



DiST[®]
Timeless Values; Timely Vision

**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

**DiST PLACEMENTS & CORPORATE
RELATIONS (DPCR) POLICY**



1.0 Introduction

De Paul Institute of Science & Technology, Angamaly (DiST), approved by AICTE New Delhi and affiliated to M G University, Kottayam has made its mark in the educational landscape of higher education in Kerala since its inception in the year 2002. Over these two decades of its existence DiST has embraced a system which caters to the holistic development of its student community. DPCR, strive to extend all possible support to provide the right career opportunities to our students to fruitfully pursue their career interests. The DPCR only acts as the facilitator in inviting companies to the campus for placements as well as internships. Registration for the campus placement does not guarantee placement.

1.1 DPCR Policy

1. To provide maximum number of opportunities for students to get ‘on-campus’ placement.
2. To maintain the quality standards of the jobs offered.
3. To ensure that the whole team works according to the defined processes of DPCR to achieve the common objectives.
4. DPCR will take the initiative to build the bridge between the students and the potential job providers and facilitate interactions between them.
5. All the placements related activities will be coordinated by DPCR.

1.2 Eligibility

All interested students both UG & PG from the institute are eligible to participate in the placement activities. Eligibility criteria communicated by the companies shall apply on a case-to-case basis.

1.3 Preparing for placements

DPCR enables the students of DiST to bridge the gap between the Academia and Corporate world. Feedback from industry is collected and used to design Pre-Placement Training Programs. This important activity is to enable the students to achieve desired career objectives

Various components of the Pre-Placement Training Programs include modules on current affairs, general aptitude, technical aptitude, presentation skills, group discussion skills, debate skills, interviews skills & mock interviews (Technical & HR), industrial analytics workshops,

etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counseling to students to equip them to grab the opportunities available.

Company-specific orientation is conducted for students prior to all the placement drives organized by the institution.

1.4 Placement policy

1.4.1 Campus recruitment process

Requirements of a company are received by DPCR through Placement Directors for campus recruitment. The same is followed by initiating a meeting of the DPCR members. The committee approves the campus placement and a circular is sent to department heads and students about the recruitment through Placement Directors. The department shortlists the candidates and send the same to the DPCR. The list of students will be forwarded to the corporate with essential details.

1.4.2 Off campus recruitment

The DPCR will shortlist the students from the database matching with the company requirements and sends the list to Head of Departments for approval. The list is displayed on the 'Department Placement' notice board and the same is sent to the corporate for further step ahead.

1.5 Placement Procedures

- Companies are expected to give a Pre-Placement Talk [PPT] laying out the details of the company and the offer before the process. In case there is no PPT by the company, then the DPCR would give a PPT.
- If the student appears for the process, the student is not permitted to reject the offer made by the company
- In case a company has a specific requirement / request, the recruitment committee has all the rights to nominate a set / individual student(s) and it is mandatory that student/s has to attend the interview. In case selected and an offer is made, then student is free to decide about the same.

- Each student shall be eligible for only one offer from a dream company. But the students can attend the recruitment process until he receives a confirmed offer letter from the company which has selected him/her.
- It is the prerogative of the company to make their choice of students irrespective of their specialization.
- In case a student who is placed through the institute placement process takes up private placement as well in another company, the DPCR, in consultation with the companies concerned, shall nullify both the offers
- All correspondence to and from the company will be routed through the DPCR

1.6 Ineligible from the placement activity.

Students will be considered ineligible for placement activities if any of the below mentioned is true:

- If students have not cleared the tuition fee dues
- Students who have less than 80% attendance
- Students who fail to achieve 100% attendance in pre placement training
- Student registers to attend a company's interview and fail to turn up on the day of interview.
- If there is disorderly conduct / indiscipline on the part of the student during the interview process
- Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria according to the approval by the recruitment committee.
- Institute can stop a student from attending the interviews if they have fee dues of more than one semester. Institute has every right to allow a student to attend the interview if there is a genuine case upon the submission of substantial evidence.
- Recruitment committee members:
 - Principal
 - Placement Coordinator - DiST – DPCR Chairman
 - Placement Director – PO's from different departments – DPCR Executive Members

1.7 Guidelines for the Functioning of DiST Placements and Corporate Relations (DPCR)

1.7.1 Introduction

The management and the placement officers of the different departments felt the need for a common cell for placements and corporate relations in the college as a whole. The purpose of having a common placement cell is to coordinate the placement activities of the college and to avoid duplication in contacts, and confusions in the corporate sector about the placement activities of the college. This will also make sure that the activities of the cell will continue undisturbed even if some members of the cell change due to unavoidable circumstances. The formation of the common cell does not do away with the duties, responsibilities and identity of placement directors of each department. It only means that every activity related to placements and corporate relations should be channeled through the placement cell of the college.

1.7.2 The Organizational Structure

Apart from the Principal and Director, the placements-in-charge from each department will be the members of the placement cell. Thus, there will be one member each from the School of Management, School of Computer Science (PG), School of Computer Science (UG), School of Commerce, School of Social Work, and three members from the School of Media and Communication in the Cell. The cell will have a coordinator who will take the leadership in the placement activities. The placement coordinator convenes the meetings of the cell once in a month and as and when requirements arise.

The placements in charge from the different departments will have a common designation, i.e., '**Placement Director**' with the name of the respective department.

In the communications sent by each placement director, the department which he/she represents should be specified. The placement coordinator will send the communication under the designation of 'Placement Coordinator, DiST'.

