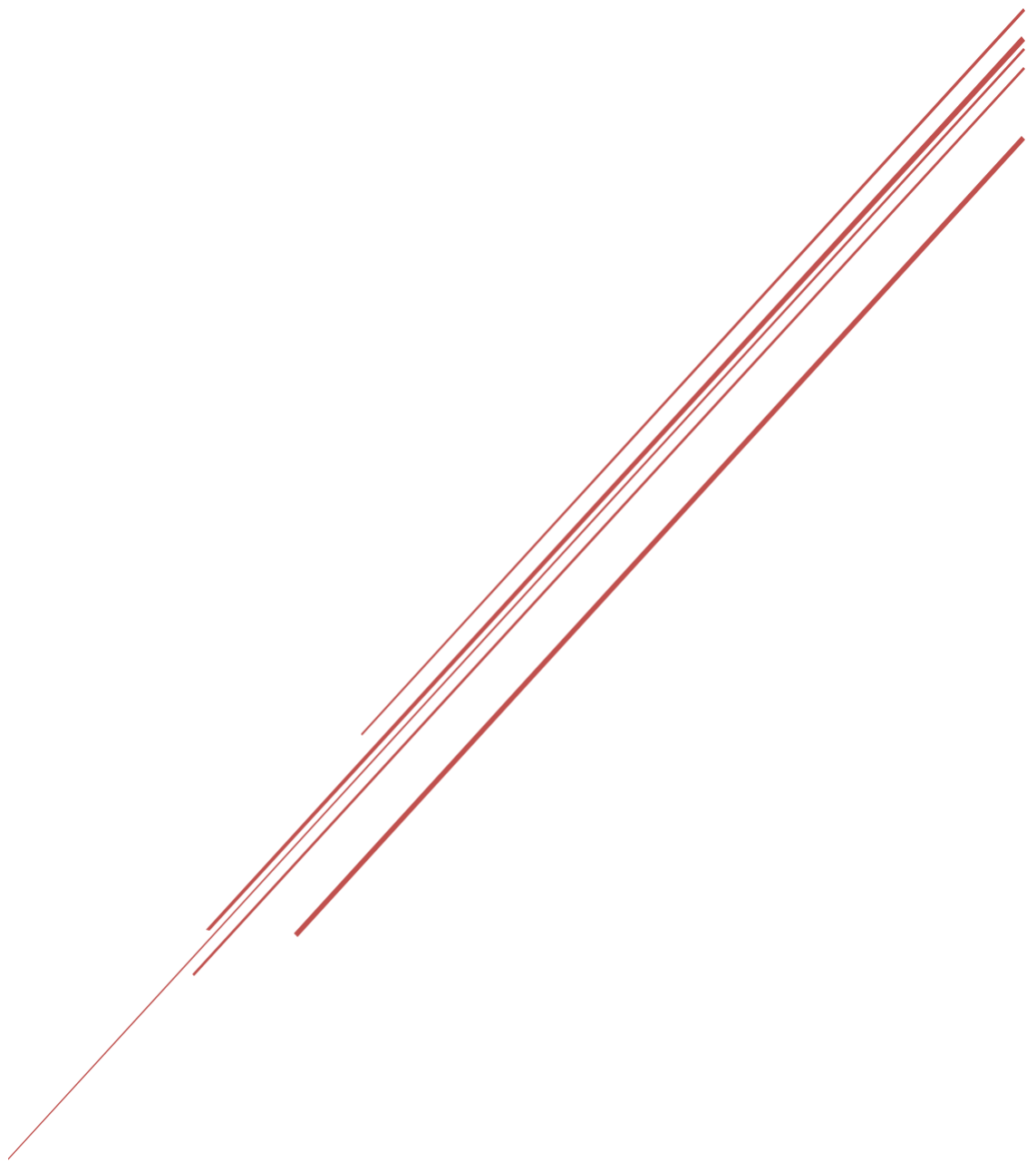




**INSTITUTE OF ENGINEERING AND MANAGEMENT
JEYPORE, KORAPUT, ODISHA**



PLACEMENT POLICY
Department of Training &
Placements

TRAINING & PLACEMENT POLICY

PREAMBLE: Given this inescapable reality, students are advised in their own interest to utilize opportunities that are close to their aspirations instead of waiting for a particular company which may not recruit during a particular year at all. Most importantly, students need to remember that their first job need not be their last. They need to look at a time horizon of five or more years and decide where they would like to see themselves. The first job is a mere stepping stone. Doing well in that job and creating value for the organization is the sure recipe for long-term success.

