



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



PLACEMENT

Policy

Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

NOTIFICATION

Ref: **SMVEC / IQAC / T&P / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Placement. This will come into force with immediate effect.

AA Arivalagar
Dr. AA. Arivalagar
 IQAC coordinator

Dr. N.S.N Caillasame
Dr. N.S.N Caillasame
 Placement Officer

Dr. V.S.K. Venkatachalapathy
Dr. V.S.K. Venkatachalapathy
 Director cum Principal

Dr. A.A. ARIVALAGAR, M. Tech., Ph. D.,
 IQAC Co-ordinator
 Sri Manakula Vinayagar Engineering College
 (An Autonomous Institution)
 Madagadipet, Puducherry-605 107.

CAILASSAME, N.S.N., M.E., M.B.A.,
 PLACEMENT OFFICER
 Sri Manakula Vinayagar Engineering College
 Madagadipet, Pondicherry-605 107

DIRECTOR CUM PRINCIPAL
 SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
 (An Autonomous Institution)
 Madagadipet, Puducherry-605 107.



POLICY FOR PLACEMENT OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

Training and Placement cell monitors the employment opportunities and arranges campus interviews for the pre-final year and final year students. Placement cell edifies all the managerial traits, which are required for the students and prepares the students according to the requirement of the industry. The placement cell also helps to sign MoU with reputed organizations and universities in India and abroad for exchange of knowledge and latest technologies.

RESPONSIBILITIES

- To Establish close links between Institute and industry
- To organize various activities like seminar, guest lecture, Industrial Visit and In plant Training
- To collaborate with industry in R & D and industrial consultancy
- To approach prospective companies/ organizations to campus for recruitment.
- Arrange on campus and off campus recruitment process
- To arrange various facilities for visiting company on the date of interview
- To collect appointment letters from recruiters and distribute them to selected students
- To collect the feedback of student's performance from visiting company in order to train the students in specific domain to make them employable
- To encourage all the eligible students to register for the training & placement process.
- To guide students on various interview techniques, group discussions, aptitude tests
- Notification regarding various competitive examinations
- Organizing industrial visits
- Organizing guest lecture by industrial expert to expose industrial need to the students
- Announcing dates of various company specific competition to the students

RESPONSIBILITIES OF PLACEMENT CO-ORDINATOR

- To collect data base of students eligible students at the start of the 6th semester and to verify their credentials with respect to their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester are listed
- To obtain the information about possible visit of company from the placement officer and depending on the eligibility criteria of the organization, submit the bio-data of students to the placement officer
- To inform the students about the date and time of interview
- To be present at the time of interview date
- To regulate students who have to be interviewed as per the order given by the employer
- To collect the list of selected students and inform the students individually
- To distribute the appointment letters to the students and get the acceptance letters and gives them to the placement officer

RULES AND REGULATIONS

ELIGIBILITY and REGISTRATION

- Students should register their names in Training and Placement Cell by submitting their willingness to participate in career development programs with a consent of their parents. Only those students who have registered are eligible to participate in the placement training process and campus recruitment process
- Students having backlog of five or more arrears are not permitted to register for placement. Such students are advised to clear the backlogs and then register after clearing the pending backlogs.
- Students must submit the photo copy of 10th, 12th Mark sheets, End Semester Exam Mark Sheets, updated resume and any Govt. ID proof during their registration in the placement cell.
- The eligibility criteria imposed by the visiting company will be the final.
- The eligible / registered students must compulsory attend all the training programmes organized by placement cell.

- In case of not able to attend the training due to some emergency, student must get prior permission from placement cell and department HoD along with a request letter from their parents
- Without prior intimation, if students absent themselves for any training program, then they will not be allowed to attend any training.
- Those students who are prevented from the training process will be allowed to participate in any further training & placement process only after they give proper reason for their absence along with their parents.
- Once shown interested in any of the Company, student should follow the entire selection process and they will not be allowed to withdraw their candidature at any point of time, without any prior information and a genuine reason. Failing which, student will be barred to appear in further campus recruitment process.
- Once student placed in any one company, then they will not be allowed to attend any further campus recruitment process.
- However, with the permission of placement cell, already placed students may be allowed to attend Dream/Super dream Company placement process. Dream/Super dream company status are given to some reputed organizations those offer an exceptionally big pay-package, (Cost to Company, CTC) to the students which will be intimated during the placement registration process.

STUDENT CODE OF CONDUCT

- It is mandatory for students to register themselves to participate in the placement process of the company
- It mandatory for all students appearing for any process of campus drive to come in formals. For boys it is mandatory to be in clean shaven
- Students must wear their identity cards during the placement process whether on campus or off campus
- Direct communication of students with company officials is not allowed
- Any kind of misbehavior/complaints reported by the company officials will be taken seriously and if proved, the student will be debarred from further campus recruitment process
- The student who was placed already, willing to pursue higher studies (in India or abroad), needs to inform the placement cell as soon as possible along with the letter received by the university