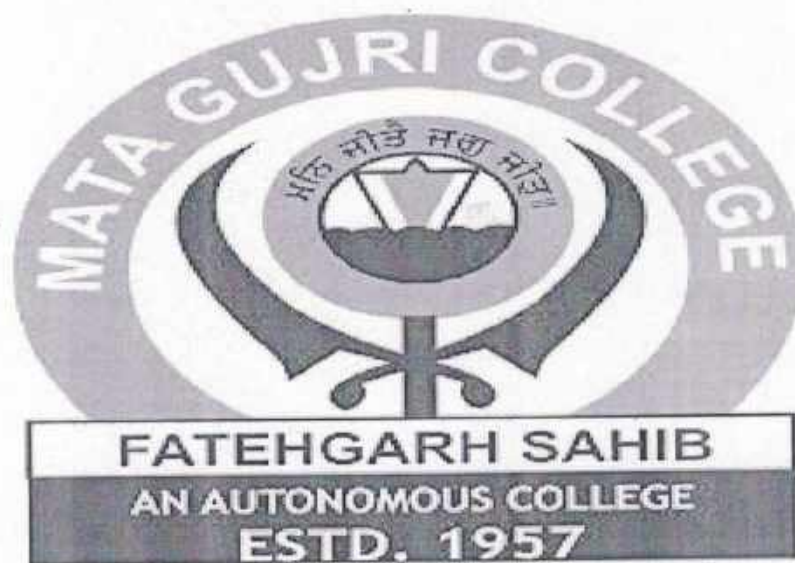


**STUDENT**  
**TRAINING & PLACEMENT POLICY**  
**Mata Gujri College, Fatehgarh Sahib**



**Submitted to**  
**Internal Quality and Assurance Cell**  
**Mata Gujri College**  
**Fatehgarh Sahib**

## **STUDENT TRAINING & PLACEMENT POLICY**

### **Content**

- 1. Introduction**
- 2. Training and Placement cell**
- 3. Training policy**
- 4. Placement Policy**
- 5. Rules for the Placement**
  - a. Students Eligibility Criterion**
  - b. Registration**
  - c. Training Programs**
  - d. Resumes**
  - e. Selection of Companies:**
  - f. Debarment/Blacklisting grounds for students:**
  - g. DressCode**

### **1. Introduction**

The role of the Training and Placement Department is to facilitate and support students for training and placement related activities. Training and Placement department aims to provide 100% placement assistance to all interested students.

### **2. Training and placement cell**

Team of Training and Placement Cell

- a) Dean Training and Placement cell
- b) Training and Placement Officer
- c) Department Coordinators
- d) Student Coordinators

### **3. Training Policy**

1. The students, who want to arrange their training on their own, can do so, in communication with the department.
2. In case, the students want support from the college for their training, they have to register themselves with departmental coordinators.
3. The student data is collected and shared with the T&P office by the training in charge.

4. The T&P office starts coordinating with the corporate from the month of March to understand their requirements.
5. As soon as the requirements start coming in, the same is communicated to the students through the training coordinators, department wise.

