

DR. JIVRAJ MEHTA INSTITUTE OF TECHNOLOGY-MOGAR

GENERAL INSTRUCTIONS –PLACEMENT ACTIVITIES

- The role of the Training and Placement Cell is of a **FACILITATOR** and **COUNCILOR** for placement related activities.
- Training and Placement Cell extends help to students but does not guarantee a job.
- The placement of students through placement cell depends on many factors but the main factor is the academic and overall strength of the student, which makes him/her acceptable by the company/ organization who conducts its selection process through institute's placement cell.
- The placement facility is available to all the students registered with Training & Placement Cell through ONE JOB – ONE STUDENT policy.
- Once, he/ she is finally selected by any organization through placement cell, he/ she shall not be allowed to participate in further new placement activities. However the students having one selection (Non Core Company) may enter for selection for only one Core Company and if selected, he / she has to reject the offer already received by him / her. The status of Core Company shall be decided by placement cell.
- In case student does not inform the placement cell about receipt of offer letter of particular company then also he may be allowed to participate in further placement activities.
- Based on the information submitted by company / organization Job Information Notice will be displayed, containing details of job / plant / location / position / offer / eligibility criteria etc. Student must register in stipulated time given, if interested

- The student can try for his/ her placement through other processes over and above institute placement cell. If he / she get a job by his / her own efforts; he / she should inform about it to placement section before entering into selection process at placement section. When he/she receives second job, he/she should reject the first one immediately.
- In case the student is selected, for very genuine reason, name can be withdrawn with written prior intimation and permission from TPO. If reason for withdraw is unsatisfactory then student will not be allowed for appearing next interviews and his name will be deleted from list.
- Casual approach of the students will not be tolerated.
- Based on eligible criteria decided by industry / institute shortlisted candidates are allowed to appear for interviews.
- It is mandatory for the students who are registered for placement to participate in all rounds of placement process i.e. in aptitude and other trainings whenever conducted by T&P Cell or Department T&P Cell (Resume Writing/Email Writing/GD/PI, etc) failing which students will not be allowed to participate in any Training & Placement Activity including interview, etc.
- The student should participate very sincerely and in disciplined manner in order to build up image of the institute. The student should obey all the rules and regulations of the placement declared from time to time and cooperate the placement representatives fully.
- Formal wear is mandatory for students during the Campus Recruitment Process, failing which students will not be allowed to appear for campus interview.
- Students must carry Identity Card with them at all times to produce as and when demanded during PPT /Test /Group Discussion/ Interviews, etc.

- For pre-placement talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue & be seated. He must be disciplined and must follow the instructions given from time to time.
- Delay in reporting may lead to disqualification the student from recruitment process. Students should be punctual & once the HR People/ Company representative enters the venue the doors will be closed and this will lead to NO ENTRY to such students.
- Shortlisted student should remain with Identity Card present 10 minutes before scheduled time with mandatory uniform / formal wear like neat white full shirt / black trousers / black shoes.
- Maximum three opportunities will be given for appearing interviews. Therefore, students are requested to prepare sincerely and appear all rounds of interviews with full preparation.
- Canvassing with the Company Personnel will disqualify the candidature of the student. If students face any difficulty or have any queries, they should contact the member of T&P Cell only. Students should not contact the recruiter directly. This should be strictly followed.
- Any student, who has received offer letter, must inform the Placement office and submit the photocopy of the same as soon as possible.
- The Students should fill the Standard Biodata format correctly and properly and register at T&P Cell to participate in Campus Recruitment Programmes. Also students need to check their information regularly and update the same whenever required, as this information will be shared with the industries. If any student fails to fill or update the information, he/ she may miss the opportunity to participate in the campus recruitment drives.
- A nice ambience should be maintained by the students during the in-campus or off-campus Placements/ Recruitment programme. Any behavior

bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty, such students will be disqualified from any further placement or other activities. Any breach of the rules shall lead to the student getting debarred from the placement process.

- Students should have positive approach towards placement drives.
- Those students, who do not wish to participate for any recruitment process, must inform the T&P office in advance, so that the opportunity can be given to the other students. You should ensure that you appear for Selection Process of a company for which you have REGISTERED. It is preferable that you go through website of the placement company in which you are appearing to get the latest knowhow of industry.
- 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.
- Read the PLACEMENT NOTICE BOARD regularly which are related to you and do as per the directives so that he/she does not miss any opportunity as well as for appearing in time for all placement activities.
- You should keep numerical data ready so that Std. Bio data or Application can be filled up with out any difficulty/delay.
- You should keep with you at least two passport size Photographs (Front Pose) so that if required at ANY TIME, they are available.
- Selected candidates are required to reach the Company / Organization for joining as per the schedule given in offer letter.
- You should acquire all your testimonials/mark sheets in original and should carry with you atleast one set of certified zerox copies whenever you participate in placements at campus or off campus

