

Shrimad Rajchandra Institute of Management and Computer Application (SRIMCA), Uka Tarsadia University

Placement Policy 2022-2023

Placement Cell SRIMCA (PCS)

The PCS is determined to act as a facilitator to liaison between prospective recruiters and the Batch of students that are to be placed in a concerned academic year. The PCS's placement policy is framed with due consideration of students' interests and their academic performance, industry demand and market trend along with institutional mission and vision.

Policy for PCS Recruiters'

- ✓ PCS will channelize to send invitation to the Recruiters/Companies/Organizations through E-Mail.
- ✓ Organizations interested in leveraging internship/placement or both opportunities will give their consent through an on-line Placement Notification Form preferably between January and June, however such a notification can also be given round the year. The organizations are required to inform PCS well in advance regarding following requisites:
 - Placement proposals/ interview for project training,
 - Job Profile
 - Type and number of positions to be recruited
 - Selection process may include written test, technical test and/or
 - Selection parameters include evaluating technical and non-technical skills.
 - Approximate stipend,
 - Package to be offered.
 - Bond details/Security Cheques (if any)
 - Special arrangements (if any) required during the on-campus process.
- ✓ Necessary infrastructure and limited hospitality will be provided by the institute, however, it is expected that such requirements will be informed to PCS in advance.
- ✓ All communications with PCS related to placement activities to be done at placement@srimca.edu.in
- ✓ PCS has the privileges to decide the Placement Schedule for companies to visit the institute for recruitment process that will commence from the month of September. The PCS designs its placement schedule on the following parameters of company profiling:
 - Job profile
 - Package and/or stipend
 - PCS's Cumulative placement record
 - Informal feedback from Project Management Cell, company visit by institute project guides (faculties) and students
- ✓ Final dates for placement sessions will be fixed based on mutual agreement between PCS and company which will then be circulated.
- ✓ Based on student profiles, performance in student development programme, aptitude and technical test conducted by the PCS in association with institute's Student Development Cell short-list of students is provided to the company preferably before the commencement of placement session or at the time of placement session.

- ✓ Such candidates then appear for the Placement Process of the company
- ✓ Pre-Placement Talks (PPTs) may be arranged for companies to interact with the students based on schedule finalized.
- ✓ On-Campus Placement Process
 - Companies will visit the campus on the given date and conduct the written technical/aptitude test, personal interview etc. as a part of their selection procedure.
 - Company must submit a list of finally selected students/student for subsequent rounds of placement and a waitlist usually at the end of the day for smooth execution.
- ✓ Off-Campus Placement Process
 - In case where companies plan for off –campus drive then the student will visit the company premises for all the phases of placement process.
 - The company needs to acknowledge the campus about the list of students who appear for such an interview.
 - Throughout complete process a member of placement committee will accompany the process.

Disclosure:

- ✓ *The institute follows the training/placement policy of 1 project training and placement opportunity to a student at the first instance. It implies that after securing two opportunities provided by the institute, student shall not be eligible to appear in any upcoming interviews related to Project training or placement.*
- ✓ *A student will be considered to have secured a project training/placement company, only when Placement Cell will receive an offer letter/appointment letter for the student on the company's letter head duly signed and stamped.*
- ✓ *Company must issue Offer/Appointment letter (in hard/soft form) for the student within a time frame of maximum 10 days from the date of placement drive at the campus/off-campus. By doing so dilemma on the part of student and PCS for opting subsequent opportunities will be resolved.*
- ✓ *Project document with information such as title, project summary, tentative functionalities with approximately duration to be submitted after 20 days of company joining.*
- ✓ *At the end of the internship, project demonstration, flow of data management, testing along with presentation is highly preferable to show case the potentials of the students and outreach of the company's prominence.*
- ✓ *After internship or getting placed if a student does not abide by the stipulations mentioned in the Bond, it will be the sole responsibility of the company and student to resolve the matter.*
 - *PCS in any case will not be held responsible for the same.*

Feedback Mechanism

- ✓ Inline to the vision of the institute "To remain on the cutting edge of education, research and service to industry, society and students." PCS extends its feedback mechanism by reaching its stakeholders for
 - Academic excellence
 - Sustain professional existence.
- ✓ An online/offline feedback will be taken from following stakeholders on curricular aspects of institute/student, learning attitude of the student, overall behavioral dimension of the student, placement process etc. from :
 - Companies:
 - During placement process
 - After joining of the student for internship/placement

General Policy

- ✓ The Institute reserves the right to change / modify any or all of the above stated Placement rules and procedures whenever found necessary. All changes / modifications will be communicated to the concern stakeholders.

Dr. Bankim Patel

Director, SRIMCA