

Survey No. 52, Kumbhivali, Near Khalapur Toll Naka, off. Mumbai-Pune Expressway, Tal. – Khalapur, Dist. – Raigad. Pin- 410 202 **Telephone** –02192 -274206/07/08/10 **Fax** – 02192- 274210

Dr. Ramjee Prasad
Hon'ble Chairman

Dr. Sandip Inamdar
Vice President

Dr. B. R. Patil
Principal

PLACEMENT PROCESS

- Register for the drive as per instructions given by T & P department. (Generally first week of seventh semester.
- **Eligibility** : Companies have different eligibility criteria. Some may not have any eligibility criteria. All the students studying in the final year will become eligible in that case. Some of the eligibility criteria for campus placements are given below:
 - SSC – 60
 - HSC – 60%
 - Diploma – 60%
 - Engineering aggregate marks – 60%
 - Sometimes live KTs / Dead KTs are allowed. Some companies allow Gap during Engineering/Gap during education

Companies will have all the above or some as the eligibility criteria.

- Steps of recruitment:
 - Sharing of JD by company
 - Pre-placement Talk
 - Aptitude Test/Technical Test (Online/Pen and Paper)
 - Group Discussion.
 - Technical/HR Interview.
 - MR (Management Round) Interview.

Company shares the details along with Job Description (JD)

PRIOR TIPS FOR CAMPUS PLACEMENT

- Prepare well for the campus placements . Be confident (No overconfidence)
- Prefer punctuality. Reach the venue half an before the scheduled time.
- Candidate should be professionally dressed in formals and well-groomed through the entire process of the campus placements.
- Identity card should be carried throughout the placement process.
- **Recruiting company's websites should be gone through before the drive. This will help you during HR interviews / other rounds in the process.**
- Being an ambassador of the Institute ,candidate is expected to project a positive image of the Institute.

DOCUMENTS TO BE CARRIED

- College identity card.
- Updated resume (3 copies)
- Original and photocopies of mark sheets and other certification if any.
- 2 passport size photographs.
- Students should be formally dressed and follow code of conduct.

TIPS PRE PLACEMENT TALKS

- Mobile phones should be Switch off .
- Attendance sheet that will be circulated on the day of campus placements at the Institute / other institutes during pool campus needs to be signed.
- Be attentive during the pre-placement talk.
- Silence should be maintained during the pre-placement talk .Side-talk with fellow candidates should be avoided.
- Important points should be noted. Questions may be there during the HR interviews on discussions during the pre-placement talk.
- If the company speakers encourage you to ask questions at the end of the talk, communicate in a responsible and intelligent manner.
- Clarify doubts (if any) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk.
- Do not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

TIPS FOR APTITUDE TEST & TECHNICAL TESTS

- Mobile phones should be Switch off .
- Maintain silence in the classrooms till the team comes to conduct the aptitude test or technical test.
- Strictly avoid malpractices (like copy, discussion) during the tests.
- No arguments for any reason with the supervisor/company representative present in the classroom.
- Carefully listen to and comply with all instructions given by the person conducting the test.
- Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.

CONCLUSION OF PLACEMENT ACTIVITY (STUDENTS ROLE)

- After completion of the interview , submit the questions you were asked to the T & P department . This will help create a question bank for guiding the juniors.
- Once selected by a company, you will be ineligible for appearing for further placement.

Prof Sunita Manoj Jadhav
I/C Director T&P