



# SIR C R REDDY COLLEGE ELURU, W.G.District, A.P.

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## PLACEMENT POLICY

### Overview of SIR CRR ES

The Sir CRR Educational Institutions (SirCRRES) is a society registered under the Andhra Pradesh Societies Registration Act, 1860 (Andhra Pradesh Act XXI of 1860) on 6 th November 1950. Its Registered Office was situated at Hyderabad now at Patamata, Vijayawada, A.P. after bifurcation of the state .

### Placement Cell:

**The Sir CRR Placement Cell** plays a crucial role in locating job opportunities for Undergraduate and Postgraduate students passing out from Sir CRR college. It establishes working touch points with reputed firms and industrial establishments; operating round the year to facilitate a connection between companies and graduates.

It has become imperative for educational institutes and universities to identify the dynamic technological trends and the resultant paradigm shift in corporate needs to be able to deliver the same in the existing or upcoming curriculum of academia. These deliberations are crucial for preparing students to be employable and job ready, and catering the industrial needs in a much more efficient and effective way.

### Objectives:

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Mentor students on relationship building, transitioning to new business jobs, and crafting their resumes.
- Partner with employers and alumni to build a network pool for students.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities which aid in career planning.

### Skill Development and Training:

Skill development is a crucial term these days and every organization is focused to hire skilled employees or train them to get good skills prior to hands-on jobs. Skill and specialization are what the market is demanding these days. With booming

globalization, skill training is an integral component of increasing efficiency and productivity for sound economic development of any economy. In India, the demand for skilled manpower is huge and to cover this gap, it is very pertinent to re-engineer the skill ecosystem.

Students who have registered for Placements as an option ideally undergo a minimum of 30 hours Skill Development Program to be eligible for Placements. You are requested to contact your respective Placement Officer for more details.

The focus on training and skill development is as follows:

- Skill based learning focuses on increasing employability
- Equip students with appropriate hands-on skills which will help them to be job- ready.
- Core focus on job role based skills leads to comprehensive specialization, thereby increasing efficacy of the candidate.
- Skill Training interventions raises confidence, improves productivity and competency of an individual through focused outcome based learning.
- Keeping in view the industry requirements, the training curriculum must be designed for preparing the students for entry-level Graduate Placement and focus must be given to Personality Development, Communication Skills and Vocabulary, Resume Preparation and Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests.
- Other areas of focus could be as follows, but not limited to this. Self-Awareness and Self-Management, Presentation Skills, Time management, Goal Setting and Decision Making, Workplace Ethics, Conflict Management.

### **Placement Process and Registration:**

All Final Year Undergraduate Students, Diploma and Final Year Postgraduate Students are eligible to apply to be part of the Placement Service. Students must submit an online Placement Application and submit a copy of the same to the respective Placement Officers.

STEP 1 – Check eligibility with your respective Placement Officer

STEP 2 – Click the following link and apply Online

STEP 3 – Submit the copy of the Confirmation Sheet to the Placement Officer

STEP 4 – Retain One Copy for yourself.

## **Eligibility**

No backlogs

- Attendance requirement: Student must maintain 75% attendance
- CGPA/ Percentage requirement: All students must have a minimum of 55% in 10th, Intermediate and Degree.
- Any other criteria

**There are two types of Campus Placements Programs:**

### **On-Campus Placement:**

In On-Campus Placement drives, companies visit the college to select final year students. The selection is based on a student's ability to clear the Aptitude Test, HR Interview and other parameters set by the company based on their requirements.

### **Off-Campus Placement/ Pool drives**

In Off-Campus Placement drives, recruitment is conducted at a common place that could be any particular college or in the premises of the host company/institution. Students from many other institutions are invited to participate in such drives. Off-campus placements are mass recruitment drives to bring a large number of opportunities and deserving undergraduates to the same table.

### **Placement Process:**

STEP 1 - HR of a company contacts College or Placement Officer contacts the company

STEP 2 - Announcement is made of a Placement Drive with details pertaining to the Job Description and CTC – Cost to Company.

STEP 3 - Placement Representative is contacted with details regarding the Date and Timing.

STEP 4 - Students are required to Sign-Up for the Placement Drive.

STEP 5 - Companies confirm the Drive with Infrastructure Details.

STEP 6 - Students participate in the Placement Drive.

