



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY



Training and Placement & Higher Studies Policy

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1. Introduction

The Training and Placement & Higher Studies Policy of Poornima Institute of Engineering and Technology (PIET) outline the guidelines and procedures for facilitating the career development of students and enhancing their employability. This policy aims to establish effective mechanisms for training, placement, and pursuing higher studies for the students of PIET.

2. Objectives

- To provide comprehensive training programs to enhance the employability skills of students.
- To facilitate placement opportunities for students in reputed organizations.
- To encourage and support students in pursuing higher studies and research.
- To establish strong industry-academia partnerships for mutual benefit.

3. Training Programs

- **Skill Development Workshops:** PIET will organize regular workshops and training sessions focusing on technical skills, soft skills, communication skills, and personality development to groom students for the professional world.
- **Internship Opportunities:** The institute will facilitate internship opportunities for students to gain practical exposure and hands-on experience in their respective fields. Efforts will be made to collaborate with leading companies for internship placements.
- **Industry Visits:** PIET will organize industrial visits to provide students with insights into real-world work environments and industry practices, fostering a better understanding of their chosen fields.

4. Placement Process

- **Campus Recruitment Drives:** PIET will organize campus recruitment drives inviting reputed companies from various sectors to conduct recruitment sessions. The institute will provide necessary infrastructure and support to facilitate smooth recruitment processes.
- **Career Counseling:** The institute will offer career counseling services to help students make informed career choices and prepare effectively for placement opportunities.

- **Placement Cell:** A dedicated placement cell will be established to coordinate placement activities, maintain industry connections, and assist students throughout the placement process. (See Annexure 1 for details)

5. Higher Studies Support

- **Guidance for Competitive Exams:** PIET will provide guidance and support to students aspiring to pursue higher studies by preparing for competitive exams such as GRE, GATE, CAT, etc.
- **Scholarship Assistance:** The institute will assist eligible students in identifying and applying for scholarships, fellowships, and financial aid programs to support their higher education endeavors.
- **Research Opportunities:** PIET will encourage and support students interested in pursuing research by providing access to research facilities, mentorship, and collaboration opportunities with faculty members and industry experts.

6. Industry-Academia Collaboration

- **MoUs with Companies:** PIET will establish Memorandums of Understanding (MoUs) with leading companies to facilitate industry-academia collaboration, including joint research projects, guest lectures, and skill development initiatives.
- **Advisory Board:** An advisory board comprising industry professionals, alumni, and academic experts will be formed to provide guidance on curriculum development, industry trends, and placement strategies.

7. Monitoring and Evaluation

- **Performance Metrics:** The effectiveness of the Training and Placement & Higher Studies initiatives will be evaluated using key performance indicators such as placement rates, student feedback, employer satisfaction, and success in higher studies.
- **Continuous Improvement:** PIET will regularly review and update its Training and Placement & Higher Studies policies and programs based on feedback from stakeholders and changing industry requirements.

8. Conclusion

The Training and Placement & Higher Studies Policy of Poornima Institute of Engineering and Technology is designed to equip students with the necessary skills, knowledge, and

opportunities to excel in their chosen careers. By fostering strong industry connections and providing comprehensive support for higher studies, PIET aims to empower its students to become successful professionals and contribute meaningfully to society.

Annexure 1

Role & Responsibility of Training & Placement Office:

- TPO invites Companies/Industries for recruiting students through Campus Drives.
- TPO prepares the database of all final year students and shares the database to Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
- TPO finalizes the suitable date of campus drive by interaction with Company Personnel.
- TPO organizes regular 3 Day sessions/Value Added Courses for development of students for better performance in Placements.
- Make all the arrangements of Venue & Resources for organizing campus drives.
- An active team consisting of Faculty and Students placement coordinators is formed for the effective execution.
- TPO doesn't invite/approach any company for campus drive which involves any kind of financial conditions.

