KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), ERODE
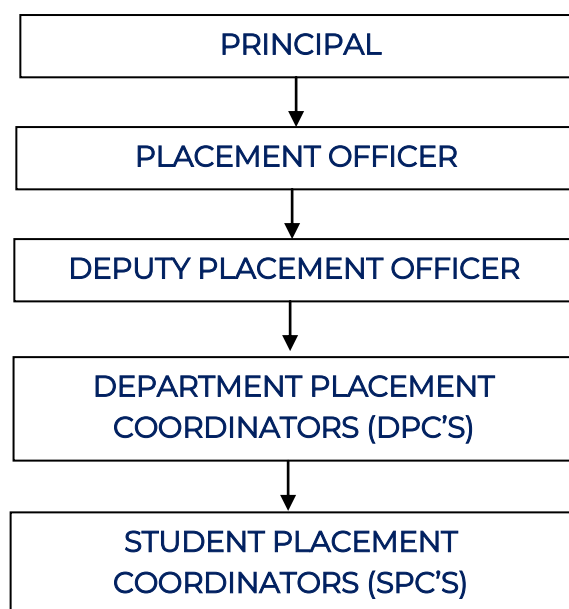
TRAINING AND PLACEMENT CELL (TPC)

PLACEMENT POLICY

OBJECTIVES

- ❖ Training and Placement Cell (TPC) aims to provide placement assistance for all final year students who opted for a job and registered for **Campus to Corporate (C₂C)** programme.

- ❖ Prepare the students for Campus recruitment (On / Off Campus).

- ❖ To create awareness about the career opportunities through seminars.

- ❖ To provide requisite training to students in the area of Aptitude, Group Discussion, Technical and HR Interview.

- ❖ To plan to achieve 40% placement for the students those who opted for job and are eligible as per the company requirements.

COMPOSITION OF TRAINING AND PLACEMENT CELL (TPC)

PRINCIPAL

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PLACEMENT OFFICER

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DEPUTY PLACEMENT OFFICER

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DEPARTMENT PLACEMENT COORDINATORS (DPC'S)

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STUDENT PLACEMENT COORDINATORS (SPC'S)

TPC ACTIVITIES

- ❖ The registration form is created and issued to students to fill and submit students' data as per the prescribed format.

- ❖ Categorize the students into JOB /Higher Studies / Entrepreneur/ Civil Services

- ❖ **Department Placement Coordinator (DPC)** is the single point of contact for the concerned department students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concern department placement coordinator and Deputy Placement Officer (DPO).

- ❖ Campus placement offer is provided for the students those who opted for job.

TRAINING

- ❖ The opted job students should undergo **Campus to Corporate (C₂C)** training programme conducted by Training and Placement Cell. Only (C_2C) trained students alone are eligible to participate in the placement activities.

- ❖ Students registered for (C_2C) must attend all the training programmes / workshops / Seminar organized by Training and Placement Cell.

- ❖ Students have to face various stages of the interview process, TPC has arranging (C_2C) training in the areas of Resume Preparation, Aptitude, Group Discussion, Technical and HR interviews through professional trainers and Alumni.

INTERVIEW REGULATIONS

- ❖ Students will be permitted to attend pooled campus / Off-campus interviews in nearby colleges.

- ❖ Students should be seated in the venue 10 minutes before the scheduled start of the **Pre-Placement Talk (PPT)**.

- ❖ Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified by the students from the companies during PPT or interview.

- ❖ Students attending campus interviews should adhere to the following instructions,
  (a) Register at the venue of pre-placement talk and interview as per the instructions.
  (b) Students should carry (Original certificates & 5 set of photocopies):
    i. Latest Curriculum Vitae (CV) / Resume (5 Copies)
    ii. College Identity Card
    iii. 5 Passport size photo (Preferably Color)

iv. Photocopies of 10th , 12th , UG, PG (All Semester Mark Statements)
v. Government issued photo ID card
vi. All above mentioned documents should be kept as softcopy or in online mode (in mail or drive)

(c) A student in casual dress will not be allowed for the PPT / Interview process.

❖ Students must be in formal dress code / uniform whenever they participate in any interaction with the company.

❖ Students should maintain discipline during the interview process and if any student found violating the discipline rules set by the company or defaming the college name will be barred from the placements for the rest of the academic year.

❖ A student once offered placement by a company is not eligible to appear for any more placement opportunities. However, students selected in IT service/cross functional companies are permitted further chances to appear for respective core Sector companies, provided the salary offered is higher by at least 20% more than the offer from the original IT Service/cross functional Company.

❖ The eligibility criteria imposed by the visiting company will be the final.

INFORMATION DELIVERY MODE

The student to check Circulars / announcements / notices / updated information / shortlisted names etc. in the notice boards of TPC / Department / e-mail / Social Media.