

PLACEMENT POLICY (2023-2024)

Objective

The objective of the placement policy is to:

- a. Improve placement benchmark, year after year.
- b. Ensure transparency of process between the students, the faculty and the Placement Department.
- c. Provide guidelines to students, as to which areas are considered important by employers and thus need to be focused on.
- d. Avoid conflict amongst various applicants and employers during placement by allowing students to make an informed choice regards the interviews they wish to attend.
- e. Provide guidelines for students towards a good performance during the selection process.

The placement policy will be applicable to all students registered and enrolled for Placement.

Placement activities performed by the Career Centre is a placement assistance service extended to graduating students. Please note that Placement assistance does not guarantee a job for any student.

1) Eligibility for Participation in the Placement Process

The Career Centre team facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers. Accordingly, the Career Centre Team reiterates that students meet the following pre-requisites:

- Meeting all Eligibility criteria specified by the employer
- No disciplinary report from any department.
- All fee dues to be cleared before the interviews
- Willingness to attend any screening programme conducted by placement office.
- Willingness to attend any training/mentoring programme designed by the Career Centre.
- Willingness to attend virtual/offline campus interviews being arranged by the Placement office.
- No malpractices or canvassing reported for any company.
- A full set of documents as detailed in the Placement Rules to be made available when asked for.
- Following all rules for Placements as specified in the Placement Policy.

2) The Placement Process

Companies are invited and scheduled/prioritized by the Career Centre on the basis of the following parameters:

1. No. of vacancies on offer
2. Profile of the company in terms of growth and stability
3. The package being offered by the company.
4. Past record of recruitment at SRM
5. Feedback from the Alumni regarding the company



The companies may, at their discretion, decide to hire students for internship or a final job offer before the final graduation. They may further specify more criteria to be met during the students performance on the campus in terms of academics, discipline, CGPA expected, practical exposure, projects to be worked, communication etc.

In both cases, on and off-campus, typical stages involved in the selection from the employer may include:

1. Written test- could be an aptitude test based on Class XII level or a test of competence based on your chosen field..
2. Psychometric test- This could again be basis available off-the shelf tests or custom-designed.
3. Test of written and/or spoken English
4. Some companies also ask for Class XII marks, usually above 60%.
5. Usually Semester wise Marks/CGPA is also asked for by the companies.
6. Mostly, companies prefer students with no backlog at any level- school, college.
7. For jobs in the government or public sector, companies ask for GATE scores as well.
8. Basis the resumes submitted by the students through the Placement Department and performance/results on the above criteria companies shortlist students for interviews, physical or online.

Since SRM does not have a Placement Season and companies keep coming in with vacancies all the year round, with some companies opting for off-campus placements.

3) Placement Assistance (Mentoring & Training) Initiatives

Training:

- Interview and Test Oriented Training on Technical and Core Subjects using Question Databank
- Soft Skills & Aptitude Training starting from first year through the Career Development Centre
- Third-party Training tie-ups based on latest Industry trends and needs
- Actual Training sessions, in case there is sufficient time for the interview or tests.

Resources:

- Providing online and video resources helpful for preparation for written tests and interviews
- Practice Platforms to practice company-based question papers
- Classes arranged for other exams like GATE/IELTS etc.
- Information regarding various companies, their eligibility criteria and specific requirements

Other Initiatives:

- Continual aligning of curriculum to Industry requirements
- Refining Admission Criteria and Process to align with Placement Results.
- Tweaking the content delivery and mechanisms in line with the Placement needs.
- Harnessing Alumni network to open new doors and get feedback for improvements.