#### 4. Placement Policy

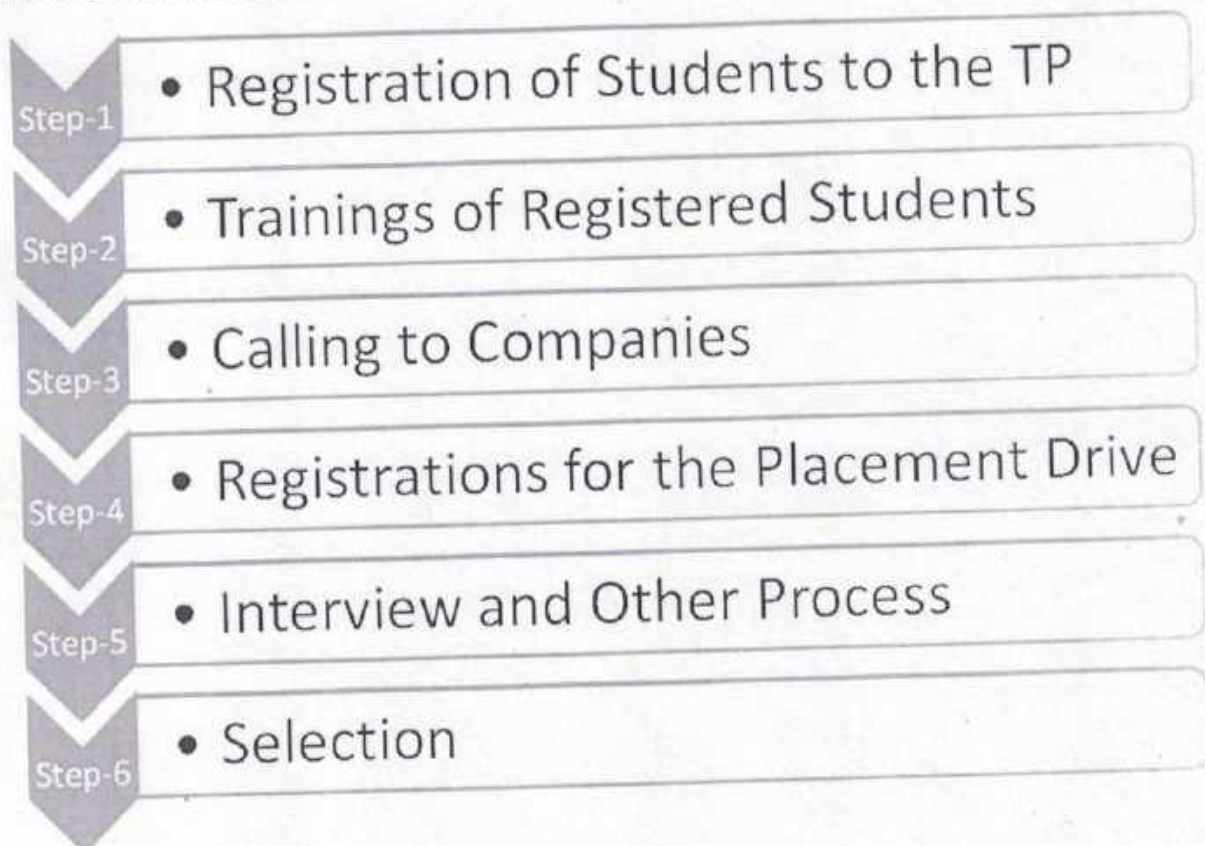
Placement starts with the readiness of the students. It has two objectives

##### a. Development of Soft skill by training and mentoring

- i. Technical Skills,
- ii. Aptitude, Reading,
- iii. Mental Ability,
- iv. GD skills are arranged for all the students, covered under TC Lab.

##### b. Placement:

#### 4. Placement Process





## **4.2 RULES FOR PLACEMENT**

### **4.2.1 Students Eligibility Criterion:**

- a) Student should get an aggregate of 60% & above throughout from SSC onwards.
- b) Student should not have any backlog subjects
- c) Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the institute.

#### **a. GREEN ZONE CANDIDATES.**

Candidates who fulfill the above criteria will be treated as "GREEN ZONE", and the institute will put 100% efforts to place all the students who come under GREEN ZONE.

#### **b. YELLOW ZONE**

Students with a 2nd class or 50% and no backlogs are treated as in YELLOW ZONE and will also be considered for the placement if they have attended Minimum Two certification programs conducted by the college and satisfactorily completed all training programmes before the commencement of a Drive and the institute can only provide the placement assistance.

#### **c. In RED ZONE**

Students with backlogs will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given.

## **4.3. Registrations to the TP Cells**

1. All the students who are interested for placements have to register themselves by providing correct and accurate data. The data is cross verified by the academic department, at the department level and is submitted to the T & P office.

2. Subsequently, the authentic data is shared with the corporate, as per their requirements.
3. Once the companies start allotting the dates in mutual discussion with the T & P office, the same is communicated to the students through placement coordinators, department wise.

#### **4.4 RESUME**

1. Students are expected to follow the institute resume template available in the placement website /Departmental Training and consult the Placement Coordinators for preparing the resumes
2. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

#### **4.5 DRESS CODE**

1. Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoe.
2. Minimum formal clothes for women include either a pair of Salwar-Kameez or formal shirt and trousers with neck tie.

#### **4.6 Empowering Students with Pre-Placement Skills to Get Better**

##### **SELF SKILLS**

(Covered in 1<sup>st</sup> Semester)

- Dream Building
- Goal Setting
- Attitudes and Techniques for Success
- Emotional Intelligence
- Interpersonal Skills
- Time Management



## **STUDY SKILLS**

(Covered in 2<sup>nd</sup> Semester) Part-I

- How to READ Better and Faster
- How to WRITE Better and Faster
- How to MEMORIZE Better and Faster
- How to make NOTES Better and Faster

## **COMMUNICATION SKILLS**

(Covered in 2<sup>nd</sup> Semester) Part-II

- Verbal Communication Skills
- Written Communication Skills
- Non-Verbal (Body Language) Communication Skills
- Listening Skills

## **INTERVIEW SKILLS**

(Covered in 3<sup>rd</sup> Semester)

- Choosing a Career
- How to Hunt for a Job
- Making Great Resumes and Designing Cover Letters
- Power Dressing
- Body Language at Interviews
- Group Discussions
- Follow Up Procedures

