



## **Placement Policy**

TIMSCDR has a well - established process driven placement system and its proactive training and placement cell works the year round to train students to make them a valuable part of any company they join. The placement cell at TIMSCDR provides guidelines to students towards a good performance during the selection process and make an informed decision about the placement in companies they would like to apply. The placement cell ensures transparency of process between the students, the faculty and the employers. The students are required to go through the policy and follow the instructions.

### **Registration for Placement Assistance**

1. All students seeking placement assistance are required to register with the placement cell by reading, understanding the placement policy and signing the placement policy undertaking.
2. They need to provide all necessary required information as required by the placement cell.
3. Submit resume as per Institute's format after getting reviewed by their faculty mentor.
4. The students desiring to opt out of placement assistance; in case of pursuing entrepreneurship or higher studies or are self-employed should opt out of placement assistance by filling the opt out form and submitting the same to the placement cell.
5. Students who get selected in any company off-campus on their own need to inform placement cell about it and fill up the opt out form and submit the same to the placement cell along with copy of their offer letter.

### **Eligibility**

The students are allowed to participate in the placement process based on their eligibility as per criteria set by the company.

### **Registration for Individual Company Process**

Job description and placement process of each company is shared with students and students who registered for placement assistance can choose to register for it within the given deadline, subject to the below:

1. If the student is found to be not applying for in 30% companies (at any stage) for which he/she is eligible; the student will need to compulsory fill up the opt out form; however, such student may be allowed to sit for the placement processes in future only after obtaining approval from HOI as well as their Parent / Guardian.

Registration for every company will be done via Google form floated by Placement cell. Updated resume has to be uploaded in Google form (Resume in pdf format named <Roll No>\_<First Name> <Last Name>\_<Academic Year> ex. 1\_Rahul Sharma\_2024).

### **Screening & Shortlisting Process**

1. Information of the registered candidates is shared with the prospective employer, by the Placement Cell.
2. Companies shortlist the candidates on the basis of information provided by the students in their registration profile or resume or any other criteria decided by the concerned company.
3. The screening and shortlisting of candidates is at the sole discretion of the concerned company.

### **Placement Process**

1. The Company informs in advance about the date and time of the campus process, which is communicated to the students by the placement cell.

2. The student should follow the instructions while appearing for the campus placement process:
  - a. Be present 30 minutes before commencement of process
  - b. Carry the followings-
    - i. Institute ID card
    - ii. Hard copy of updated resume
    - iii. Photocopy of mark sheets (SSC, HSC, Graduation and MCA)
    - iv. 2 Photographs
    - v. Synopsis of projects done in the recent past
    - vi. Aadhar card
    - vii. Any other documents required by the company
3. Dress Code –
  - i. Students must always be dressed in College Uniforms for any interaction with the company during the placement process (On or off campus).
  - ii. Clean Shaved is a must for the male candidates.
  - iii. Girls should tie up their hair neatly and jewelry and makeup should be minimum and as per corporate etiquette.
4. Student registering for a company has to appear for the entire recruitment process of that company and cannot withdraw at any stage.
5. At the time of interview students shall not negotiate with the employer on the role, salary, location, work timings or any terms already shared by the company.

### **Job Offer**

1. The student selected by a company for final placement will be treated as finally placed and cannot take part in further placement processes. The students selected for only Internship remain eligible to register for further processes.
2. If a student receives more than one offer owing to delay in the announcement of results by the companies, the student is bound to accept the final placement offer whose results are declared the earliest.
3. Under any circumstances, students declining the offer secured through campus selection will not be eligible for any further placement assistance.
4. If a student once selected, fails to join the company for whatever reasons, will not be eligible for any further placement assistance.
5. Students shall not request any organization to keep an offer pending or extension of deadline for communication of their decision regarding offers made by an organization.
6. A copy of offer/Appointment letter shall be submitted to placement cell.
7. All communications with the recruiter shall be routed through the placement cell only.

### **Exclusion from Placement Assistance**

Student shall be excluded from placement assistance in any of the given below occurrence:

1. The student has misrepresented information and facts in their resume or while registering for a company.
2. The student engages in malpractices at any phase of the recruitment process.
1. The student does not report in time at any phase of the recruitment process (physical or online).
2. The student does not participate in the selection process after registering for the company.
3. The student does not agree on the offered role, stipend / salary, location, work timings or any such terms and conditions.
4. There is any disciplinary action suggested, recommended or taken by the company.
5. The student is Not Joining / Not Showing up / Not Reporting on Day 1 at the company / reporting location.
6. The student does not adhere to the code of conduct, dress code as prescribed by the organization and maintain professional decorum.
7. The student breaches any of the terms and conditions mentioned in the placement policy.