



**SURANA EVENING COLLEGE, KENGRI**  
**PLACEMENT POLICY & GUIDELINES**

## **Overview of the Office of Career Guidance and Placements Cell**

### **Preamble**

In recognition of the paramount importance of fostering collaborative endeavours between academic institutions and the industrial sector, we hereby establish and present this Preamble for the Industry-Institution Interaction Cell (IIIC). This collaborative initiative is founded on the belief that the symbiotic relationship between academia and industry is integral to the holistic development of students, the advancement of knowledge, and the overall growth of society.

### **Mission and Vision**

The Industry-Institution Interaction Cell aspires to be a dynamic and transformative platform that bridges the gap between academia and industry. Our vision is to cultivate a vibrant ecosystem where the exchange of ideas, expertise, and resources seamlessly occurs, resulting in mutual enrichment and sustainable progress.

### **Objectives**

- Prepare the students to face the Professional World.
- Inculcate appropriate Skill Sets and Work Ethics.
- To allocate the Best Placement Opportunities.
- To guide students in making the right Career Choices.
- Contribution to building a nation by creating students as Corporate Citizens.

## **Placement Guidelines**

Placements Cell has a strict obligation to ensure that all students are treated fairly and offered equal opportunities, and after the COVID-19 pandemic situation, Placement and Internship training and selection procedures and onboarding processes are virtual as well as physical. (depending upon the convenience of all parties)

### **Important Guidelines for the Students**

#### **Students Should:**

- Fill up the campus Recruitment Application form and submit their resumes.
- Should provide authentic personal and academic information to the Placement & Training Cell and the Recruiter.
- Should submit their updated and relevant documents supporting their CV.
- Strictly adhere to the student mapping process done by the Placement & Training Cell.
- Positively attend all briefings, debriefings and training organized by the Placement & Training Cell.
- Be responsible for their duties in order to find a suitable Placement within the stipulated time frame.
- Do thorough research on the Organization (Recruiter), its policies and job description before the selection process.
- Ensure to utilize the support and assistance provided by the Placement & Training Cell.
- Behave appropriately at ALL times (before, during, after, in and out of work) to enhance the reputation of all stakeholders involved.

#### **Students should be aware to:**

- Devote time and effort to have the best Learning experience
- Establish a safe working environment

#### **During the Recruitment process, Students should:**

- Learn to seize every opportunity that comes their way to optimize their learning experience.
- Students are advised to understand the Job Description/profile, Compensation offered, work location and all relevant details related to the Job before applying.
- Should be dressed formally, carrying ID cards, academic mark sheets, resume and 5 passport-size photographs to all the campus recruitment processes.
- Should ask relevant questions when given an opportunity by the company.
- Not communicate directly with any company on or off campus unless he/she has been asked or permitted to do so by the corporate relations team.
- Inform the Placement & Training Cell of any speculative applications and obtain approval for any placement offered Before acceptance.

- Contact the Placement & Placement Cell with reasonable notice, if they wish to withdraw their application or are unable to keep an appointment for a valid reason.

Once placed but before commencement, students should:

- When a student has been offered a Job by a company through the Placement & Training Cell, **SURANA** Evening College, Kengeri, that student has to necessarily join the company, period. Any instances where a student declines the offer he/she shall be considered placed and will not be encouraged to attend any other job opportunities through campus.
- Submit promptly all requested details and paperwork to the Placement & Training Cell post-job placement.

After placement, students should:

- Submit all required assessment materials by the due date and attend any organized debriefings.
- Reflect on and evaluate their placement and share their experiences with potential new placement students.
- Comply with terms and conditions that still apply after the placement has ended.
- After joining the respective Organization, Placement & Training Cell responsibility ends & will not intrude on the internal affairs of one's company.

**Terms and Conditions**

- The role of the Placement Cell is of a facilitator and counsellor for placement-related activities. **It does NOT guarantee a job.** Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- The placement facility is only available to the students who have registered by filling out the registration form along with the Pre-placement Orientation Program.
- All communications on Placements must be directed through the Placement Team only. No student other than the Placement Team is allowed to contact the company officials for any purpose without prior permission of the Placement Cell.
- The Institute is in no way responsible if a student who is primarily short-listed in multiple companies misses out on any interview process of any particular company due to an overlapping interview schedule/process/time. However, primarily shortlisting is not a guarantee for final shortlisting by the company.
- If a student makes any false claim in his/her resume, his/her registration at Placement Cell may be liable to be cancelled immediately. If the student has already received a job offer, it will be revoked.
- It is the sole responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, experience, medical, etc).
- The Placement process may be conducted in both physical and/or online mode as per the requirement of the company or depending upon other situations.
- The students should abide by prevalent rules and regulations of the Institute during the placement process.

### **Placement Policy**

- Placement & Training Cell, **SURANA** Evening College, Kengeri strictly follows the **One Student – One Offer** policy for better corporate relations. This means that if a student is offered placement from a company on day number N of the placements, the student will not be allowed to sit for any other company from day number N+1, irrespective of their application preceding to their placement. In the event that a Student is offered one or more jobs on a given day, he/she is obligated to accept one offer only.
- Pre-Placement Offers (PPOs) have to be routed through the Placement & Training Cell. The same policy applies after a PPO is offered: One Student- One offer.
- The Placement & Training Cell has no policy of interference with off-campus applications to companies.
- Students have to compulsorily appear for any Placement-related process in proper formal attire. Students appearing otherwise shall not be encouraged.

#### **Eligibility criteria for Campus Placements:**

Following are the criteria that every student must fulfil to be eligible for SURANA Evening College, Kengeri Campus Placement Assistance by the end of their Pre-final year of the programme.

