

## ITM Training and Placement Cell Policy

16/10/23

Training & Placement department will comprise of a Head and a team of members including faculty coordinators from various academic departments as nominated from time to time.

### Duties of Placement cell:

- The duties of training and placement cell shall primarily be to generate leads for placement, contact the companies for in-campus or off-campus placement drives, registering students for each placement drive, facilitate in conducting the pre-placement talks, facilitate the students and HR to conduct the selection process, communicate the results and joining formalities to the selected students etc.
- The training & placement cell must also ensure preparing the students for interviews, group discussions, aptitude etc. with the help of PDP and aptitude trainers.
- The training & placement cell will also get the placement consent forms filled from the final year students with the help of faculty coordinators to know the exact number of students who have opted-in or opted-out of placement drives.
- The training & placement cell shall also assist the students in summer internships.
- The duties of nominated faculty coordinators shall be to assist the placement department in the placement drives, motivate the students to register for placement drives, ensure the presence of registered students in pre-placement talks and subsequent selection process, maintenance of attendance record, ensuring discipline during the entire placement drive etc.
- Members from any department from the college can be nominated to help in the placement process.
- The training and placement cell shall maintain proper records of all the placement activities and record of companies and HRs contacted for placement. The cell must also continuously make efforts to get relevant companies to the campus with better packages.

### General Placement Rules for Students:

- It shall be mandatory for all the final year students to fill the placement consent form and choose whether they opt-in or opt-out of the placement process.
- If any candidate registers for in-campus or off-campus placement drive and thereby fails to present himself/herself on the day of pre-placement talk is likely to be barred from the further placement drives.
- Students who are placed in a core company, having a package below 3 LPA will be permitted to participate in placement drives only for those companies that are providing an annual package of 4 LPA and above.

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16/10/23



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- Students who are placed in a core company, having a package between 3 LPA and 4 LPA will be permitted to participate in placement drives only for those companies that are providing an annual package of 5 LPA and above.
- Students who are placed in a core company, having a package above 4 LPA will be permitted to participate in placement drives for companies that are providing an annual package of 5.5 LPA and above.
- If any company offers a package of 7 LPA or higher, then all students-whether placed or unplaced will be permitted to participate in the campus recruitment drive.
- A student can acquire a maximum of two offer letters of getting placed in core companies for package less than 7 LPA.
- Offer letters of getting placed in non-core companies will not count if the student declines the offer.
- Placed students will be permitted to attend placement drives in other companies regardless of amount of package and domain of the company, only when 80% students in their respective branches are placed.
- If a candidate selected in a core company declines the offer, he/she shall be considered placed by the college and the policy for the placed students shall be applicable thereafter.
- All the students are advised to sit in the placement drives of non-core companies as well to gain hands on interview experience. A candidate, if selected in such non-core companies, and does not wish to join the company later, will not be considered placed and shall get to sit in other placement drives.
- Final year students joining the company after selections have to mandatorily appear for inter exams of the college. Exams for such students can be arranged online if exam leaves are not provided by the company. Such students will also clear their fees as per the schedule.

### Placement Code of Conduct:

- Training and placement department holds the sole right to deal with the placement process.
- If any student/staff comes across a company willing for campus placement, must inform the placement cell for necessary follow-up.
- All post-job offer communication between student and company should be channelized through placement cell.
- Direct communication with the company officials by the students is not allowed.
- It is mandatory for the students to register themselves before any placement drive through the process as instructed by placement cell.

*Handwritten signature:* Hanshit  
16/10/23  
**Director**  
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60, Chakrata Road, Dehradun (U.K.)



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- Attendance in pre-placement talk is mandatory after registration. Failing to do so can lead to blacklisting of the candidate.
- No candidate can quit the selection process in between. This can lead to barring the students from further drives.
- Any misbehaviour reported by the company officials shall be dealt with utmost seriousness and such candidate shall not be allowed to sit for any placement drive in future.
- All students eligible for placement must remain in constant touch with T&P cell for details and updates about placement matters.
- T&P cell must be updated if any student engages in any start-up of their own.

### Other important Guidelines:

- The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. T&P does not guarantee a job.
- The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs
- Any student against whom show cause notice/warning letter have been issued; will not be allowed to appear in campus Recruitment.
- Any negative remark made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process.
- All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.
- All the eligible students for placement must submit their resume after finalizing with the PDP trainer/Placement Department at placement@itmddn.in

### Blacklisting of Students:

- Any student against whom show cause notice/warning letter has been issued.
- Any student against whom a complaint has been made by the company officials.
- Any negative remark made by any faculty or warden against any student.
- If a student registers for placement by fails to attend pre-placement talk and subsequent selection process.

-ITM reserves the right to amend/change this policy from time to time without prior notice.

-Under the approval of competent authority.

*Handwritten signature*  
16/10/23  
**Director**  
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### Faculty Placement Co-ordinators for the session 2023-24

Sr. No.	Name of the Faculty	Department
1	Ms. Vaishali Rawat	Management and Commerce
2	Ms. Kavita Dangwal	Information & Technology
3	Mr. Shikhar Rastogi	Animation
4	Mr. Aditya Bisht	Hotel Management
5	Mr. Priyank Raturi	Mass Communication

- The duties of nominated faculty coordinators shall be to-
  - assist the placement department in the placement drives,
  - motivate the students to register for placement drives,
  - ensure the presence of registered students in pre-placement talks and subsequent selection process,
  - maintain attendance record,
  - ensure discipline during the entire placement drive etc.

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*Priyank Raturi*  
16/10/23