

## **Placement Policy**

### **Eligibility & Registration:**

1. It is compulsory for all final year students to actively participate in all Employability Enhancement Programme (EEP) activities run by the Institute, and score at least 60% marks in all placement-related assessment tests (Aptitude Tests, Technical training assessment tests etc.) to become eligible to participate in the recruitment process for placements through the Training and Placement (T&P) Cell.
2. **Students who have not completed 75% attendance are not eligible to participate in the recruitment process for placements through the Training and Placement (T&P) Cell.**
3. All students eligible for on-campus / off-campus interviews have to register themselves with T&P cell.

### **Master CV and Verification:**

1. The eligible students are required to submit their Resumes in standard format to the T&P cell. (Standard CV Format will be provided by EEP department)
2. It is expected that a student shall NOT add any ambiguous/ wrong/fraudulent/ misleading information in his/her resume. Resume checks will continue throughout the placement process. At any stage during verification if any discrepancies are noticed, the student would be de-barred from placements. This may also attract strict disciplinary action.
3. Every feature/information mentioned in the resume should have valid certification/ documents to support the authenticity of the same.

### **Selection Process:**

1. All eligible students must give their nominations to the T&P cell on or before the due date mentioned in placement notice(s), after which no nominations will be accepted.
2. If the student is not giving nomination continuously for 3 cos. Then he/she will be considered as "Not Interested for Placement"
3. One student is allowed to secure only one job offer.
4. If the student deliberately rejects the job offered through the Campus Placement Drive, then he/she will be de-barred from all other placement drives and the caution money submitted at the time of their admission would also be forfeited as a penalty.

### **Student Conduct and Disciplinary Policy:**

#### **Attendance rules and policy:**

1. Student must attend the interview in proper college uniform(as mentioned in student rule book)
2. For absenteeism in any test, interview or any selection process which an applicant has to attend as the part of a company's recruiting procedure the following minimum penalty action would apply:
  - a. Absence of first time – Fine of Rs. 1000
  - b. Absence of second time - Fine of Rs 2000
  - c. Absence of third time – Debarred from on-campus placement

3. If the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the placements till he/she gets approval from competent authority.
4. Impersonation in tests or any kind of malpractice during the placement process is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
5. Students are NOT allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through the T&P cell or have not been shortlisted in those companies.
6. Students must refrain from contacting personnel of companies during on/off campus placement process. Violation of the same will attract debarment from placements and student will have to face disciplinary action.
7. Student must follow proper code of conduct and behavior during the interview (On Campus & Off campus). His/her conduct must, in no way be offensive to the image and goodwill of the institute. Any action contrary to this. Can result in debarring the placement assistance through the T&P Cell.

### **General Advice:**

- Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- The date/time/venue of the interviews will be subject to changes as per situations. Students must keep themselves well informed by regularly checking their email accounts and Institute notice boards.
- Students must carry a complete file with at least 3 copies of the resume, original certificates (if required) and copies thereof while appearing for the interviews.
- Discrepancies in resumes are not appreciated by companies and may become a cause for rejection. Therefore, at the time of appearing for interviews, students MUST carry copies of the T&P cell approved resume only as was submitted to that company online.
- The Placement policy outlines the spirit behind the SMS Group in bringing absolute transparency in communications as regards its policies. Therefore, students and staff covered by this policy are expected to respect the rules and standard procedures governing this policy. Situations where circumstances are abnormal or not anticipated or not defined in this policy arise, such matters should be referred to the competent authority for resolution in a manner that is consistent with the whole aim and spirit of this policy
- Deviations from this policy in any form will not be entertained and will be viewed seriously.
- The policy supersedes all other policies, procedures and practices prevalent on this subject till date.

***The Management committee reserves the right to add / alter / amend / cancel a part or whole of the policy at its discretion.***