CGC.
2. Student should have scored the required cut-off in ALM (Aptitude, LR & Maths) online test and in technical test conducted by CGC which will be conducted periodically. Students must participate in various technical and soft skill preparatory classes/sessions & should have given mock interview(s) before the placement drive if conducted.
3. Every student, who wants to avail the Training & Placement services, must enroll with CGC. Every student who enrolls with CGC is bound by the terms and conditions in this Placement Policy.
4. Institute / CGC 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.
5. The companies will be categorized in the following three categories:
 - a) Category-A: Companies offering CTC \geq Rs. 7.00 LPA,
 - b) Category-B: Companies offering CTC \geq Rs.3.00 LPA; but CTC $<$ Rs.7.00 LPA,
 - c) Category-C: Companies offering CTC $<$ Rs. 3.00 LPA,
6. If a student is selected in one company, he/she will be allowed to participate in next drive under following conditions:
 - a) The 2nd company is in the category above category of 1st company.
 - b) A student can have a max 1 job in each category and max two jobs in all.
 - c) Once selected, student should not apply for any job in that category.

- d) If a candidate is shortlisted in more than one company's final round then placement drive result of the student will be withheld till all results are declared.
7. Any eligible student who has not participated in 2 consecutive close or pool recruitment drives of core company without prior approval of CGC will be debarred from all placements drives and will be marked as not interested in job.
 8. All the students who secure an offer are bonded to compulsorily join the Company and work for at least one year or above as per terms and conditions of company. If due to some unavoidable reasons students leave the organization, he/she should consult CGC before doing so. Internship with Preplacement offer will also be considered as placement.
 9. Student's data will be shared with a company only if student show his interest by registering to that company at CGC. 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.
 10. Student providing wrong or forged information to CGC or in resume will be immediately de-registered from the Placement Session and the candidate will not be considered for the placement opportunities.
 11. 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.
 12. 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.
 13. If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner to maximize the benefit to the student community as a whole.
 14. 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 enough students participation and availability of resources etc.
 15. The students survey regarding their choice for career will be conducted after 6th semester exams and students will be facilitated to achieve their career goals.
 16. If student does not want to participate in any campus drive during final year as he/she want to concentrate on GATE or any other entrance exam, such candidate should mention to prefer 'Deferred Placement', they will be given opportunity to appear in placement drives after graduation for next year, with approval of the company participating.

(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. Company should send the JD containing Job designation, Job Location, Salary, Job description, bond details etc. to placement office before conducting placement drive.
3. Students appearing in the campus placement drive cannot be forcibly charged any amount (registration fee etc.) by the company for participation in the drive.
4. Students selected in a job should not be asked to pay by DD / cash / cheque as a security money deposit for bond.