STEP 7 – Students attend a Pre-Placement Talk, Education Qualification is confirmed, Written Test, Group Discussion (Option), Technical Interview, HR Interview and Post- Placement Talk

STEP 8 - Short-listed or Selected Candidates are announced

**Responsibilities of students:**

- It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards. **Students are expected to be on time as per the announcements.**
- Failure to read the notice board/ERP Notification/WhatsApp Message/CollegeApp/Website will not be accepted as an excuse for not participating.
- Students not meeting the eligibility criteria mandatorily laid out by the company, would not be allowed to sit for the same.
- Students are advised to be dressed as per the formal dress code of the college at the time every Recruitment Drive.
- Students should carry their Official College ID Card.
- All the following documents must be with the candidate during Interview: Multiple Copies of Resume, Passport Size Photographs, Copies of 10th, 12th, Degree Marks Cards and other relevant certificates, Government Issued ID Cards.
- Attendance must be claimed by the student within 48 hours of the completion of the drive.
- Students must clarify queries/doubts, if any, related to package, job profile, and place of work, bond details or in similar regards with the Placement officer and on instruction can be clarified from HR officials of the Company during Pre Placement talk.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
- **If any student does not complete the Process for any other reason, except not qualifying, he/she will not be allowed to continue the benefit of placement services.**
- The college follows ‘One Offer Policy’. Here, students are permitted to attend any number of interviews until they receive one offer from companies. Any violations in this aspect will result in disciplinary action by the placement department.

Note: A student is obligated to accept an offer if the CTC and the job description provided in the offer letter match the information communicated by the placement department or the company. In today's job environment, location is a variable and hence location may change.

- All communication will be only between the company and the placement department. The placement department will in turn communicate the same to the student.
- Students who accept an offer are obligated to join the company as per the terms of the offer.
- Students who pursue offers external to the placement department are requested to keep the placement department informed to avoid conflicts with the activities of the placement department.
- Students who want to pursue higher studies, should refrain from the Placement process.

#### **Discipline:**

- Students should maintain discipline and show ethical and decent behavior in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/ Interview) will be disqualified from the placements for the rest of the academic year.

#### **Joining Status:**

In case a student decides not to join where he/she got selected, he/she should inform the company in writing with reasons at the earliest and also required to submit a copy of that letter/mail to the Placement Office.

#### **Offer Letter :**

Offers received from companies must be collected from the Placement Office/ Company as per timings in the notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Placement Office/ Company lies entirely on the student. In case offers are received directly by the student from the company, the copy of the same must be submitted to the Placement Office. As an alternative to offers of which the placement cell has no record; maintaining a student list/letter of intent/email communication is advisable.

## Placement Registration Form

Name ---- Register No: -----Class: ----Section:---Elective:-----Gender:

Phone Number: ----- Email Id:---- Academic Performance:

Aggregate in 10thStd Board of Exam:	Aggregate in Board of Intermediate Exams:	Aggregate of all four / Six Semesters till date Board of Exams:
CGPA (or) Percentage	CGPA (or) Percentage	CGPA & Percentage

Backlogs (Yes/No):

If yes, mention the no. of subjects along with the subject name and which semester:

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### PLACEMENT CODE OF CONDUCT

As a student of Sir CRR institutions and having elected to register in the placement process,

\_\_\_\_\_bearing Register no: \_\_\_\_\_

agree to abide by the Placement Code of Conduct and undertake to comply with the following regulations:

1. To respect the prescribed rules of the Placement Department as defined in the Placement Policy, Procedures and Regulations.
2. To attend the entire placement process of the companies, I opt to apply for being placed.
3. To not divulge any Placement related information to any external, individual or entity.
4. To refrain from attempting to obtain/obtaining an unfair advantage over other students by resorting to unscrupulous means during placement related activities.
5. To refrain from furnishing any false information in my resume or during the interview.

6. To uphold the reputation of the institution by adhering to the highest standards of professional conduct at the organization that join following the placements process.
7. To refrain from assisting or encouraging any other students in perpetrating a violation of the placement code of conduct.
8. To uphold the placement code of conduct of the placement division by reporting all material violation and by fully cooperating with and protecting the confidentiality of any honour code procedures.

I consent to the exercise of disciplinary powers by the placement department against me in relation to violations of the above Placement Code of Conduct. I further accept that such disciplinary actions may include the deprivation of the right to participate in the placement process.

PRINCIPAL