



**SURANA EVENING COLLEGE**

Affiliated to Bangalore University



## **POLICIES OF IIIC-PLACEMENT**

**The policies governing the Industry Institution Interaction Cell (IIIC) are outlined as follows:**

- IIIC is constituted under Surana Education Institute, headed by IIIC Director, and assisted by respective Campus Coordinators. All IIIC-related activities will be facilitated through Edhitch's Placement Management System. \*
- It is mandatory for students, to enroll themselves into Edhitch's Placement Management System (PMS) at the time of admission to access the benefits from IIIC.
- IIIC aims to provide 100% placement support for interested students of the current academic year and the immediate previous academic year. However, efforts be made to accommodate alumni whenever possible.
- IIIC ensures students' data is safe and not disclosed to any third party directly.
- All job opportunities to beneficiaries will be routed through the designated placement portal and not outside of it.
- Organizations or industries that wish to offer opportunities for internships or placements must be routed through the designated IIIC Campus Coordinator of the respective campus.
- Requests for placement assistance from graduates from previous years will be considered at the discretion of the IIIC Director.
- Students must adhere to Placement Policy to qualify for placements through campus (refer to Placement Policy)



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## PLACEMENT POLICY

- ✓ The rigorous training and placement drives will be initiated for the students of V semester UG and hence are requested to update relevant information in the PMS portal.
- ✓ Students must maintain a minimum of 75% academic attendance (considering all grace and activities as prescribed by UGC and BU from time to time).
- ✓ Students must have a proven track record of scoring at least 60% or 6.00 or equivalent grading system in 10th, 12th, and undergraduate.
- ✓ Students are expected to have attended 95% of the activities and skill development programs organized by IIC collected by the Placement Coordinator during the activities conducted/placement drives etc. by IIC. The faculty coordinators will ensure the regularization of attendance.
- ✓ Eligible and interested students opting for placement through college must attend recruitment drives/interviews lined up on a regular basis. In case of absence, students must submit a letter of absence to the Placement coordinator.
- ✓ Placement facilities for all eligible students who have registered with the placement center will be provided with “Maximum Two Offers per Student”. After getting an offer from a company, the student will be given a second attempt (final one) with a company that offers a minimum 25% more CTC above the first offer.
- ✓ Once the offer letter has been accepted, he or she will not be allowed to withdraw or opt out of the selection process of a company or halfway through selections or revoking offers will not be allowed. Severe/Strict actions will be taken.
- ✓ A job offer once received (accepted or declined) by a student will be counted as an offer received.



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- ✓ IIIC monitors and ensures students adhere to the rules and guidelines of placement policy failing which will lead to no placement opportunities.
- ✓ IIIC extends its boundaries to help alumni (Individuals who have successfully finished their last year or final semester, including those awaiting results). However, placement assistance will be provided for a period of 6 months from the conclusion of their last exam.
- ✓ Access to the Placement Management System (PMS) will be available until 6 months after the date of the last exam, following which the access will be discontinued. Any placement support requested by alumni after the initial 6 months will be considered on a case-by-case basis, and the college will not bear responsibility for the outcomes.

**Students must ensure the following:**

1. Must report to venue on time as mentioned in the schedule (On campus/Off campus)
2. Students must wear College Uniforms/Official attire and a college ID card for every recruitment process. No other clothes will be entertained.
3. Students must carry 4 copies of their CV's (hardcopy) along with passport-size photos, copies of Mark sheets, and certificates along with any other documents specified by the recruiter or mentioned by the Placement officer.
4. Students applying directly to companies through walk-ins, job fairs etc. out of the scope of IIIC are solely responsible for their application's conduct and progress, and IIIC shall not be held accountable for any issues arising from such applications. However, they must submit a copy of the offer letter to IIIC without fail.