The below given guidelines are followed when the placement cell comes into practice.

1. De Buds Induction & Trainers List (Internal & External)

De Buds induction or orientation classes will be organized by the placement cell according to the requirements of the departments. The training may be by internal or external trainers as per the requirements of the departments. Internal trainers

should be mobilized through the placements cell instead of each department approaching the trainers individually. If external trainers are required, they should be mobilized by the placement cell after considering the quotations from different agencies and the feedback about their efficacy. An ISO file will be kept for keeping the details of the list of internal and external trainers in connection with De Buds induction and orientation programs, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc.

2. Aptitude Test Training (Internal & External)

Aptitude test training will be organized by the placement cell as per the requirements of each department. An ISO file will be kept for keeping the details separately about internal and external trainers, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc..

3. Placement and soft skill Training (Internal & External)

Soft skill training needed for placements in the various departments will be organized by the Placement cell. The requirements for the students of each department will be intimated to the cell by the respective placement director and communications for the same will be conducted by himself/herself, if it is by the external trainers, with a copy to the placement coordinator, Principal and Director. The external trainers should be decided by the placement cell after considering the cost of training and the feedback about the trainers. Internal trainers from other departments can be mobilized through the cell. Apart from this any department can plan and organize training required for their wards by the faculty members of the department as part of daily time table. An ISO file will be maintained for keeping the details regarding the list of internal and external trainers, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc.

4. Add-on Courses & Trainers List (Internal & External)

The students from different programs may be given customized add-on Courses as per the requirements of the students in the concerned departments so that quality placements become easier. The different departments can approach the placement cell with their requirements regarding the same. The agencies providing these courses will be contacted by the placements cell through the respective department placement director and discussions regarding the different aspects of implementation will be done by the placement cell.

Placement Directors going for company visit will collect the information regarding the latest industry requirements and should communicate the same to the respective departments and the placement cell.

5. Coordination of Placement Drives and Responsibilities

All the Placement Directors will work as a team for conducting any recruitment drive at DiST. The Placement Director from the specific department will be leading the drive while other members of the cell will extend their support.

6. Initiatives for Contacting & Inviting Recruiters

The initiative for contacting and inviting the recruiters should come from the particular department and it should be properly communicated to the Placement cell.

7. Interdepartmental Resource Sharing

Sharing of resources, manpower or other resources, should be through the placement cell. The placement cell coordinator should consult the respective Head of the Departments prior to any intra-departmental arrangement of resource persons.

Organizing Industrial Visits

Industrial Visits should be arranged by the respective department Placement Directors and should be properly communicated to the Coordinator, Principal and Director. Proper documentation of the same should be done by the coordinator of the placement cell.

8. Corporate Visits by Placement Directors

All Placement Directors should try to keep very good rapport with the corporates and should visit the corporate heads to bring more qualitative placements in the

campus. The placement cell should make sure that every year new companies are brought to the campus for placements besides the existing recruiters.

When the placement directors go to visit the corporates for placement purposes and industry interactions, it should be with the consent of the respective Heads of Departments and should be intimated to the placement cell Coordinator. A detailed report must be submitted to the placement cell regarding the visit. From the college's point of view, it is good that one more member from the cell accompany the placement director during the company visit. Contacts should be kept centralized and a separate file should be kept for each department.

The contacts or leads of any company or placement agency that one member of the cell receives should be shared with the placement cell and an ISO file should be maintained for the maintenance of this database.

9. Industry Interactions

Industry interactions should be arranged by the departments. The initiative for this should come from the placement directors of respective departments. The industry interaction sessions should be properly documented and kept by the placement cell coordinator.

10. Line of communication

The placement directors should report to the Coordinator of the Placement Cell and the Head of various Departments.

11. Signing of MOUs with External Agencies

Before finalizing the training by external agencies for de buds induction, aptitude, soft skill or add on courses, MOUs should be signed. Arrangements regarding MOU's signing related to training and placement should be carried on by the placement cell under the initiative of respective placement directors.

12. Arranging Hospitality

Hospitality and other requirements of the corporate officials who come for placement drives in the campus should be made by the Placement cell. The

requirements of the officials should be intimated to the coordinator by the concerned placement director sufficiently in advance.

13. Student Placement Cells

Student cells should be formed for supporting the recruitment procedures (Preferably pre-final year students) in the respective departments. This should be done by the respective placement directors.

14. Participation in Professional Body Programmes

Placement cell is responsible for making the arrangements for taking students for the programmes of the professional bodies. However, the initiatives for the programmes of the professional bodies connected to each department should be organized by respective placement directors. The participation of students in the programmes of the professional bodies should be properly documented and maintained by the placement cell coordinator.

15. Training Syllabus

The different departments can have customized syllabus for aptitude and soft skill training.

16. Internship Arrangements

The placement cell should make use of their corporate relations for making arrangements for the internship of students. This will help the students to do their projects and internships in better organizations.

17. English Speaking

The placement cell should plan and implement methods and programs in association with the School of Professional Development to inculcate English Speaking in the Campus. They should take the leadership in monitoring the same in coordination with the faculty members of the departments.

18. Alumni Association and Alumni Talks

Placement cell will take the initiative for keeping constant contact with the alumni and to conduct the annual alumni association meetings with as much participation

as possible and also to organize other alumni activities. Departmental alumni activities like alumnus Talks and departmental alumni meet will be organized and conducted by the respective departments under the initiative of the departmental placement directors.

19. Placement Information

All information related to placement should be intimated to the placement cell.