



**MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY**

**Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107**

**TRAINING & PLACEMENT CELL**



**PLACEMENT MANUAL**

## I. INTRODUCTION

Training and Placement Cell is an integral part of the institute established in the academic year 2009-10. The cell has been provided with good infrastructure and other facilities with Conference Halls and Board Rooms for its effective functioning. The Training & Placement Cell is committed to provide all possible assistance to its graduates and post graduate students in their efforts to find employment and is devoted to meet the career objectives of students and cater to the Human Resource needs of Organizations. This placement cell is well coordinated by a full -time Placement Officer and supported by Department Placement Coordinators with the main objective of shaping the engineering and management students to be readily deployable into industry. Placement Officer plays the crucial role in counseling and guiding the students for their successful placements. Highly experienced and dedicated placement team operates all around the year to arrange training programs, coordinate and conduct on-campus, off-campus as well as pooled campus drives, to arrange training programmes for the students to develop their employability skills and development programmes for the faculty members to enhance their career.

## II. VISION AND MISSION STATEMENTS OF T&P CELL

### VISION

To be the first choice and become a top-notch talent source of students for the leading and reputed recruiting companies in the IT and Core sectors.

### MISSION STATEMENTS

**1. Technical competency:** Organizing intensive, effective training & skill development programmes, assessing performance, conducting mock interviews and value added courses to impart awareness and knowledge about emerging trends and technological advancements with profound trainers, academies to facilitate the students to excel in campus hiring process.

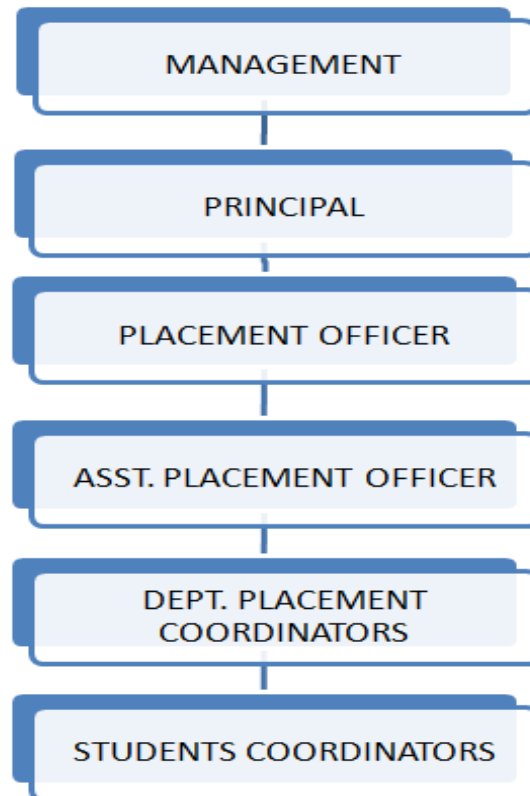
**2. Soft skill:** Arranging Training programmes for the students in various facets of soft skill with leading training institutes to improve their all round performance to thrive in their career.

**3. Industry-Institute Collaboration:** Promoting Industry tie-ups for having student projects; internships; expert lectures; training on latest technologies; in-plant training; industrial exposures; organizing workshops; conferences and symposia in collaboration with industries, facilitating consultancy activities, creating ‘Centre for Excellence’ and R&D Laboratories, inviting the industries for campus hiring and signing MoUs for having mutual benefits.

**4. Career Guidance and Counseling:** Guiding and counseling the budding engineers and managers with external as well as internal experts to choose their right career path and to sustain with that.

### III. TRAINING & PLACEMENT CELL ORGANIZATIONAL CHART

The Training and Placement Cell is headed by a fulltime Training and Placement Officer (TPO) and supported by the Department Placement coordinators. The Class wise student coordinators support the Placement Team in the overall coordination of all the activities.



## **IV. OBJECTIVES**

- ❖ To provide career counseling for the students about various avenues open after graduation and to encourage them to select their career with prospective employers based on their aspirations.
- ❖ To prepare the students for facing campus interviews by arranging training in aptitude; soft skill and emerging technologies with professional trainers / training institutes to improve their employability skills.
- ❖ To make the students employable and to assist those in obtaining placement in reputed companies in IT and Core sectors.
- ❖ To arrange on-campus; off-campus interviews and internship for the students with core industries.
- ❖ To maintain good rapport with the recruiters; inviting them to campus and making them to prefer our students for hiring.
- ❖ To develop faculty members with recent /emerging technologies and management practices through FDPs in association with various industry experts
- ❖ To create awareness among the students on recent industry trends through guest lecture & power seminars by inviting industry experts .

