



### **TRAINING AND PLACEMENT CELL OVERVIEW**

Training and Placement Cell (T&P Cell) is essential to bridging the knowledge gap between academia and the working world. Its main goal is to give pupils the chance to improve their abilities and land jobs in respectable companies. Career counseling, technical and soft skill development programs, industry exposure through internships and industry visits, and campus recruiting efforts are just a few of the many services provided by the T&P Cell. In order to streamline the placement process and guarantee that students are adequately equipped to satisfy industry standards, it collaborates closely with top businesses. The cell not only places students in jobs but also encourages entrepreneurship by helping students who want to launch their own businesses. The T&P Cell works to develop students into professionals who are prepared for the workforce through its all-encompassing strategy, which supports their total professional development and achievement.

#### **Objectives:**

1. To assist students discover their skills, investigate other career alternatives, and make educated decisions about their futures by offering them career counseling and guidance.
2. By providing internships, company visits, and guest lectures, we hope to expose students to the business world and help them grasp how their academic knowledge is applied in the real world.
3. By planning skill development programs that emphasize the technical, soft, and interpersonal skills needed by the industry—such as workshops, seminars, and training sessions—we can increase students' employability.
4. To work with different companies to streamline the campus recruitment process and guarantee that students have access to placement options with reputable companies in their field of study.
5. To encourage student entrepreneurship by offering tools, coaching, and direction to individuals who want to launch their own businesses.



## OVERALL PLACEMENT POLICIES AND RULES

1. **Eligibility Criteria:** Only such students who meet the academic and attendance requirements stipulated by the college alone are eligible to go through the placement process.
2. **Pre-Placement Training:** Students have to go through compulsory pre-placement training programs organized by the T&P Cell to improve their employability skills like resume preparation, mock interviews, and aptitude training.
3. **Placement Registration:** Students must register with the T&P Cell before the start of the placement season. Registration is mandatory for attending recruitment processes.
4. **Code of Conduct:** Students must abide by the professional code of conduct, like dressing up formally, reporting to the interview on time, and good behavior during recruitment processes.
5. **Selection of Companies:** Placement opportunities are offered to students based on the recruitment criteria of the company and the job profile being offered. The final decision rests with the recruiting company.
6. **Multiple Offers:** In case of multiple job offers, the student must report to the T&P Cell and select one offer. Students are not permitted to attend further recruitment processes once they have received an offer.
7. **No Show Policy:** Students who fail to report to a scheduled interview or recruitment process without a valid reason will be treated as a "no-show" and will forfeit their future placement opportunity.
8. **Internship Policy:** Internship is considered part of the placement process, and students must attend internships in their respective areas of study to improve their chances of placement.
9. **Placement Restrictions:** Students with pending disciplinary actions, backlogs, or poor academic performance may not be eligible for placement drives.



10. **Post-Placement Commitment:** After receiving an offer, the student must join the organization on the agreed date, and any deviation will lead to the cancellation of his/her placement status.

These involve policies that facilitate a smooth and coordinated placement process for all the students and ensure fairness in the hiring process.

### CODE OF CONDUCT:

- For all placement-related events, such as interviews, group discussions, and company presentations, students are required to wear formal, business-like clothing.
- Students must be on time for all placement activities, such as meetings, tests, and interviews. Participants that arrive late may not be allowed to participate.
- Throughout the placement process, students must act with the utmost professionalism, civility, and respect toward instructors, recruiters, and other students.
- Disqualification from the placement process will result from any kind of dishonesty, including lying on resumes, deceiving recruiters, or acting unethically.
- Students are expected to study the company's history and the employment role given in order to fully prepare for interviews, aptitude tests, and group discussions.
- During group discussions and interviews, students should speak with assurance and clarity. They must always speak politely and refrain from using offensive language.
- Respect for Placement Cell: Students are required to collaborate with the Training and Placement Cell and follow its directives throughout the placement process.
- All contact with companies by the students after receipt of a job offer should channel through the Placement Cell.
- Any direct contact with the company people is prohibited.

# DATTAKALA GROUP OF INSTITUTIONS

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- Students need to register with the Placement Cell so that they may be considered eligible to appear for the recruitment process of any company.
- Students must report to the Pre-Placement Talk (PPT) once registered so as to be shortlisted for the subsequent rounds of the placement procedure.
- Once a student goes on to the subsequent round in a company's selection procedure after a PPT, he/she is not supposed to withdraw. In the event a student withdraws at any point in time, he/she would be debarred and could not be sent for future placements.
- Any display of indiscipline or grievances reported by the company representatives shall be treated seriously. If so proven, the student would be debarred for future campus placements and blacklisted.

**Black Dotted:** A candidate shall be treated as Black-Dotted if he/she is unselected and voluntarily decides not to attend any off-campus placement drive (Core/I.T).

**Blacklisted:** A candidate shall be blacklisted on the following grounds:

- The candidate volunteers to attend any on-campus or off-campus placement recruitment drive but does not turn up for the Pre-Placement Talk (PPT) on the designated day.
- The candidate is reported for any kind of misbehavior or complaints by the company officials or T&P Cell staff.
- The candidate is already Black-Dotted and does not attend any on-campus placement recruitment drive (Core/I.T).

**Remark:** The policy is open to revision at the discretion of the Training & Placement Cell.  
Any revision at a later point of time shall be intimated to all concerned.