

Roles & Responsibility of Placement Cell

The role of the Training and Placement Cell is of a facilitator and councilor for placement related activities. Training and Placement Cell does not guarantee a job.

- ✓ To correspond to prospective companies for interview date and schedule of events.
- ✓ To arrange for interview facilities at the campus and written test halls.
- ✓ To receive the personnel and provide necessary inputs about the college and to co-ordinate with placement faculty and Student coordinators for smooth functioning at various locations (interview halls, Labs for online test, written test halls, canteen etc).
- ✓ To collect the appointment letters or correspond to get them as soon as the interview is over.
- ✓ To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- ✓ Provide required training [Soft skills & Technical] to the students based on the needs of the company through external trainers or through the internal resource members.

Placement Policy

- The companies visiting the campus are divided in the following 2 categories
 - ✓ Category A: Companies offering CTC > INR 3 LPA
 - ✓ Category B: Companies Offering CTC >= INR 2.4 LPA to 3 LPA
- As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session and will not be allowed to appear for any other company.
- A student can appear for a Company of Category-A on campus under either of the following cases:
 - ✓ Student has not been placed in any Company.
 - ✓ Student has placed in Category B company
- A student can have a maximum of 2 jobs excluding teaching or Tech support job.
- In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.

- In case a student is short-listed in two or more companies on a particular day, he/she is eligible to sit for the selection process of all the companies and following policy is to be adhered to:
 - ✓ In case a student appears for two or more companies of Category - A on a particular day then he/she will be considered selected in the company which first comes out with the final selection list and he/she will be out of the placement process of the other companies
- Students having a Pre-Placement Offer from a company must inform the Placement Cell about the acceptance or rejection of the same. In case any student doesn't inform the placement Cell about the same, he / she will be considered to have accepted the offer and will not be considered for the further placement procedure according to policy.
- Student rejecting a Pre-Placement Offer (PPO) will be allowed to apply to companies offering CTC greater than the CTC of the PPO and will specifically be not allowed to appear for the company of which he/she has rejected the PPO.
- Companies will be invited and scheduled by the Training and Placement Cell on the basis of the following parameters:
 - ✓ Job profile and growth prospects.
 - ✓ The package being offered by the company.
 - ✓ Past record of recruitment at SGBIT.
 - ✓ Feedback from the Alumni regarding the company.
- Student found adopting unfair means of any kind in placement procedure of any company The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and shortlisted.
- Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in recruitment process of any company in future.
- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.
- It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC

staff or their representatives. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.

- Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
- Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
- No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement Representative of Training and Placement Cell.
- Each student should join the WhatsApp group of their respective department which will be handled by their respective Placement Representative. Students are also advised to keep a watch on the Placement & Department Notice Boards and WhatsApp posts for updates.
- Any issues to be discussed should be forwarded to the respective department Placement faculty Representative and it is his/her responsibility to take it up with the Training and Placement Cell.
- Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
- If job market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

PLACEMENT CELL MEMBERS

List of Placement Faculty Coordinators:

Sl. No	Name of the faculty	Department	Contact Number
1.	Mr. Ravindra Yargattimath	TPO	9945770407
2.	Prof. Akshay Umare	Civil Engineering	7892599142
3.	Prof. Sacheen Kale	Mechanical Engineering	7676276158
4.	Prof. Sharanabasappa Zampa	Mechanical Engineering	9880633681
5.	Prof. Manjula Biradar	Electrical & Electronics	9739461859
6.	Prof. Vidyashree Kanabur	Electronics & Communication	9742074326
7.	Prof. Kiran Nandi	Electronics & Communication	9035745709
8.	Prof. Kangana W. M.	Computer Science	8660812659