## **V. ROLES AND RESPONSIBILITIES T&P CELL**

- Identifying skill gap and arranging training programmes for the students on soft skills, aptitude and technical.
- Updating students' data semester wise to monitor their performance and to check the eligibility criteria of recruiting companies.
- Knowing expectations of the recruiting companies and preparing the students accordingly
- Making the students industry ready by imparting employability skills trainings
- Organizing both the on-campus and off-campus placement drives for the candidates
- Providing Guide-lines to students to excel in the campus interview process
- Getting Feedback from the employers periodically about the performance
- Building and keeping good rapport with reputed companies and inviting/bringing in them for campus placements

- Identifying potential recruiters from IT and core industries and inviting them for campus placements
- Regular interactions with the industry experts
- Encouraging students to register for campus hiring as per the eligibility criteria with prescribed qualifications.
- Making arrangements / facilities that will be necessary on the day of the interview.
- Gathering appointment letters of the students got placed in the campus drives and distributing them to students.
- Achieving placement targets every year and improving the placement record
- Networking with Alumni by conducting Alumni meet at every year
- Extending placement support for the passed out students by arranging campus drives for them as per the company requirements.
- Arranging pooled campus drives and job fairs for the student community of all the colleges to provide them with a job opportunity.

### **OTHER RESPONSIBILITIES**

- Arranging technical training for the students in emerging technologies and company specific training to meet the hiring company's requirements.
- Conducting aptitude tests periodically and monitoring their test performance through online portal
- Conducting mock interview process, group discussions and Technical/HR interviews
- Providing information / notification to students regarding various competitive examinations conducted by Corporate
- Collaborating with Industries to promote Internship and Placements for the students.
- Motivating students to participate in all the national & international level competitions conducted by the corporate

## **VI. FACILITIES AT TRAINING AND PLACEMENT CELL**

- Placement Cell with air-conditioned waiting hall and Dining room facilities.
- Two Air Conditioned auditoriums with a seating capacity of 750+ and 350+ each for corporate presentations and campus interview processes.
- Computer Lab Facilities for conducting on-line tests for 300+ students at a time.
- Air conditioned Audio-visual Room; Dedicated conference rooms for conducting Group Discussions and Seminar Halls.
- Separate Air-Conditioned rooms for conducting interviews.
- Transport, Guest House accommodation facilities for HR Teams.

## **VII. POLICY AND GENERAL GUIDELINES FOR THE STUDENTS**

- At the company's discretion, the student's eligibility will be determined for consolidation.
- After validating their primary eligibility conditions with their department placement coordinators, students should register their names in the placement cell.
- During registration, they should bring photo copies of their Resumes, mark statements and other relevant documents.
- Once a student has been selected and notified, his or her name will be withdrawn from the placement rolls, and he or she will no longer be able to appear for further campus interviews other than dream jobs which is subjected to the approval of the Placement officer.
- Students should make every effort to maintain the college's etiquette and image when dealing with visitors from the organization.
- All the students should regularly check their group mail id & whatsapp group for any placement updates
- If the Principal/Placement Officer gets negative remarks from interviewers about a student's demeanor or conduct for any reason, disciplinary action will be taken against the student.
- It is the students' obligation to check the placement cell's notice board for notices and other information at regular intervals. They are also advised to check their mail inboxes on daily basis to get information from the college placement cell / hiring company.
- Students must make their necessary transportation, accommodation, and other arrangements in order to attend the interviews.

## **VIII. DOs AND DON'Ts FOR STUDENTS DURING INTERVIEWS**

### **DOs**

- All the eligible students should visit the companies website to know more about the companies profile
- Interact with the seniors working in that company to get more insights about the company and its profile
- Make a solid first impression by dressing well. Proper and formal dress code should be followed.
- You should be aware of the specific time and location of your interview. Arrive at least 10-15 minutes before the scheduled start time.
- Maintain eye contact with the interviewer and extend a firm handshake. Use the interviewer's title to address them (unless otherwise instructed). During the interview, remain still and upright in your seat.
- Make a list of questions to ask the interviewer ahead of time.
- Ask on when you may expect to hear from the company again. Thank the interviewer for their time and consideration.
- Students should know the reference ID of their known people working in that company for employee reference
- Send a thank-you note after the interview.

### **DON'Ts**

- Show up late for your interview
- Give the false impression as if you are merely interested in the job for the time being. Act as if you're looking for work.
- Gum chewing
- Mobile phone usage
- Leave your cell phone on during the interview
- Slouch in your chair
- After the employment offer, inquire about salaries and benefits.