4) Eligibility Criteria

Eligibility criteria to participate in the campus placements for the graduating class of 2024 are as below:

1. 60% in 10th & 12th/ Diploma and 6 CGPA in UG / PG
2. No Standing Arrears
3. Students with Standing Arrears (Maximum-02) will be only considered as per the company's discretion.
4. The students getting placed will not be given LOR (Letter of Recommendation) for higher studies



5) Type Of Placement

1. **Internship Only** – Companies offering only Internship with **NO** job assurance
2. **Day 1 / Day 2** – Companies offering IT Services jobs and giving mass recruitment
3. **I.T. / Non I.T Offers** – Companies which offer IT / Non IT jobs with CTC between 3.0 LPA to 4.99 LPA
4. **Core Offers** – Companies which offers jobs for core engineering branches (excluding CSE, IT & Software)
5. **Dream Offers** – Companies which offer CTC between 5 LPA to 9.99 LPA
6. **Super Dream Offers** - Companies which offer CTC between 10 LPA to 19.99 LPA
7. **Marquee Offers** - Companies which offer CTC \geq 20 LPA
8. **International Offers** - Companies which offer overseas placement.

6) Placement Criteria

CATEGORY PLACED	CTC (IN LPA)	FURTHER ELIGIBILITY
Internship	NIL	DAY 1/Day 2, I.T./ Non-I.T, Core Dream, Super Dream, Marquee and International companies
Day 1 / Day 2	3.5-4.5	Dream, Super Dream, Core, Marquee and International companies * COMPULSORY for all eligible students
I.T./non I.T.	3-4.99	Core, Dream, Super Dream, Marquee and International companies
CORE	3 & Above	Day1/Day2 (Compulsory), Super Dream (10 LPA OR 2x of the current package, whichever is higher), Marquee and International companies
DREAM	5-9.99	Day1/Day2 (Compulsory), Super Dream companies (2x of the current package), Marquee and International companies
SUPER DREAM	10 -19.99	Day1/Day2 (Compulsory), Marquee (2x of the current package) and International companies
MARQUEE	20 & Above	Day1/Day2 (Compulsory)
INTERNATIONAL		Day1/Day2 (Compulsory)



7) Hierarchy Of Communication

The students are required to follow a hierarchy of communication for any query or concern and that is as given below:

- Placement Coordinator – First point of contact for the student will be their department Placement Coordinator
- Placement Office – Then student can get contact placement office through email id: placement.helpdesk@srmist.edu.in
- Placement Officer – The last point of contact will be the concerned Placement Officer for that particular process (Each Placement Officer handles certain set of companies and student required to contact the concerned Placement Officer (P.O.) for that particular company concern / issue)

8) Attendance Rules

Student Attendance is part of all Placement Processes whether it is Online test / Written test / Personal interview (PI). It is mandatory to mark the attendance (online / offline) as per instructions provided for EACH STAGE OF THE PROCESS namely Online Test, G.D., Technical Interview, Personal Interview and any other as given for that company process, else he/she will be marked absent.

Student having given his / her WILLINGNESS to attend a process is not allowed to be absent.

1st time absent – Warning email sent to students

2nd time absent - Warning email sent to students

3rd time absent –De-registered from Placement (Student need to re-register by paying placement registration fees)

For Day 1 Companies – It is compulsory for all the Eligible students to participate in the Day 1 company's process coming to the campus.

NOTE: Absenteeism in Day 1 Company process will lead to blocking from Placements for next 2 companies

For Day 2 Companies – It is compulsory for all the Eligible students to participate in the Day 2 company's process.

NOTE: Absenteeism in Day 2 Company process will lead to blocking from Placements for next 2 companies

For further information contact Career Centre

9) Code Of Conduct

Students must attend the campus placement process in a following manner:

- Formal dress
- Well groomed
- Wear student ID card
- Should be present in the venue at least 15 minutes prior to the start time of the process
- Carry sufficient copies of resumes and passport size photographs.

Note: Code of conduct needs to be compulsory adhered. Student found not following will be removed from the process



10) Registration Fees

Registration Fee for Placement – Rs. 9500/- . *Registration fee is non-refundable.*

11) Changes in Placement Policy:

Placement Policy is subject to change from time to time and the Career Centre has authority and right to change, add, delete or modify the Policy from time based on the inputs, feedback and experience.

12) Feedback/Suggestions/Grievances Procedure

Any feedback or suggestions or any grievances regarding the contents or the conduct of placement Policy or Rules may write to director.careercentre@srmist.edu.in



Registrar

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