## **OFFICE SKILLS**

(Covered in 4<sup>th</sup> Semester)

- Corporate Culture
- Meetings and Mannerisms
- Team Building
- Problem Solving & Conflict Resolution
- Business Correspondence
- Presentation Skills
- Dealing with Irate Customers

### **4.7 Selection of Companies:**

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
  - b) The package being offered by the company.
  - c) Past record of recruitment at MGC.
  - d) Feedback from the Alumni regarding the company.
1. The companies visiting the campus are divided in the following three categories:
- A) Category-A: Companies offering = Rs 4 LPA,

- B) Category-B: Companies offering = Rs 1.8 LPA; but less than 4
- C) Category-C: Companies offering CTC <Rs 1.8 LPA

#### **4.8 Debarment/Blacklisting grounds for students:**

1. Students may be debarred /blacklisted from the placement if he/she is found involved in any in anti-disciplinary activity or engaged in malpractices.
2. Students giving wrong data/information in Training and Placement Coordinators will be debarred/blacklisted from the placement activities for the rest of the academic year.
3. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s.
4. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placements
5. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students

#### **5 GENERAL PLACEMENT RULES**

1. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy.
2. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session and will not be allowed to appear for any other company.
3. A student can appear for a Company of Category-A on campus under eitherof the following cases:
  - i. Student has not been placed in any Company,
  - ii. Student has been placed in a company of Category-B and 80% of the studentsin GREEN ZONE have been placed in his/her respective branch.
  - iii. Student has been placed in a company of Category-C.
- b. Student can appear for a company of Category-B on campus under cases b(i) orb (iii).



4. Once the schedule of the interview is announced, the students, opting to appear, are trained in respective departments.
5. General process varies from company to company, it normally includes any/all of the following;-
  - a. PPT
  - b. Online test
  - c. GD
  - d. Technical interview
  - e. HR Interviews
6. Once the student is placed in a company, he/she will not be eligible to sit in for the interview of next company, unless allowed by the placement cell, keeping in mind, the package difference and any other criteria deemed fit for the student and institute.
7. Student rejecting an internship offered through Placement Cell is required to inform (in writing through faculty mentor) to the Placement Office. Internships which may lead to a job will also be considered as placement in that company.
8. Students are given choice to choose the company for placement based on their specialization, subject to all conditions mentioned above.
9. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.
10. Any students who withdraw deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
11. Unauthorized absence for the test/interview will lead to barring from placement.
12. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.



13. Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Only shortlisted student's list will be forwarded to companies.
14. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
15. Placement season is an ongoing process which starts from November and may go up to September of the next year till the students are placed in various organizations.
16. Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
17. Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement officer for future reference.
18. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives.
19. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.
20. Students should maintain discipline and decorum in every activity during the placement process.
21. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
22. Any issues to be discussed, should be forwarded to the respective Student Placement Representative and it is his/her responsibility to take it up with Placements Cell.
23. It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied,

otherwise he / she will not be allowed to sit in the placement process of that company.

24. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
25. Students are not allowed to use mobile phones in the vicinity of a company official and are also forbidden to carry the question paper out of the examination hall after the written exam.
26. Student misbehaving in any manner with the staff of Training and Placement Cell and student representatives will be debarred from Placement Session
27. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.
28. If a Student is found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted: • The student will be debarred from participating in recruitment process of that company and also the next 10 companies he/she has applied to and/or has been shortlisted for. The students shall be prepared to attend off campus interviews being arranged by the Training and Placement Cell.
29. Following contingencies may occur:
  - a) The company may want the selected candidate to complete entire course before joining. That would be the best alternative and will be supported by the institute in the interest of the company and the student. Students will merely take full advantage and complete the course in full earnest.
  - b) Early placement is permitted after the internal examinations of the IV Sem. However students will be required to Complete IV Sem. and appear in internal exams or complete the assignments with the teacher in order to qualify for the award of Degree.



- c) Special cases will be considered by Director in consultation with the faculty if the situation demands.
  - d) Once any student take up a job with any company, it is mandatory for the student to work at least 12 months with recruiter to maintain the relationship of the institute and industry.
  - e) If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.
30. The college also provides different training and placement plate form for the purpose of their training and placements every year. And these training and placement plate form are as follow:-

- a) <https://internshala.com/>
- b) <https://placements.almabay.com/>
- c) <http://www.pgrkam.com/>
- d) <https://www.shine.com/>
- e) <https://www.linkedin.com/>
- f) <https://www.firstnaukri.com/>
- g) <https://www.naukri.com/>

Approved  
JKT

Principal  
Mata Gujri College,  
Fatehgarh Sahib (Pb.)