



Prerequisites for Placement Activities

Dos and Don'ts

Dos

1. Prepare the details of the final year students appearing in the end semester of all programmes,
2. Obtain the expression of interest from each one of the students seeking placement assistance from the institute and take their undertaking,
3. Obtain undertaking from the students not willing to seek placement assistance from the institute,
4. Prepare a detailed and comprehensive list of the students seeking placement according to their specialization and area of interest in which they want to pursue their professional career,
5. Keep communicating from the corporate contacts to appraise them with the factual situation,
6. Arrange a meeting with the faculty in accordance with the area of interests of the students and ask them to prepare the students for the interview and prepare a list of FAQs for the students' convenience,
7. Read the Placement Policy and comply with the directions properly,
8. Ask students to prepare their resume folders with the documents as advised in the Placement Policy,
9. Send the resumes of the students to the prospective companies for their pursual,
10. Conduct sensitization classes for the students specially in the area of etiquette and soft skills and how to face the interview board.
11. Discuss the JDs thoroughly with the students before taking their consent for the interview and ensure the eligibility of the students for the job.

Don'ts

1. Never arrange any placement drive without understanding the requirement of the companies,
2. Never allow students to appear in the interview drives without having had properly discussions on the JDs and their specialization,
3. Never initiate any placement drive in pressure for conducting it unless very sure that the students are eager and interested to take part in it with zeal and enthusiasm,
4. Never invite any company in a haphazard and impromptu manner,
5. Never allow those students to take part in the placement drive who have not opted the assistance from the institute,
6. Never initiate any placement drive without understanding the formalities of the companies aspiring to recruit students from the institute,
7. Never compromise with the companies about the date of joining with the norms or the institute,
8. Never disclose the credentials of the companies' executives with the students to thwart/ refrain them to establish contacts with the companies' executives,
9. Never arrange any placement drive without ascertaining the convenience of the students,
10. Never declare the results or express your opinion with the students about their chances of selection in the placement drive in advance. It is the work of the companies' officials and let them do their work.
11. Never allow students to appear in the interview if the dress code is not observed during the course of the interview.