

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1

PLACEMENT GUIDELINES/POLICY FOR STUDENTS

Eligibility & Registration

- Final year students seeking employment should register for campus placements through their respective Departments. Placement Registration is for ONE ACADEMIC YEAR ONLY.
- Registration of students will be entertained from August to May only. Campus recruitment is meant for final year students (and Passed out students whenever an opportunity comes through).
- An active team comprising of Faculty and Student placement coordinators from every branch is formed during the beginning of the academic year.
- Students are advised to read the announcements/notices made through notices put up on Notice boards, go through the Job Description & company website and must inform the staff if not interested to appear for the same.
- Students shall prepare their resume under the supervision of the faculty, highlighting their achievements, Industrial Training & Projects and anything beyond the curriculum which enhances the employ ability of the students.

Training Rules and Regulations

Communication skills and personality development

- Final year students are required to participate Workshops / Training Programs organized by Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/ updated information in the notice boards of Career guidance & Placement Cell. Student may be disallowed for campus placement process for not attending the Workshops / Training Program.

Placement Rules & Regulations

Every recruiter firm has their own recruitment process & procedures. Normally the sequence of campus recruitment program followed by most of the companies is as follows:

- **Pre Placement Talk**
- **Written Test – Aptitude/Technical and HR**
- **Group Discussion**
- **Interview – Technical and HR**

However HR Officials of recruiters companies are not bound to follow the above stated interview process for all students. It depends on their willingness & availability of time during the placement drives.

- Notices of the Pre-Placement Talks (PPT) by the respective company will be published on the Placement Notice Board. Students should occupy the venue 15-minutes before the scheduled start of the PPT by the Company.
- Eligible students must attend the Pre-Placement Talks (PPT) without fail.
- Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of recruitment process of the said company
- Students must clarify queries/doubts if any related to package, job profile, place of work; service bond details etc with the HR officials of the Company during Pre-Placement Talks (PPT) only. Thereafter C & P cell is not responsible for any conflicts occur between companies and students in this regards.
- The role of the Career Guidance and Placement Cell is of a facilitator and councilor for placement related activities. Training and Placement Cell does not guarantee a job. C & P cell is only responsible for inviting the companies for campus placement drives and recruitment will be subject to talents and skills of students with their ability to qualify interview process. Recruitments with companies are made on two main bases: first one is current time manpower requirements and other is future prospectus manpower requirements. So, companies have solely right to make change in final dates & time of joining for selected candidates as per their projects executions. Joining can be holds or withdrawal for non executions of projects.
- C& P cell doesn't promise any particular job locations for campus selected students it's depends upon recruiters requirements and their projects sites.
- C & P Officer can't compel the HR Official of recruiting companies to select any particular student or any desired numbers of students in campus placement drives. Recruitment is totally depends upon capabilities of students. Companies never compromise with quality or minimum standard maintained for manpower hiring.
- Career Guidance & Placement Cell will try to convince the companies to open for as many branches as possible. So, as to provide opportunity to maximum number of students and no objection from any branch / department will be entertained in this regard.

Placement Process

- It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards. Students are expected to be on time as per the notification.
- Failure to see the notice board / emails will not be accepted as an excuse for not participating in any event.
- Students not meeting the eligibility criteria mandatorily asked by the company, would not be allowed to sit for the recruitment process.
- Students are advised to be dressed in Formals for every Recruitment Drive and should must carry a Folder comprising of :
 - Multiple copies of Resume
 - Passport size colored Photographs
 - Photocopy of all the Certificates (10th , 12th , Graduation Mark sheets and certificates etc)
 - Photocopy of College ID card

- Govt. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc)

Attendance & Punctuality:

- Late coming during the Placement Process shall not be tolerated.

Discipline:

- Students should maintain discipline and show ethical & decent behavior in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.
- Direct Interaction with the Company is strictly not allowed. If any students found writing e – mail or calling directly to HR, he/she would be debarred from further placement activities.