- Whenever you report for placement interview, bring with you pencil, rubber, calculator, small foot rule, etc along with YOUR IDENTITY CARD so that you are comfortable in participating in various processes of selection.
- You should see that the registration slip submitted for participating in any interview or activity is properly filled and submitted in time by you OR on your behalf as per placement norms.
- It is expected by Institute / as well as by recruiter that selected candidates are required to work for minimum period of 02-03 years for earning good reputation for individual as well as for the Institute.
- It is responsibility of students to ensure that they have necessary information regarding placement activities TIMELY even if you are in or out of campus due to any reason whatsoever.
- You should prepare well for your selection by the company of your choice. You should implement a systematic plan of action to develop in

(A) Subject knowledge

(B) Specialized area

(C) General knowledge

(D) Group discussion,

(E) Interview techniques

(F) Written test etc. and other areas related to selection process, usually adopted by companies.

- THE FINAL AUTHORITY IN CASE OF ANY DISPUTE WILL BE TPO/ HEAD OF PLACEMENT CELL. The Head may take any disciplinary action whatsoever in case such students who has created dispute.
- In case of any dispute matter, TPO can refer the matter to Advisor of T&P Cell, Principal/ Managing Trustee for further justice/ modification.

- Many Programs like Campus Recruitment Training, GEMS online test, Mock GD & PI, Technical Test, Counseling through Alumni's and Industry experts are arranged for grooming of the students. The Attendance for above programs is compulsory.

GENERAL INSTRUCTIONS –PLACEMENT ACTIVITIES

- Register for placement if you want to participate in placement activities including on- campus/off-campus interviews.
- Read placement notices displayed on PLACEMENT NOTICE BOARD regularly which are related to you and do as per directive
- Fill in Standard bio data form correctly and properly. The std. bio data form can be obtained from store.
- You should ensure that you appear for Selection Process of a company for which you have REGISTERED.
- You should participate in placement activities with utmost sincerity and in disciplined manner.
- (A)You should keep numerical data ready so that Std. Bio data or Application can be filled up with out any difficulty/delay.
- (B)You should keep with you at least two passport size Photographs (Front Pose) so that if required at ANY TIME, they are available.
- (C)You should acquire all your testimonials/mark sheets in original and should carry with you one set of certified zerox copies whenever you participate in placements at campus or off campus
- (D) Whenever you report for placement interview, bring with you pencil, rubber, calculator, small foot rule, YOUR IDENTITY CARD etc so that you are comfortable in participating in various components of selection.

- You should see that the registration slip submitted for participating in any interview or activity is properly filled and submitted in time by you OR on your behalf as per placement norms. Registration slip can be obtained from STORE.
- Make an arrangement to ensure that you get necessary information regarding placement TIMELY even if you are out of campus for any reason.

You should prepare well for your selection by the company of your choice. You should implement a systematic plan of action to develop in (A) subject knowledge (B) specialized area (C) general knowledge (D) group discussion, (E) interview techniques (F) written test etc. and other areas related to selection process, usually adopted by companies.

PLACEMENT RULES: -

The institute conducts placement activities for helping the students to seek job. It does not mean that every student shall be given job through placement cell. The placement of students through placement cell depends on many factors but the main factor is the academic and overall strength of the student, which makes him/her acceptable by the company / organization who conducts its selection process through institute's placement cell.

- The students who register for placement shall be allowed to take one job through placement. Once, he/she is finally selected by any organization through placement cell, he/she shall not be allowed to participate in further new placement activities. However the students having one selection (Non Core Company) may enter for selection for only one Core Company and if selected, he / she has to reject the offer

already received by him / her. The status of Core Company shall be decided by placement cell.

- The student can try for his/her placement through other processes over and above placement cell. If he / she gets a job by his / her own efforts; he / she should inform about it to placement section before entering into selection process at placement section. When he/she receives second job, he/she should reject the first one immediately.
- The student registered for placement should participate in the selection processes- written test, G.D., interview etc., very sincerely and in disciplined manner in order to build up image of the institute.
- The student should obey all the rules and regulations of the placement declared from time to time and co-operate the placement representatives fully.
- The student should refer placement notices regularly so that he/she does not miss any opportunity as well as for acting timely for all placement activities.
- In case of any dispute related to placement activities; the decision of Head of Placement Cell shall be final which could be referred to only Advisor, T & P, Principal/ Managing Trustee for further justice / modification.