



INDUSTRIAL LIAISON CELL

The placement activities are managed by the industrial liaison cell. The ILC is headed by one of the senior faculty member. The cell works in close coordination with student placement committee. The student placement committee consists of two members chosen from each department of B. Tech. Course, one from M. Tech. and two from ADC. The placement committee corresponds with the perspective recruiters, arranges Pre-placement talks and workshops and provides all the facilities required by the visiting companies. The placement policies and related activities are handled by Chairman ILC in consultation with the other ILC faculty members and the student representatives. The Companies are encouraged to contact ILC for initial discussions for confirming all schedules and all official communications.

PLACEMENT PROCEDURE & POLICY

- ❖ Placement Procedure
- ❖ Placement Policy



PLACEMENT PROCEDURE

- ❖ The institute invites selected companies to the campus for placements.
- ❖ Company sends Job Notification Form (JNF) that includes:
 - CTC
 - Necessary arrangements for conducting interview process.
 - Vacancies
 - Discipline
- ❖ Companies express their interest in visiting the campus for placement.
- ❖ After the PPT, students submit their resumes according to the deadline set by the company.
- ❖ The company conducts pre-placement presentation and discussions with the students on campus, broadly covering the company profile, the career growth path, the selection procedure and the emoluments offered.
- ❖ Any pre-requisite of online/offline tests are conducted
- ❖ The date for final recruitment is scheduled based on mutual understanding between the Institute and the recruiting company.
- ❖ Based upon student profiles and/or test performances, short-list of students is provided either before the commencement of placement session or at the time of placement session
- ❖ Shortlisted candidates then appear for the Placement Process of the company
- ❖ Company submits a list of finally selected students along with a waitlist at the end of the day/slot.
- ❖ Once a student has been offered a job, he/she is out of the placement process.



PLACEMENT POLICY

1. The Students' Placement Office follows a strict "One Student, One Job Policy". Once a student is offered a job, he/she is out of the placement process.
2. On completion of the recruitment procedure, the company needs to submit the final list of offers in a closed envelope to the placement office. The offers will be opened at the end of the slot* when all companies finish their process.
3. No "On the Spot" offers should be made nor can any cue be given to any of the candidates during the placement interview.
4. In case a candidate receives multiple offers, the candidate has to make a choice at the end of the slot. The companies will be intimated about the final choice of the candidate.
5. Since there is a **high probability of multiple offers, the companies have to furnish a waiting list to the placement office along with the final offers**. In case a student who is extended multiple offers chooses the other company, the first candidate in the waiting list moves up in the final offer list. The waitlist will not be disclosed to the students and will be released on a per student basis.
6. Companies are advised to be in touch with the Placement volunteers and staff at all times. They should not entertain any direct contact from the students appearing in the placement process. In case of such a situation, the company must bring this immediately to the notice of the Placement Office.