Eligibility conditions:

- Final year students are eligible to participate in the placement activities if He/She meets therequirements/eligibility criteria specified by the Company as well as TPO.
- Students who are interested in placements must participate in all technical and soft skillpreparatory classes/sessions.
- TPO doesn't allow the students to go for off campus drives of the companies which aresupposed to come to Poornima Group for hiring.
- TPO doesn't allow the students to pay any amount to any agency/mediator for placements.
- Students with "active" status on college TCS-iON portal will be allowed to participate in theplacement drives only.

Student Code of Conduct:

- The students are informed about the Placement drives through a Notice issued by Training and Placement Office via email. If student wish to participate in that particular drive then he/she is required to give nomination by filling Google form before the deadline provided in the email. No request will be considered post the closing of Google Form.
- Schedule of placement drives is shared with all students before the day of drive. Any studentwith any query about the eligibility and process are required to report/discuss

the same before the day of the placement drive. No issues will be addressed on the day of drive.

- Students must be in proper college dress code (Neat & Clean and well ironed college uniform clean shaved or well-groomed with a decent hair cut).
- Students have to keep their College I'd Card, updated resumes, 5 photographs & all educational certificates (Photostat) in hard copy and soft copy on the day of drive.
- Students have to keep a Valid Government Identification proof (which has photographs) such as Aadhar Card/PAN Card/Passport with them on the day of drive.
- In case of indiscipline by students at any stage of drive, Training and Placement Office is liable to disqualify students from that round and/ or from future placement drives.
- In no case students are recommended to connect with the HR team of Company/Industry directly. If necessary students have to loop in the Training and Placement Office in all conversation/emails with the company.
- Students must be prepared with all logistics as required to participate in placement drive. Information regarding the same is always shared via email prior to the drive. If a student is not able to attend the drive due to lack of logistics then the student will be responsible for consequences.

Job Offers:

- TPO strictly follows the policy of “One student, One Job Offer” only. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- All placed students will be allowed to apply for one Dream Company only and if selected in Dream Company his/her previous offer will be withdrawn.
- Only those companies would be considered for Dream slot who are offering a package which is higher by one lac or more from the offered company or is a bigger or better brand.
- Students from streams like Mechanical, Electrical, Civil, ECE & EEE will be allowed to sit for campus drives of Core Companies/Non IT companies even if they have an offer from Software/IT Companies. For e.g. if a Mechanical Final Year student is selected in Infosys, still he/she will be permitted to participate in drives of Core Companies/Non IT companies. But once he/she gets a second offer from Core/Non IT Company then the student will be having one dream slot option only.
- After accepting a job offer, if any student decides to withdraw his/her acceptance

any time during the year, he/she must inform the TPO immediately.

- After having accepted a job offer, if a student does not wish to join the company due to any reason, then the student is bound to inform the TPO and abide by the agreements/bonds they enter into with the company.

Debarment/Blacklisting grounds for students:

- Students may be debarred/ blacklisted from the placement if he/she is found involved in any indisdisciplinary activity or engaged in malpractices.
- Any eligible student who after giving nomination has not participated in 2 consecutive recruitment drives without prior information to the Training and Placement Office may lead to debarment/Blacklisting of students.
- Students giving wrong data/information to the Training and Placement Office will be debarred/blacklisted from the placement activities for the rest of the academic year.
- Students who are shortlisted for further rounds by a company, cannot just drop out or absent from the further selection rounds. A disciplinary action will be taken against such defaulter student/s.
- Any kind of misbehaviour/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be debarred/blacklisted from future campus placements.

Conclusion:

- TPO aims to provide placement assistance to all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.
- These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the TPO shall abide by the prescribed guidelines.
- Any breach of rules specified above by any student, shall be taken up seriously by the TPO who in turn will view the matter and take action against the students.
- TPO reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion are likely to benefit the students.
- While answering questions in the interview, students should observe decorum.
- Keeping the company's convenience in the view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. TPO shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel

arrangements and bear the cost of attending such drives.

- In case of any clarification in the above matter department/faculty/student may e-mail the query to tpo@poornima.org.