



SOMAIYA VIDYAVIHAR

K J Somaiya Institute of Engineering and Information Technology

An Autonomous Institute Affiliated to the University of Mumbai
Accredited by NAAC and NBA, Approved by AICTE, New Delhi

The Placement Process consists of the following steps -

Signups from Interested Students

After the Notice where the job profiles and other details etc received from the company is put up, interested eligible students would be asked to sign up. This sign up would indicate commitment on part of student to accept offer by the company in case he/she is selected.

Once registered, he/she cannot back out midway through a recruitment process. Strict action will be taken against defaulters.

Pre Placement Talk (PPT)

- Students should be dressed in appropriate formals and are to be assembled for the PPTs at least 10 minutes before the scheduled time. Late comers will not be entertained once the PPT starts.
- Companies taking part in the Placement Process conduct a PPT to provide job description to the students. Usually the PPT consists of the Job profile, Designation, CTC, Location, Skills required, and Eligibility etc. The students interact with the company officials and understand the profiles and clear their doubts during the PPT session. They are expected to get all their doubts cleared from the company officials. Once they attend a PPT, it will be assumed that the student has clearly understood all the details and the terms and conditions are acceptable to the student. If something not covered in information shared prior to the PPT is revealed during the PPT, and is not acceptable to the student he/ she can back out after informing placement officer and DPC in writing.
- It is mandatory for all the registered students participating in the placement process to attend the PPTs. Only those students who attend the PPT would be allowed to participate in the placement drive for that company. PLACEMENT COMMITTEE would take the attendance for each PPT and such record would be maintained.

Selection Process by the Companies

- Different companies conduct different selection process. Usually, the process consists of a preliminary screening, Written Test, GD, Technical Interview and HR interview
- The PLACEMENT COMMITTEE team would be coordinating all these processes and assist the students and companies in orderly completion of all the processes.
- Most of the companies have their own minimum qualification requirement criteria and may shortlist students for process from eligible applicants.

Result Declaration

- The companies taking part in Placement process on campus would give the list of the selected students to placement officer
- The selected student would be immediately blocked from other companies' processes and would be out of the Process for next opportunities.
- One confirmed offer per student is the placement policy and student/ company would be served on first confirmed offer basis.
- If a company is awarded "DREAM COMPANY" or "Core Company" status, then above rule will be relaxed for interested eligible students.
- Awarding Dream Company status / Core company status to an organization is at the discretion of Principal, on recommendation from placement officer.
- Students securing multiple job offers have to select one of the offers and communicate in writing their choice to the placement committee.
- Students with discipline problem at any level may be dropped from further participation in the placement process.
- Students abandoning a process midway and cases of indiscipline/malpractices will not be eligible for participation in the subsequent placement process.
- For sequencing the slots for companies, student feedback/preferences will be considered. However it may be appreciated that slotting cannot be achieved to individual satisfaction.

Students who are doing internship / Summer Training with a particular company and are keen to join that company can initiate/propagate their candidature by opening the dialogue with their project guides/HR teams. In case the company responds positively, company is expected to arrange

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- If it is obvious that no company will extend any offer to any uninterested candidate. Therefore if an offer comes out to college from company- either thorough formal or informal communication, it will be considered to have student's willingness and confirmation to join the company.
- At this stage i.e. after offer is received by the institute, student would not be able to back out and he/she will be taken out of Placement Process.
- Escalation route for any queries/grievances shall be -
Training and Placement Committee ->Placement officer -> Principal.
- Grievances on individual basis only will be entertained and not in groups. Anybody initiating group mails for airing grievances shall be barred from participation in Placement process.

INFORMATION SHARING

- Placements Notice board / Email communications / social media communication from PLACEMENT COMMITTEE team shall be the primary mode of communication for all the placement related information. All interested students are to monitor the notice board and their email ids.
- All personal queries or additional information required by the students should be routed through the Placement Committee alone.
- Any student found sharing institute placement information with any external agency/college, shall be debarred from participation in Placement Process.

E-Mail COMMUNICATION TO COMPANIES

Email communications to companies are done from the Placements id (placements.tech@somaiya.edu). The emails are classified as Invitation, Policy/Issue related and routine emails. Invitation and Policy/Issue related mails will be handled by Placement officer only. Routine mails may be authorized to be handled by Training and Placement Committee. Invitation mails could be divided into following categories – Invitation Mail to companies who have not participated in Placements in the last year, Invitation mail to companies who have participated in Placements in campus last year, The DPC members are empowered for sending routine e-mails to the companies after informing the placement officer (so that multiple mails are not sent from the official mail ids).

Routine mails could be of the following types:

- Appointment seeking mail.
- Thank you mails after visit of the company.
- Follow up mails with the companies.