Job Offers

- Each student is eligible for **only one job offer***
- If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier
- If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results
- Every student who is selected by a company is out of placement thereafter i.e. deregistered from the placement office.
- If a student has been recruited by a company, the concerned student will not be allowed to appear for any other interview for placement arranged by the college. However, placed students may be considered to sit for other drives on a visit of Companies offering higher package (approximately double package*) or a core stream company.

Offer Letters:

- Offers received from companies must be collected from C & P Department/ Company as per timings in notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Company lies entirely on the student. In case offers are received directly to the student from the company, the same must be intimated to the Placement office.

Joining Status:

- In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at earliest and also required to submit a copy of that letter/mail to the Placement Office.

Grounds on which STUDENTS could be DEBARRED from PLACEMENT:

- Student may be debarred from the placement if he/ she is found involved in any In disciplinary activity or engaged in fraudulent practices
- Any student, less than 75 % attendance in Training/Academics Classes organized by the Institute will not be allowed to participate in Placement Activities.
- Any Eligible student consecutively not participating in 2 recruitment drives without prior information to C & P Officer.
- The details of the resume have to be genuine and any student found violating this rule will be debarred from the placements for the rest of the academic year
- Student cannot drop out from selection process once he/she has been shortlisted

*** For all matters not covered by the above stated policy, The Head-Career & Placements Officer of the Institute will use its own discretion to take appropriate decisions from time to time and case to case.**

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1.

Placement Registration Form

Year:

Personal Information

Class Information

Name: _____

Department: _____

Class: _____

Reg/ Roll No: _____

Date of Birth: _____

Registration Year : _____

Date / Month/ Year

Other Information

Address _____

Sex: Male / Female

Caste / Category: _____

Height in cm.: _____

Weight in Kg. : _____

Blood Group : _____

Phones :

Driving License: Yes / No

Residence Phone: _____

Email id: _____

Mobile No: _____

Guardian's Information

Name of
Father: _____

Name of
Mother: _____

Local Guardian's Name (if
applicable): _____

Guardian's Address & Ph.

No.: _____

Academic Information

SSC Percentage: _____

SSC Passing Year: _____

HSC Percentage: _____

HSC Passing Year: _____

First Semester Percentage: _____

Second Semester Percentage: _____

Third Semester Percentage: _____

Fourth Semester Percentage: _____

Fifth Semester Percentage: _____

Overall Percentage till Fifth Semester: _____

Details of Subjects Reattempted: _____

Any other relevant
from

Information you wish

to mention in this form: _____

Extra Curricular

Activities Sports, Music,
drama, dance etc.: _____

Scholarship Awarded: _____

Computer Course: _____

Project/Seminar: _____

Any other course or

Skill you want to
mention: _____

Are you going to pursue higher
education? _____

Do you require placement assistance

Placement Cell of DKM: Yes / No

Expected Salary: _____

Preferred Job Location: _____

Undertaking by Student

- The information given in this form is true to my knowledge. I will produce Original certificates as required by the company and C & P Cell.
- I accept the responsibility to comply with DKM College for Women's Placement Policy.
- I understand that a breach of rules could result in a disciplinary action from DKM College for Women.
- I am aware that at the time of campus interviews, I am required to maintain complete discipline and follow the rules, regulations and criteria laid by the Placement Cell and the respective Company.

Signature of Parent

Signature of Student

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1

CAREER GUIDANCE AND PLACEMENT CELL

Undertaking by student

I accept responsibility to comply with DKM College for Women (Autonomous) placement policy.

I understand that a breach of rules could result in disciplinary action from DKM College for Women (Autonomous).

At the time of campus interviews, I am required to maintain complete discipline and follow rules, regulations and criterions laid by Career Guidance & Placement Cell and respective company.

Responsibilities of mine as a bonafide student of DKM are:

- Abide by all rules laid down by Career Guidance & Placement Cell regarding dress code, time keeping and procedures.
- Maintain appearance, timekeeping, integrity and confidentiality appropriate to the tradition of DKM College for Women (Autonomous).
- Complete all reports and records as specified by the Company.
- Be aware that the good reputation of the department and Institute rests on your performance and behavior throughout the course of the placement.
- Keep two hard copies of the resume and passport size photograph at the time of interview.
- To help and support Career Guidance & Placement Cell for smooth conduction of Campus Interview process.

