

SXCS/P-18

Placement Policy

The SXCS Placement Cell plays a crucial role in locating job opportunities for Undergraduate and Postgraduate students passing out from SXCS. It establishes working touch points with reputed firms and industrial establishments; operating round the year to facilitate a connection between companies and graduates. It has become imperative for educational institutes and universities to identify the dynamic technological trends and the resultant paradigm shift in corporate needs to be able to deliver the same in the existing or upcoming curriculum of academia. These deliberations are crucial for preparing students to be employable and job ready, and catering to the industrial needs in a much more efficient and effective way.

Objectives

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Mentor students on relationship building, transitioning to new business jobs, and crafting their resumes.
- Partner with employers and alumni to build a network pool for students.
- Identify suitable potential employers and help them achieve their hiring goals. Organize activities which aid in career planning.

Skill Development and Training

Skill development is a crucial term these days and every organization is focused to hire skilled employees or train them to get good skills prior to hands-on jobs. Skill and specialization are what the market is demanding these days. With booming globalization, skill training is an integral component of increasing efficiency and productivity for sound economic development of any economy. In India, the demand for skilled manpower is huge and to cover this gap, it is very pertinent to re-engineer the skill ecosystem.

The focus on training and skill development is as follows:

- Skill based learning focuses on increasing employability
- Equip students with appropriate hands-on skills which will help them to be job-ready.
- Core focus on job role-based skills leads to comprehensive specialization, thereby increasing efficacy of the candidate.
- Skill Training interventions raises confidence, improves productivity and competency of an individual through focused outcome-based learning.
- Keeping in view the industry requirements, the training curriculum must be designed for preparing the students for entry-level Graduate Placement and focus must be given to Personality Development, Communication Skills and Vocabulary, Resume Preparation and Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests.
- Other areas of focus are as mentioned, but not limited - Self-Awareness and Self-Management, Presentation Skills, Time Management, Goal Setting and Decision Making, Workplace Ethics, Conflict Management

Placement Process and Registration

All Final Year Undergraduate Students and Final Year

Postgraduate Students are eligible to apply to be part of the Placement Service. Students must submit an online Placement Application and submit a copy of the same to the respective Placement Officers.

Step 1 - Check eligibility with your respective Placement Officer

Step 2 - Click the following link and apply Online

Step 3 - Submit the copy of the Confirmation Sheet to the Placement Officer

Step 4 - Retain One Copy for yourself.

Eligibility

- No backlogs
- Attendance requirement: Student must maintain 75% attendance
- CGPA/ Percentage requirement: All students must have a minimum of 55% in 10th PUC and Degree
- Any other criteria

Types of Campus Placement Programmes

On-Campus Placement:

In On-Campus Placement drives, companies visit the college to select final year students. The selection is based on a student's ability to clear the Aptitude Test, HR Interview and other parameters set by the company based on their requirements.

Off-Campus Placement/ Pool Drives

In Off-Campus Placement drives, recruitment is conducted at a common place that could be any other college or the premises of the host company/institution. Students from many other institutions are invited to participate in such drives. Off-campus placements are mass recruitment drives to bring many opportunities and deserving undergraduates to the same table.

Placement Process

Step 1 - HR of a company contacts College or Placement Officer contacts the company

Step 2 - Announcement is made of a Placement Drive with details pertaining to the Job Description and CTC - Cost to Company.

Step 3 - Placement Representative is contacted with details regarding the Date and Timing.

Step 4 - Students are required to Sign-Up for the Placement Drive.

Step 5 - Companies confirm the Drive with Infrastructure Details.

Step 6 - Students participate in the Placement Drive.

Step 7 - Students attend a Pre-Placement Talk, Education Qualification is confirmed, Written Test, Group Discussion (Option), Technical Interview, HR Interview and Post-Placement Talk

Step 8 - Short-listed or Selected Candidates are announced

Responsibilities of students

It is the responsibility of the student to check Announcements /Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards. Students are expected to be on time as per the announcements. Failure to read the notice board/ERP Notification/WhatsApp Message/College App/Website will not be accepted as an excuse for not participating. Students not meeting the eligibility criteria mandatorily laid out by the company, would not be allowed to sit for the same. Students are advised to be dressed as per the formal dress code of the college at the time of every Recruitment Drive. Students should carry their Official College ID Card.

All the following documents must be with the candidate during Interview: Multiple Copies of Resume, Passport Size Photographs, Copies of 10th \ 12th \ Degree Marks Cards and other relevant certificates, Government Issued ID Cards. Attendance must be claimed by the student within 48 hours of the completion of the drive. Students must clarify queries/doubts, if any, related to package, job profile, and place of work, bond details or in similar regards with the Placement officer

and on instruction can be clarified from HR officials of the Company during Pre-Placement talk.

A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. If any student does not complete the Process for any other reason, except not qualifying, he/she will not be allowed to continue the benefit of placement services. The college follows 'One Offer Policy'. Here, students are permitted to attend any number of interviews until they receive one offer from companies. Any violations in this aspect will result in disciplinary action by the placement department.

Note: A student is obligated to accept an offer if the CTC and the job description provided in the offer letter match the information communicated by the placement department or the company. In today's job environment, location is a variable and hence location may change.

All communication will be only between the company and the placement department. The placement department will in turn communicate the same to the student. Students who accept an offer are obligated to join the company as per the terms of the offer. Students who pursue offers external to the placement department are requested to keep the placement department informed to avoid conflicts with the activities of the placement department. Students who want to pursue higher studies, should refrain from the Placement process.

Discipline

Students should maintain discipline and show ethical and decent behaviour in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

Joining Status

In case a student decides not to join where he/she got selected, he/she should inform the company in writing with reasons at the earliest, and submit a copy of that letter/mail to the Placement Office.

Offer Letter

Offers received from companies must be collected from the Placement Office/ Company as per timings in the notice. The responsibility of going through the offer letter and taking further actions, such as signing and accepting and sending it back to the Placement Office/Company lies entirely on the student. In case offers are received directly by the student from the company, the copy of the same must be submitted to the Placement Office. As an alternative to offers of which the placement cell has no record; maintaining a student list/letter of intent/email communication is advisable.