



# Training & Placement Cell Policy

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**K.S. Rangasamy College of Technology**  
(Autonomous)  
Tiruchengode – 637 215



### Objectives:

- ✚ The Training & Placement Cell strives to connect students with employers by building up their capacity and networking with industries
- ✚ Establishing a strong placement network between Companies and Institutes
- ✚ Employers should strive to become the preferred choice for recruiting on campus
- ✚ Ensure that all students have equal employment opportunities
- ✚ For all students to be able to secure sustainable employment
- ✚ Students are encouraged to participate in off-campus recruitment drives at other institutions and to stay informed of off-campus invitations
- ✚ On-campus training is offered to students to prepare them for placement in multinational companies
- ✚ The company-specific training will be provided to the students in terms of technical and aptitude skills
- ✚ If the company offers a package of 10 LPA or higher, then all candidates(placed or unplaced) will be permitted to participate in the campus recruitment drive

### Roles and Responsibilities – Training & Placement Coordinators (T&P Cell)

1. Get updated with the list of prospective companies in the pipeline with T&P Cell and plan for the training needs of the students in the respective branches.
2. Plan periodical meetings and interactions with fellow coordinators for collaborative preparedness of the students and devise strategies to utilize the skill/ domain expertise of faculty and alumni.
3. Mentor students with the prospects of employability preparedness and categorize the students based the skills conformity with the company needs concerned right from First Year.
4. Discuss with CGCR-ICs for the need of Skills Enhancement Programme year wise and skill wise. Consequently, employ alumni and placed students for peer mentoring.
5. Update the database of the placement interested students in the Placement Portal periodically. Document all the proceedings and progress for the future reference.



6. The information received from the Principal and CGCR must be appropriately customized and then, to be shared to the students promptly. Brief meeting can be arranged with the students regularly to channelize them by proper orientation and clarification.
7. For any meeting conducted with students, share the status report to the CGCR and the HoDs concerned through mail by making carbon copy to The Principal.
8. Prepare the details and content required and present in the meeting for the effective dissemination of information and status. The focal point is for preventive action rather than corrective action.
9. All formal communication should be shared by email and a carbon copy to be addressed to the CGCR and The Principal.
10. Inform the HoDs concerned by request to attend the periodical / contingent students / coordinators meeting addressed by the Principal.
11. Motivate the students with regular interactions with the students emphasizing the prospects of participating in technical contests and competitions conducted by various governmental authorities and private entities.
12. Inculcate to students about the necessity of technical collaboration with students of cross-domains for the effectiveness and result-oriented prospects while preparing for the enrollment into the contests and competitions.
13. Accentuate the importance of internships, and facilitate the students to participate and secure ample internships.
14. During training, practice and placement drive sessions move closely with the students for individual attention. Educate and motivate the students in every stage of progress and process.
15. Send invites to the alumni and SMEs for the employability skills orientation in various forms like workshops, hands-on practice, webinars, virtual interactions and so forth.
16. Prepare guidelines to be followed for all the students in conducting themselves in terms meeting proceedings, dress code, vibrant participation and so forth. Instill confidence among the students to interact freely and engage themselves in



purposeful exchange ideas/opinions with the invited guests and convening authorities.

17. Instruct students that for any clarifications and grievance pertaining to training and placement should be flow through the coordinators concerned to the CGCR. Insist them that they should make effort to contact any company authorities with regard to training and placement.
18. Ensure that the students are communicating to higher authorities with proper email etiquettes and marking a carbon copy to the intermediate authorities.
19. Mentor the placed students to volunteer themselves in assisting fellow aspirants during the training sessions and placement drives. The students should be jelling with aspirants of other branches and should exhibit the conducive demeanor for healthy and edifying ambience.
20. Inculcate students the need of academic consistency in the post placement academic activities.
21. Instruct the students to borne their own gadgets and study materials with sufficient data backup for exhibiting self-reliance and self-learning.
22. The rules and regulations framed by CGCR, time and again, and the amendments thereafter, the coordinators and students should adhere to the revised guidelines.
23. T & P Coordinators should only contact the CGCR of our Institution and the Principal for any contingencies through proper mode of communication either by mail or phone. They should not contact and disclose any information to the CPC or any cells of other colleges without prior information to, intervention of and permission from the CGCR of our Institution and the Principal.
24. Personal grievances, if any, the coordinators should communicate to the CGCR of our Institution and the Principal with or without the intervention of the HoDs concerned based on the confidentiality of the information.
25. The coordinators should cascade the learnings from their experiences of previous years with showcasing sufficient proof details form their documentation in their presentations to the students and other reporting authorities.



