

PLACEMENT SOP

**ARMY INSTITUTE OF MANAGEMENT AND
TECHNOLOGY**



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,

GREATER NOIDA (UP) – 201306

Army Institute of Management & Technology

Training & Placement SOP

Industry Interaction should continue to remain the sole responsibility of the Institution. In other words, each Institution will continue to only facilitate with the placement assistance of its final semester students, for which they will perform all activities including liaison with Corporate and Companies, Accreditation of their Institutions with Corporate and Companies, etc. However, whenever a Corporate or Company is called by an Institution, they will find out all the Programs, whose final semester students are eligible for Placement and inform all other Institutions, for sending eligible Candidates. Placement is the sole responsibility of Students. The Training and Placement cell (CTPO) and various other Faculty members only facilitate and provide the guidance to the students.

Following are various activities where students are actively involved:

- Design and Printing of Placement Brochure – Soft copy as well as Hard copy
- Developing and Executing the Placement strategy
- Interacting with the Past Recruiters
- Interacting with the Potential Recruiters
- Recruiters of other B-Schools/Benchmarking
- Placement Presentation at various companies
- Organizing the Career Counseling session by experts
- Organizing Resume Writing, GD and Interview(s) skills development sessions
- Maintaining student Resume Bank
- Developing and maintaining Corporate Database
- Allocation of companies to student groups for image building
- Conducting recruitment survey(s) during the Summer Internship

- Organizing Employability Enhancement sessions
- Coordinating all the activities related to Placement
- Developing and maintaining student resume books
- Monitoring the progress of Placement activities at regular intervals

Placement committee & Alumni committee

Objective:

- Ensure placement for all eligible students. Maintain and improve interaction with alumni network

Roles and Responsibility

- Identify appropriate companies recruiting from campuses.
- Approach and remain in contact with companies.
- Give brief to students about the company and job description offered.
- Prepare all recruitment material including CVs of students etc.
- Keep in touch with alumni.
- Updating the data base.
- Updating them with campus news.
- Organizing alumni meets.
- Wishing them on personal and special occasions.

A. General Guidelines For Internship

Summer Internship

Summer internship is an essential activity for providing a structured industry exposure. Through the activity commence towards the end of the second semester, preparatory work must start from the middle or the end of the first semester itself. The entire process of summer for summer training goes through following steps:

1. **Initiation.** Initial briefing and initiation must start during the middle or end of the first semester itself.
2. **Choice of Company and the Project:** As a result of our industry societal tie ups we have the benefit of getting the summer training projects to be undertaken by the students with assistance from these sectors.
3. **Authority Letter for Conduct of Summer Training:** Authority letter will be issued to the concerned organization for undergoing summer training.
4. **Certificate from the company:** The certificate will be signed by the concerned supervisor on behalf of the organization.
5. **Submission and evaluation of the Project:** The student is required to submit the project before the first internal examination in the third Semester. There after the project will be presented to the project evaluation committee for evaluation. In order to ensure Objective assessment, the project evaluation committee will be headed by external experts.
6. **Inclusion of the summer training project in the resume of the students:** Corporate relations officers will extract relevant aspect from the summer training project to be included in the resume of the student. This will be reflected in the placement brochure to be published at the end of third semester.

B. General Guidelines For Placement

1. The students are responsible for placement, the CTPO being only the facilitator. It does not imply that CTPO assures Placement to all the students.
2. Placement activities encompass all measures taken by CTPO and CRC team related to final and Summer Internship of all the students. These activities are all meant for the students.
3. At the commencement of the session, the members of the student Placement committee would be selected.
4. Participation of entire batch in the Placement activities is mandatory. Any student found abstaining from the Placement activities would become ineligible for Campus Placements.

5. Student's not been able to clear any rounds or final round of the placement of 3 companies (max) will not be allowed to sit for placement any further.
6. Once the student is selected the placement stays.
7. All students would be required to be present in Institute on all days in formal attire with clean shave; descent hair cut (Girls Proper Hair Done).
8. It is the student's responsibility to see the Placement notice/email and submit his/her resume to the student coordinators as per the deadline specified in the notice.
9. Students are expected to behave professionally with all employees of Army institute of management and technology. Any misconduct, misbehavior, non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.
10. Students would be divided into various groups according to the various industry segments. They would be responsible for fixing up the presentation with the companies and subsequent follow up and coordination activities.
11. Students who are assigned to visit the Company would be required to submit a detailed report (soft, hard & zerox for the verification of OD) to the CTPO within 24 hours of the visit.

The report should essentially comprise of :-

- **Company Name**
- **Visiting Officials of the Company / Personal met by the students at the premises of the Company**
- **Summary of the presentation made by the Company (if any)**
- **Details about the job profile**
- **Number of vacancy**
- **Recruitment Process**
- **Topics of Group Discussions held (if any)**

- **Name and Number of the students who applied, got selected at various stages and final selection.**
- **List of questions asked to the interviewees inclusive of the time spent for the interview for each of the students.**

12. A dossier of each student would be maintained in the Placement Office. It would comprise of a SWOT Analysis, performance of the students in various platforms/ activities/ appreciation and grievances related to behavioral attributes of the students. This analysis would be conducted by Faculty / Mentors Periodically and then shared with Placement Office.

B. Final Placement Guidelines

Placement Eligibility rules

1. Minimum Percentage as decided by the Director.
2. No backlogs in any Semester, certified by Academic Department.
3. 100% attendance in Employability Enhancement Program classes plus minimum 70% marks in all tests conducted by/during the EEP.
4. 75% attendance in academic sessions.
5. 90% attendance in all guest lecturers including those in seminars.
6. No disciplinary violation.