

KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), ERODE

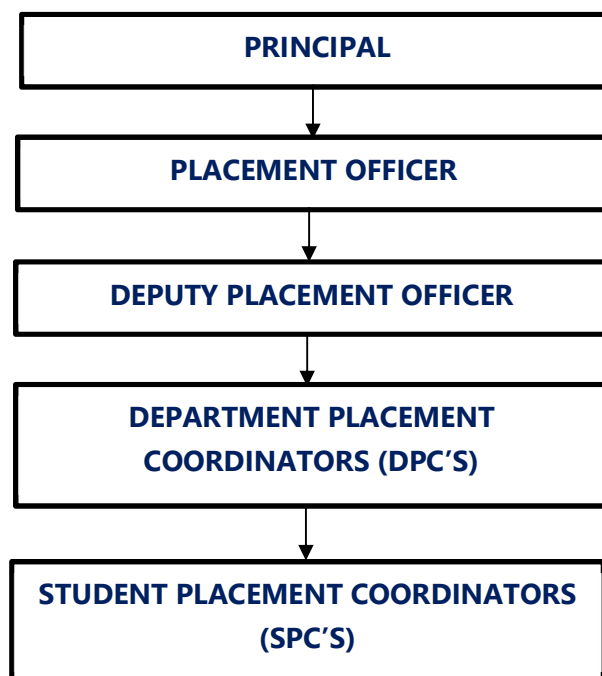
TRAINING AND PLACEMENT CELL (TPC)

PLACEMENT POLICY

OBJECTIVES

- ❖ To provide placement assistance for all final year students opted for a job and registered for **Campus to Corporate (C₂C)** training programme.
- ❖ To prepare 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.

COMPOSITION OF TRAINING AND PLACEMENT CELL (TPC)



TPC ACTIVITIES

- ❖ Documentation of placement opted students' database.
- ❖ Categorization of students in pursuit of Job, Higher Studies, Entrepreneurship and Competitive exams.
- ❖ Clarification and communication regarding registration, database updation, interviews and other training sessions through Department Placement Coordinators and Deputy Placement Officers.
- ❖ Provision of campus placement offer for the students opted for job.

TRAINING

- ❖ Placement opted students should undergo **Campus to Corporate (C₂C)** training programme conducted by Training and Placement Cell. Only (C₂C) trained students alone are eligible to participate in the placement activities.
- ❖ Students registered for (C₂C) must attend all the training programmes / Workshops / Seminars organized by Training and Placement Cell.
- ❖ TPC arranges (C₂C) 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 time 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) Students should register at the venue of pre-placement talk and interview as per the instructions.

(b) Students should carry original certificates, College ID Card, Government issued photo ID card & 5 sets of photocopies of the following:

- i. Latest Curriculum Vitae (CV) / Resume (5 Copies)
- ii. 5 Passport size photos (Preferably Color)
- iii. 10th, 12th, UG, PG (All Semester Mark Statements)
- iv. 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. 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

- ❖ Circulars, announcements, notices, updated information, shortlisted names and all sorts of information are displayed in the notice boards of TPC / Department / e-mail / Social Media.