

**SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY,  
BHOPAL (MP)**



**TRAINING & PLACEMENT POLICY**

## Contents

❖	Introduction
❖	Objective of Policy
❖	T & P Committee: Constitution
❖	Registration Process
❖	Eligibility Criteria for Placement Assistance Process and Support
❖	Rules and Regulations



## **1. Introduction**

Sagar Institute of Research & Technology has well established Training & Placement cell. All career guidance programs are conducted by the Training & Placement Cell. Management has invested by providing sound infrastructure and human resource dedicated to maintain training and placement activities. We have big auditorium with 1000+ capacity & small auditorium with 200+ capacity, Seminar Hall with 75 Capacity to conduct placement talks and separate rooms for GD and PI throughout the year. A dedicated team of TPO and ten trainers are working constantly for effective implementation of placement activities. Students are led to take the initiative to develop their attitude in the workplace, soft skills and are given the opportunity to develop technical skills alongside analytical capabilities. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

## **2.Objectives :**

1. To provide career guidance in Higher Education (GATE/GMAT/GRE etc.) to the students.
2. To provide pre – placement trainings (English Language, Aptitude, Logical Reasoning, Group Discussion, Personal Interview (Technical & HR) to the students.
3. To provide career guidance to the students for Government Job.
4. To provide career guidance for International Education and Foreign Languages.
5. To provide training of appropriate resume writing for the desired company.
6. To provide information about nurturing business idea for interested students.
7. To Provide equal employment opportunities for all the students.

## **3.Constitution of T & P Committee:**

Dedicated team T & P committee consists of twelve members;

- Training Placement Officer TPO,
- Convener,
- Co-convener
- Remaining Nine persons will be members of the committee.

Frequency of meeting will be Quarterly.





#### **4.Registration Process: -**

1. Before getting registered with the Department of Training and Placement it is mandatory for all the 6<sup>th</sup> semester students to attend the 1<sup>st</sup> Placement Orientation Session of T&P. Absentees will not be allowed to get registered with the Dept of T&P.
2. All the 6<sup>th</sup> semester students of all branches are required to get registered with Department of Training and Placement as per the schedule declared and as per the Instructions issued during the 1<sup>st</sup> Placement Orientation Session of T&P.
3. After registration a student can switch over their option once (to opt out of placement or interchange of option) before the 1<sup>st</sup> company visit. No request of change of option will be entertained after the 1<sup>st</sup> campus placement drive.
4. Student who wishes to appear for a particular campus placement drive must register with T & P Dept. for the drive. The registration would imply that the student has verified by himself/herself and has consented to the company profile, job profile, terms & conditions, package, bond & eligibility criteria. After registration, if student fails to turn up for the drive, he/she will not be considered for future placements.

#### **5. Eligibility Criteria for Placement Assistance: -**

1. Eligibility criteria will be as per the norms of the company providing placement opportunity.
2. Pre-requisite for placement: -
  1. Campus Recruitment Training (CRT) Completion with minimum 90% attendance. Exemption to CRT will be granted to only those students who opt for 4-8 weeks industrial training in an industry of repute with prior permission of Director Training with a written application forwarded through the TPO of respective colleges well in advance.
  2. Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in final year to appear in the campus placement drive of any company.
  3. Students must update their record in T&P dept after declaration of result (backlogs only). Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.
  4. It is compulsory for all students to have passport & pan card within 90 days of registration with T&P.



## 6. Rules and Regulations: -

1. Placement Cell will strive hard to provide placement opportunity to all its eligible, not- eligible and interested students of Final Year.
2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.
4. It will be the endeavour of each student to co-operate with the Placement cell and to appear for opportunities offered for their Placement.
5. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However, students will be given chances of upgrading their placements offers if the subsequent company/organization has been conferred with a Dream Status or Core Company status by the Institute.
  1. The Institute may offer a Dream Status to any reputed company/organisation which has a very strong brand equity &/or is offering a very high salary package.
  2. Core Company Status will be given to only those companies whose operations are in the core sector of ME/CE/EX branches.
  3. “Dream Status” / “Core Company Status” will be granted to a particular company by the Director Placements Sagar Institute of Research & Technology, Bhopal on the recommendations of TPO of the respective colleges.
6. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and document's will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained (Even if it includes the DREAM or CORE COMPANY).
7. It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as Mandatory by the Dept. Of Training and Placement irrespective of the type of company. The Mandatory status to any particular company will be provided by the Director Sagar Institute of Research & Technology. Any student skipping any Mandatory status campus recruitment drive without a justified reason and advance information will be detained from any further campus placement drive.
8. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).
9. If a selected student in any company thorough the campus placement drive fails to join the company without any justified reason, he/she will not get clearance from the T&P Dept.





10. A notice of Placement Process once fixed will be communicated through E-mail or SMS to all the eligible students for that particular campus placement drive.
  - It is important that all students must regularly check their E-Mail & SMS for getting information on Placement related activities.
  - It will be student's own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office)
  - Every student who enrolls with T & P Office and who has opted for Campus Placement in the registration form will be eligible (as per companies' eligibility criteria) for all the Companies offering Placement.
11. No preference related to Place of work will be entertained.
12. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute's commitment by such positive action.
13. Adherence to time must be taken into strictly consideration.
14. Dress code is strictly formals. Those who don't follow the dress code will not be considered for placements.
15. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.
16. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with the TPO and Director of SIRT.
17. If a student appears in written test and does not appear himself/ herself in front of the interview panel without seeking prior permission from TPO SIRT, he or she will not be permitted for any future drives and will be detained for future placements.
18. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsible for it.
19. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.
20. While attending campus interview, every student must carry the following:
  1. College Identity Card
  2. 5Nos. passport size colour photographs



3. 2 copies of the updated and signed resume
  4. Original Mark-sheets from SSC Onwards in Folder
  5. 2 set of photocopies of all relevant mark-sheets, certificates (self attested)
  6. Identity Proof - Xerox of PAN Card or Passport or Driving License (self attested)
  7. Pens (Black & Blue)/Pencils/Stapler/Gum etc.
21. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
  22. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on regular basis.
  23. Students should inform immediately about any change of Marks/Mobile No./Email ID to T&P Dept. After selection, student will not change his Mobile No. & Email ID till he/she joins the company.
  24. The department of T&P will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.
  25. The institute reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.
  26. Decision of the Institute would be final and binding on all. Request/grievances/issues will be referred to the Principal/Directors Placement/Director forwarded by the TPO office.
  27. Any suggestions/ modifications/ deletion/ grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Director forwarded through the TPO office in writing by the individual concerned student.
  28. The T & P cell reserves the right to take decisions on the cases which fall beyond the purview of above-mentioned Policy, Rules and Regulation statements.
  29. In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
  30. The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.
  31. The other companies will also be informed that the student is placed and he/she should not be considered further.



Director

**DIRECTOR**

Sagar Institute of Research & Technology  
Bhopal-492041 (M.P.) India