Name of student-

Class:-

Roll

No:-

Sign:-

Date :

To

The Principal,

D.K.M. College for Women, (Autonomous)

Vellore -1

Madam,

I have read all the contents in the placement policy of the Institute. I assure you of the following in respect of placement of my ward Ms_____.

1. We have had family discussion about whether my ward will pursue higher education or will opt for placement. And we have decided that he/ she will opt for placement / will not opt for placement.
2. We had enough discussion about working outside Vellore and we have decided that my ward will join / will not join organization outside Vellore.
3. My ward will not attend further placement process once she gets selected.
4. I have seen the list of companies that visit DKM College for women (Autonomous) last year and also the approx salary offered to the candidates. After selection in any company we will not force C & P cell to allow for next drive for the sake of better salary.

I agree to abide by the rules laid down by Career Guidance & placement cell of DKM College for Women. I will keep one photocopy of this signed letter and placement policy with me.

Thanking you,

Yours truly,

(Signature of father)

(Signature of mother)

(Instruction- Scratch the option which is not applicable.)

பெறுநர்

முதல்வர் அவர்கள்

டி.கே.எம் .மகளிர் கல்லூரி (தன்னாட்சி)

வேலூர் -1.

மதிப்பிற்குரிய அம்மா,

தங்கள் நிறுவனத்தின் வேலைவாய்ப்பிற்கான கொள்கைகளை அறிந்து கொண்டேன். நான் வேலைவாய்ப்பிற்கான முக்கியத்துவத்தையும் நிபந்தனைகளையும் கடைப்பிடிப்பேன் என்று உறுதியளிக்கிறேன் . என் மகளின் பெயர் -----

1. நான் என்னுடைய குடும்பத்தினருடன் கலந்தாலோசித்து அவள் உயர்கல்வியை படிக்க விரும்புகிறானா அல்லது வேலைக்கு செல்வதற்கான தகுதி பெற்றுள்ளா என்பதை தெரிவிக்கிறேன். அவ்வாறு இருப்பின் அவளை வேலைக்கு அனுப்பிட நாங்கள் அனுமதி அளிக்கிறோம் / அனுமதி அளிக்க இயலாது என்பதனைத் தெரிவித்துக் கொள்கிறேன் .

2. நாங்கள் கலந்தாலோசித்து என் மகள் வேலூர் உட்படாத வெளிமாவட்டங்களில் உள்ள நிறுவனங்களில் வேலைக்குச் செல்வதற்கான ஒப்புதலை / மறுப்பினைத் தெரிவித்துக்கொள்கிறேன்.

3. என் மகள் வேலைவாய்ப்பிற்கான தேர்வுக்கு ஒருமுறை கலந்து கொண்ட பின்னர் மறுமுறை கலந்து கொள்ளமாட்டாள் என்பதை தெரிவித்துக்கொள்கிறேன்.

4.தங்களின் டி.கே.எம் .மகளிர் கல்லூரி வெளியிட்ட வேலை வாய்ப்பினைத் தரும் நிறுவனங்களின் பட்டியலையும் அவை தரும் சம்பளவிகிதத்தையும் கண்டறிந்தேன். அந்நிறுவனத்தின் வேலை வாய்ப்பினை பெற்ற பிறகு நாங்கள் C & P குழுவின் சம்பள விகிதத்தை அதிகரிக்கும்படி வற்புறுத்தமாட்டோம் .

நாங்கள் மேற்கண்ட டி.கே.எம் .மகளிர் கல்லூரியின் குறிக்கோள்களை வழிகாட்டும் குழு மற்றும் வேலைவாய்ப்பு குழுவின் (Career Guidance & Placement Cell) கொள்கைகளை பின்பற்றிட சம்மதிக்கிறேன் .நாங்கள் கையெழுத்திட்ட இக்கடிதத்தின் நகலை வைத்துக்கொள்கிறேன் .

நன்றி ,

தங்கள் உண்மையுள்ள ,

தந்தையின்கையொப்பம்

தாயாரின் கையொப்பம்

குறிப்பு :

நிபந்தனைகளுக்குட்பட்டது