



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

CAREER GUIDANCE AND PLACEMENT COMMITTEE

The Role of Career guidance and placement Committee:

Career guidance can provide individuals with accurate and up-to-date information about different career options, job market trends, and educational requirements.

The Responsibilities of Career guidance and placement Committee:

The career guidance cell provides relevant academic and career information to enable Students to make informed decisions a long way. Our focus is to provide learning/training opportunities in the areas of academic, career and personal/ Social development and to prepare students to meet their future challenges.

The Role of Placement Committee:

The role of the Training and Placement Cell is of a facilitator and councilor for placement related activities. Training and Placement Cell does not guarantee a job.

Responsibilities of Placement Committee:

- ❖ To correspond to prospective companies for interview date and schedule of events.
- ❖ To arrange for interview facilities at the campus and written test halls.
- ❖ To receive the personnel and provide necessary inputs about the college and to coordinate with placement faculty and Student coordinators for smooth functioning at various locations (interview halls, Labs for online test, written test halls, canteen etc).
- ❖ To collect the appointment letters or correspond to get them as soon as the interview is over.
- ❖ To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- ❖ Provide required training [Soft skills & Technical] to the students based on the needs of the company through external trainers or through the internal resource members.

Duties of Placement Committee:

1. Liaisons with industry

2. Identifies and provides training needs of students.
3. Arranges campus interviews.
4. Proposes annual T & P budget.
5. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
6. Assists students develop and implement successful job search strategies.
7. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
8. Compiles and maintains the database of student's profiles for all the departments.
9. Undertakes a rigorous placement campaign.
10. Assists employers achieve their hiring goals.
11. Empowers students with life-long career decision-making skills.
12. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community
14. Up gradation of the students' skill sets and commensurate with the expectations of the industry.
15. Generation of awareness in the students regarding future career options available to them.
16. Assists different companies in recruiting candidates as per their requirements.
17. Assists students in obtaining final placement in reputed companies.
18. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
19. Communicates the resume of suitable candidates to the potential employers.
20. Provides right placement to the right candidate so that students excel in their future life.
21. Organizes placement training for the students and make them ready for interview and group discussion.
22. Getting approval for on-campus drives from the Principal and informing the candidates through Department Placement Coordinators.
23. Giving intimation to DPC for off-campus drive and encouraging the students to participate in the drive.
24. The Training and Placement cell has made memorandums with several industries ELECTROPRO, BYTEXTL , HOBEL BELLOWS, APSSDC, MIRACLE SOFTWARE SOLUTIONS, OMEGA, EDUSKILLS etc., and also with skill training centers to impart soft skill training in Quantitative aptitude to obtain

placement in MNC's and other government sectors .The placement officer serves as a bridge between these industries and the institution.

25. Guide and counsel the students in securing permanent placement by bringing them in contact with the prospective employers.
26. Provides information on the schedule of recruitment drives well in advance to all DPCs, HODs, Principal and students.
27. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
28. Details of placed candidates and hard copies of their appointment orders are sent to all HODs, DPCs, immediately after the recruitment drive is completed.

Placement Policy:

The companies visiting the campus are divided in the following 2 categories

Category A: Companies offering CTC > INR 4 LPA

Category B: Companies Offering CTC >= INR 2.4 LPA to 4 LPA

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.

A student can appear for a Company of Category-A on campus under either of the following cases:

Student has not been placed in any Company.

Student has placed in Category B company • A student can have a maximum of 2 jobs excluding teaching or Tech support job.

In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.

In case a student is short-listed in two or more companies on a particular day, he/she is eligible to sit for the selection process of all the companies and following policy is to be adhered to:

In case a student appears for two or more companies of Category - A on a particular day then he/she will be considered selected in the company which first comes out with the final selection list and he/she will be out of the placement process of the other companies

Students having a Pre-Placement Offer from a company must inform the Placement Cell about the acceptance or rejection of the same. In case any student doesn't inform the placement Cell about the same, he / she will be considered to have accepted the offer and will not be considered for the further placement procedure according to policy.

Student rejecting a Pre-Placement Offer (PPO) will be allowed to apply to companies offering CTC greater than the CTC of the PPO and will specifically be not allowed to appear for the company of which he/she has rejected the PPO.

Student found adopting unfair means of any kind in placement procedure of any company the student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and shortlisted.

Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in recruitment process of any company in future.

Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

It is compulsory for every interested candidate to attend the Pre-Placement Talk 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.

Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.

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. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.

Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.

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.

No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement Representative of Training and Placement Cell.

Each student should join the Whats App group of their respective department which will be handled by their respective Placement Representative. Students are also advised to keep a watch on the Placement & Department Notice Boards and Whats App posts for updates.

Any issues to be discussed should be forwarded to the respective department Placement faculty Representative and it is his/her responsibility to take it up with the Training and Placement Cell.

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.

If job market situation and job scenario necessitates 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.

Frequency of meeting: As and when required.