**Registration:**

1. During the 5th semester, all students will be required to attend the first Placement Orientation Session of the Training and Placement before getting registered. Attendees will not be allowed to register with the T&P cell without prior notification.
2. After the first Placement Orientation Session, all 5th-semester students of all branches are required to register with Campusrann (T&P Web portal).
3. As part of the registration process, students have the option to choose the types of companies, willing to sign a bond, & the location, etc.
4. The student can opt out of placement or swap their options once (before the first company visit). After the first campus placement drive, no requests for a change of option will be accepted. Students are required to get their signatures from top management officials if any changes need to be made.
5. Registration implies that the student has verified himself/herself and consented to the terms and conditions, package, bond, and location. After registration, if the student fails to turn up for the drive, he/she will not be considered for future placements.

**Directive Principles, Rules and Regulations:**

1. Student coordinators (SPOC) only hold the sole right to deal with Training & Placement matters (Internal or External).
2. A student may deal with Training & Placement matters only with permission of the concern officer.
3. All job-offer communication between student and company should be channelized through the Training & placement cell.
4. Direct communications with the company officials is not allowed.
5. Eligibility criteria will be as per the norms of the company providing placement opportunities.
6. Students proceeding after the Pre-Placement Talk (PPT) cannot quit in between the selection process of the company. If the student departs, then he/she will be debarred and will not be allowed to appear in any other further placement event.



7. Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted\*\*.
8. In order to achieve its placement objectives, the Training & Placement Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
9. The Placement facility is available to all the students registered with T&P Cell through the policy **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE**. This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs.
10. Dress code is **STRICTLY FORMALS**. Those who don't follow the dress code will not be considered for placements. Please note that the following are strictly not allowed:
  - T-shirts with printed text; un-collared T-shirts;
  - Shorts & Jeans
  - Shirt not-tucked in
  - Chappals / flip-flops
11. Individual details and Academics details must be updated on regular intervals by students and Dept. T&P Coordinator in the Campusrann software.
12. If the students get selected in any particular company and receive a joining date, college authorities are not responsible for their joining preponement. Although if any company withdraws its offer letter/letter of intent at any stage before joining of selected students, the T&P department and college or any authority will not be responsible for it.
13. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.



14. While attending campus interview, every student must carry the following:
  - a. College Identity Card
  - b. 5 Nos. passport size color photographs
  - c. 2 copies of the updated and signed resume
  - d. Photocopy of mark sheets from SSLC onwards in folder
  - e. 2 set of photocopies of all relevant mark-sheets, certificates (self-attested)
  - f. Identity Proof - Xerox of PAN Card or Passport or Driving License (self-attested)
  - g. Pens (Black & Blue)/Pencils/Stapler/Gum etc.
15. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
16. Students who are not eligible or already selected by a company will attend their regular classes.
17. The T&P will also make a strong effort to offer "No Criteria" Companies to students who are ineligible. It's crucial that ineligible students are hired by these firms as soon as feasible.
18. The institute has the right to permit or deny participation in the placement process to any student without providing a reason.
19. Decision of the Institute would be final and binding on all. Request/grievances/issues will be referred to the Principal/Dean forwarded through the TPO office.
20. The T&P officer, in cooperation with the Principal, will review any suggestions, adjustments, deletions, or grievances in relation to the aforementioned policies that the student in question submits in writing through the TPO office.
21. In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. However, the person who releases the offer first must accept it.