- Don't be afraid to ramble — just be sure to back up each answer with pertinent examples

## **IX. PRE-PLACEMENT PROGRAMS**

At MVIT, the Training and Placement Cell organises training and placement programmes throughout the year. The Training & Placement Cell collaborates with all of the College's departments to track students' progress in all areas.

### **PRE-PLACEMENTS ACTIVITIES AT T&P CELL**

The 6 Stages of Soft Skill Training module was created by a training and placement cell in order to groom students in accordance with employer standards and to enhance their whole personalities. Professional trainers provide coaching to final year students that includes Aptitude Training, Soft Skills, Programming and Mock Interview exercises, among other things.

#### ***Stage 1:***

Total Personality Development Concept/Bridging Gaps between Company Expectations and Academic Learning

#### ***Stage 2:***

Improving Verbal and Nonverbal Communication/Improving Self-Esteem and Confidence  
Developing skills and holding a speech contest to improve communication.

#### ***Stage 3:***

Managerial & Leadership Skills/Developing Emotional Intelligence & Interpersonal Skills, as well as doing fake body language practice sessions.

#### ***Stage 4:***

Developing a Positive Attitude and Meaningful Perceptions as well as providing guidance on how to handle a telephone interview (Tips on telephonic etiquette)

#### ***Stage 5:***

Tips for conducting Group Interactive sessions Successful Counseling, Mentoring, Motivational & Moral boosting techniques for professionals and providing tips on how to crack an interview's.

#### ***Stage 6:***

Mock/Simulated Exercises/Team Building Activities/Games/Group Discussion Activity/Mock Interview Practice/Mock Communication Skills Practice given by our eminent Alumni's and



Corporate.