- Have no current backlogs in academics against their names.
- Not have any disciplinary action initiated against him/her during their tenure at Surana College and should not have any fee pending towards the institute.
- He/She should have the minimum required attendance.

#### **Note:**

- The above rules are subject to change as and when the Placement & Training Cell deems fit. All changes would be adequately notified.
- On all matters not covered by the above rules, the Placement & Training Cell shall act on its discretion, the recruiter's policy and its decision would be binding on all parties.

### **Placement process**

- The Placement Cell invites prospective organizations for campus placements. The companies, in turn, may also contact the Placement Cell directly to meet their manpower requirement
- The company/ Organization responds to the invite sent by the placement cell, containing details of the job offer [pay package, location, post, job description and other details] along with the preferred dates of the campus visit.
- Placement Cell allots specific dates to the companies for campus interviews based on various details given by companies. The company/ organizations confirm the dates with the Placement Cell in advance. (Campus dates will be finalised on mutual discussion with the companies)
- The details of the respective students opting for placement are sent to the company/organization concerned, as per their requirement, along with the updated Placement Brochure indicating dates and other relevant details for the campus interviews
- All information regarding campus placement is regularly updated and the students are duly informed through emails, messages and phone calls.
- Companies visit the campus on the allotted date(s) and conduct presentations/ written tests / GD / Personal interviews according to their scheduled recruitment process.
- If required, Virtual, telephonic interviews or online interviews may also be arranged.
- The company/ organizations are requested to declare the final list of selected students on the same day of the campus visit.
- Placement Cell announces and informs the final list of selected candidates immediately.
- Once the student appears for the placement process, the student cannot reject the appointment made by the company (in whatever format it is offered - email, written communication, telephonic conversation, direct offer during the interview process) in search of availing another offer in the course of time. (Students can reject during the initial stage itself).
- After accepting a job offer, if any student decides to withdraw his/her acceptance, he/she must inform the company concerned through the Placement Cell immediately. But in such a case his/her candidature will be blocked for further placement opportunities.

### **GUIDELINES FOR STUDENTS**

The Placement Cell is committed to providing equal job opportunities to all the students who have completed the Pre-Placement Orientation / Training Program.

- Students should carry with sufficient number of CVs/photographs/attested copies of the testimonials and certificates with them during campus placement activities.
- All the registered Students should attend the preplacement talk which will be conducted by the company before the interview process.
- The students selected through campus interviews are required to complete all the necessary formalities (e.g. medical test etc.) asked by the employer and will join the organization within the stipulated time. He/ she will keep the Placement Cell updated regarding his/ her progress in the Company.
- Each student shall be eligible for only one offer till a confirmed offer is accepted by the student duly offered by the company officially.
- Any student will be allowed to sit for any number of Campus Interviews during the campus placement until an offer is made by a company
- A student who has accepted an offer is expected to join on the given joining date and should always keep informed the Placement team about joining.
- In case a student who is placed through the institute campus placement process accepts private placement as well in another company; he/she must inform the Placement Cell about his/her stance on this immediately.
- If a student wants to opt-out from the placement support of the Institute, he/she must submit in writing/e-mail to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, he/she may be allowed to do so provided he/she is not amongst students whose interview/selection process is in progress.

### **APPEARING IN ON AND OFF-CAMPUS PLACEMENT DRIVE**

- Students should be punctual and adhere to the prevalent rules, regulations and timings.
- Students should be formally dressed and well-groomed.
- Students should carry all relevant testimonials (Ex. Resume, Copies of educational certificates, photographs, Govt. ID proof, institute ID card, etc.).
- Students should be well-versed in the company profile, job description and other details.
- During the entire placement process, students should behave ethically and exhibit a reasonably fair code of conduct.

### **STUDENTS MAY BE DEBBARED FROM CAMPUS PLACEMENT OPPORTUNITY**

- Students who have not attended the Pre-Placement Orientation / Training Program. ( 95% Attendance Must)
- Student registers to attend an interview process and on the day of the interview doesn't turn up.
- Does not attend placement process despite nomination having been given with prior consent of the student.
- Withdraws himself/herself from the placement process Midway.
- During the placement process, if a student tells the company that
  1. She/he does not want to join them
  2. speaks negatively about the company or the Institute
  3. behaves in an unacceptable manner
  4. misbehaves with the Placement team/Company officials
  5. directly contacting/canvassing HR or other officials of the prospective organization without the permission of the Placement Cell
  6. deliberately jeopardizes any other student's chances of getting selected
- Students are required to follow a formal dress code at the time of the placement selection process. In case any student fails to follow the code he/she may not be allowed to appear in the process.
- Once a student receives an appointment letter or is finally shortlisted for an appointment which is communicated by the company/Institute even through telephone/e-mail, it is assumed that the student will join the organization. If the selected student did not join then he/she will be debarred from any other activity conducted by the placement cell.
- Even after the campus placement, students are required to maintain proper discipline and conduct as per the professional code of conduct of the institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from future placement activities.
- No one should request to Placement Cell for any undue advantage.
- Canvassing in any form is liable to cancellation of registration.
- Disseminating negative messages/false statements/rumours through Social Media and other means may cause debarment from all kinds of placement activities.

### **Important Note-**

- The Institute and the placement cell reserve the right to make changes in the policy from time to time for the larger benefit of students as well as to be sensitive to actual market realities.
- The policy could change from time to time and it is solely at the discretion of the management/placement cell.
- In the event of any contentious issues, the decision of the Dean / Director / Principal of Surana College would be final and binding.



**BEST PRACTICE :**

As a Best practice, Placement Policy will be revisited for review once a year for the larger benefit of the students as well as market realities.



**Office of Career Guidance and Placement Cell.  
Surana Evening College, Kengeri**

**Email: [placementcell@suranacollege.edu.in](mailto:placementcell@suranacollege.edu.in)**