1. Students will receive multiple opportunities of their choice, but they are advised to make thoughtful decisions about appearing for companies. A student is expected to be well read and informed about the recruiter before making an attempt to participate in the recruiter's process. However, the number of opportunities will be recorded by the Placement Office to understand the success ratio of each student.
2. An opportunity is counted only when a student decides to go through the recruitment process. Merely attending a Pre-placement Talk will not be considered an opportunity. To gain insights into various companies and sectors, all students are encouraged to attend Pre-placement Talks (PPTs). However, if a student provides her or his name to participate in the selection process to the placement office or to the company and then wishes to withdraw for any reason, the attempt would still count as an opportunity.
3. In cases where details regarding the recruiter, the profile and compensation on offer are shared in advance and students apply to the same, they will not be allowed to withdraw from the process.
4. At this point in time, multiple offers cannot be permitted. As a corollary, every student has to accept the first offer received and this cannot be changed under any circumstances. The offer can be in the form of a letter, e-mail, announcement by the recruiter, or written communication from the head of the division.
5. Students are expected to honour this policy in letter and spirit. Any student refusing an offer after going through the recruitment process would be considered as having been placed and no further facilitation would be extended to such a student. Once an offer is being made to the student, reasons such as location, working hours, bond to be executed, night shifts, parental objection, no relationship with basic degree, job / career fit, compensation or any other cannot be accepted as valid and will not be entertained as reasons for denial of the offer. It is the onus of the students to clarify and understand these points before they appear for or are part of the process.
6. Students who do not wish to avail placement facilitation are requested to indicate the same in writing to the division as soon as possible.
7. The Placement Office will not exercise any restriction or criterion in application of students to a particular recruiter. However, the decision and guidelines set by the recruiter for such issues will be deemed as final and will be relaxed only on the recruiter's discretion.
8. Any aspect of the process not specifically outlined in this policy and that requires interpretation or judgment will be dealt with by the Placement Office and will be dealt in consultation with the director and the recruiter if required.
9. A minimum academic eligibility in Diploma of 60%, classroom attendance of 75% and HRD training are required for the student to be eligible for Placement process.
10. One dream job offer for the eligible students.

GUIDELINES FOR STUDENTS:

Before the process:

- Attend the training / briefing sessions conducted by the faculty, industry experts or by the Placement Office without fail
- Research about the company
- Research about the industry and competitors
- Review your subject knowledge based on the profile
- Seek the help of faculty and / or friends, as required

During the process:

- Be formally dressed
- Carry yourself with poise and confidence
- Carry 3 copies of your CV (well-formatted, colour printed and on bond paper), it is appreciated that the CV be precise and does not exceed 2 pages
- Carry copies of your photograph (in formals with white background)
- Keep your cell-phones on silent mode throughout the process
- Knock the door and ask for permission to enter an interview room
- Do not sit till you are asked to (during the interview)
- Provide precise answers
- Give a firm handshake in case you greet the recruiter
- If you don't know an answer, say so; don't guess
- Thank the interviewer/s before leaving the room
- Do not leave the process premises unless you have been asked to or before the results are declared
- Keep your contact coordinates updated with the placement office and keep yourself available at all times during the placement period

IMPORTANT NOTE:

- It is absolutely imperative for students to display exemplary conduct at all times. This includes, but is not limited to, being punctual, being patient while waiting for their turn, adopting only fair practices, giving off their best, accepting the outcome with grace, and very importantly, to refrain from making any comments, suggestions, observations or criticisms about the institution, faculty, staff, fellow students, or recruiters.
- Any act on the part of any student that violates the above would be construed as misconduct and such a student, after due process, would be out of the facilitation and would not be allowed to appear for any other company.

After getting an offer:

- Follow up with the Placement Office to complete formalities
- If a medical test is required, get it done as soon as possible
- Provide a copy of the offer letter to the Placement Office

CODE OF CONDUCT:

Refraining from the below mentioned code of conduct will be dealt with strict action / cancellation of student name from placements:

- Absence from training sessions
- Late applications to a recruitment drive
- Late arrival to the placement process
- Turning up without copies of resume (in mandatory formats) or required documents
- Inappropriately claiming any desired detail that might be found false during a background verification (BGV) by the recruiter (for eg. DOB, Academic Records, Experience Certificates etc.)
- Not dressing up properly (formal dress, shoes, etc.)
- Not showing up for the process after applying to a recruiter
- Lewd or unwanted remarks on people, fellow mates, faculty, institution, recruiter etc. during the process / in class / on websites
- Misconduct during the tenure of the entire course (exams, classes, hostels, internships, placements etc.)
- Leaving the placement premises before completion of process / announcement of results
- Refraining from acceptance of the offer letter at the end of the recruitment process

Please exercise caution in talking to the recruiters, any negative feedback from the recruiters will be considered seriously and will be appropriately dealt.

GOOD LUCK...

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