## **TRAINING MODULES**

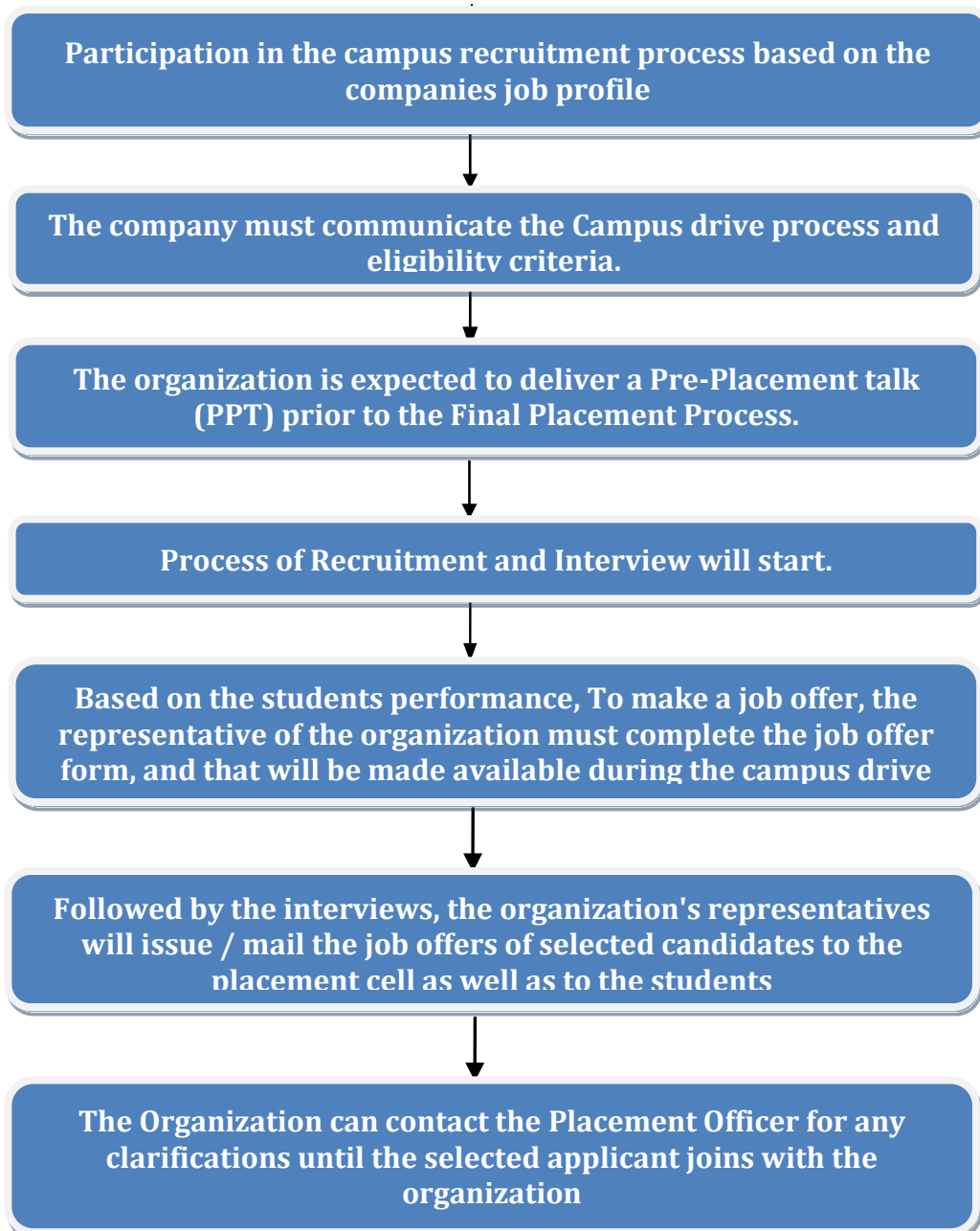
### **FOR ENGINEERING STUDENTS**

- Aptitude Skills – Quantitative Ability, . Verbal ability & Logical Reasoning ability.
- Data Interpretation and Comprehension Development
- Personality Development (Manners & Etiquettes). Inter personal skills & Team Working
- Interview Skills with mock interview. Corporate Life Skills.
- Group Discussion Skills with mock GD. Company specific training (Branch-wise).
- Positive Attitude forming.
- Body Language Skills.
- Resume writing,. Leadership Skills, Goal setting and achieving. Presentation Skills, Problem Solving Skills.

### **FOR MBA STUDENTS**

- Communication Skills - Reading, Writing, Listening, Speaking and Presentation skills
- Soft skills - Public speaking, Personality Development, Attitude Building, Goal Setting, Team Working and Interpersonal Skills
- Aptitude Skills – Quantitative Aptitude, Logical Reasoning and Verbal ability
- Manners, Etiquettes and Grooming

## **X. PLACEMENT DRIVE FLOW DIAGRAM**



## **XI. PROCEDURE FOR PLACEMENT DRIVES**

### **PROCEDURE FOR ON-CAMPUS DRIVES**

1. Organizations are invited to be engaged in the campus recruitment process and must notify us of their participation using the Placement Participation Form attached to this brochure.
2. Ahead to the Placement process, the organization must convey the detailed process requirements (number of selection rounds, panels, and process-specific needs). Also it is expected from the hiring companies to share the Job Description with salary details.
3. Prior to the Final Placement Process, the organization is expected to provide a Pre-Placement Talk (PPT). This would allow students and the organization to get to know one other better and clarify any misunderstandings.
4. The recruitment phase begins with an aptitude test, followed by a group discussion, a technical interview, and a personal interview, all of which will be conducted by accordance with corporate policy.
5. To make a job offer, the organization representative will have to fill-up the job offer form that will be made available on the campus. An offer is considered valid only when this form, duly filled in by the representative, is handed over to the Placement Chairperson of the Institute.
6. It is requested that the organization not directly convey the offer to the candidate.  
A job offer must include the following information
  - a. Position offered
  - b. Remuneration
  - c. Job description
7. Following the interviews, the organization's representatives should have the right to issue final job offers.
8. The Institute shall entertain representatives from participating organizations and give all necessary assistance to ensure their comfort throughout their stay.
9. The Placement Committee will be glad to arrange for the stay of the representatives. Guest House facility will be extended if required.
10. For further queries and clarifications, the Organization can get in touch with the Student Representatives or the Placement Officer.

## **PROCEDURE FOR OFF-CAMPUS DRIVES**

1. Information will be gathered about the off-campus drive either from the hiring company or from the Institute hosting the campus drive.
2. The collected information will be shared to the eligible students and they will be instructed to register to attend the drive based on the eligibility criteria.
3. Students will be accompanied by the Training Placement Officer and Department Coordinators while attending off-campus drives.
4. Interview results / follow-up requirement details will be gathered from the hosting Institute and the same will be communicated to the students.
5. Offer letters of the placed students will be collected from the Institute hosting the campus drive and the same will be distributed to the students.

## **PROCEDURE FOR POOLED CAMPUS DRIVES**

1. Pooled Campus Drives will be arranged to meet out the requirements of recruiting companies.
2. Communication with the details of Pooled Campus Drive will be made directly with other institutions by extending invitations/emails and inviting their students to participate in the pooled campus drives.
3. Status of selection process will be notified with the interview candidates and Institutes through messages and e-mails.

### **Contact Info:**

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**Placement Officer & Professor**

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