



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore – 632 059.

PLACEMENT POLICY

Objectives

Explore the avenues for employment of students in best-reputed organizations through

- ☐ Campus Interviews
- ☐ Off-Campus Interviews
- ☐ Job Fairs

Role and Responsibilities

- ☐ To liaise between Industry and the academia.
- ☐ To arrange job opportunities for all the eligible and interested students.
- ☐ To suggest corrective measures to non-eligible and interested students to make them employable.
- ☐ To invite the best companies of different industries for Campus recruitment.
- ☐ To motivate and counsel students about Industry practices and improve their emotional quotient.
- ☐ To facilitate real-time preparation for the company selection process.
- ☐ To plan and organize career talks & personality development programmes.

Placement Process and Requirements

At Kingston, placements are led by the placement committee, under the supervision of the Placement Director, Placement Officer and Faculty members through a process that optimises the interests of both the students and the companies. The students are involved in the recruitment process, right from corporate interactions to pre-placement talks and other coordinating activities during the placement process.

The main placement activities for an on-campus drive include a pre-placement talk /corporate presentation. This presentation enables organisations to inform students about the company's business, work culture, organisational structure, career, and growth opportunities. We recommend a 30-minute presentation and a 15-minute Q&A session. The presence of senior executives and Human resources people helps create a better impact. On-campus recruiting Companies can plan a visit to the Kingston campus to conduct placement interviews and



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make job offers to suitable students during the placement season. The placement and Training Department provides complete support to the visiting companies at every stage of the placement process.

The placement cell is well equipped with ample infrastructure in terms of testing halls and an auditorium for presentations. Pre-placement talks, Written Tests, Interviews and Group discussions are made as per the requirements of the visiting companies.

The Placement Procedure

- ☐ The placement cell, Kingston Engineering College-PAT, sends placement invitation emails to the companies enclosing a summary of the college and courses available.
- ☐ The company will send a reply email with a brief company profile, job profile, and details on the on-campus recruitment drive.
- ☐ Before the visit of the company to our college, the placement director and placement officer personally visited the company to assess its availability and working environment.
- ☐ Then the company can visit the campus for a pre-placement talk either before the selection process or combine it with the final recruitment.
- ☐ On receiving an information file, the placement office announces the requirements of the company, asking interested students to submit resumes/fill out the Google form, which is then handed over to the company.
- ☐ The company is required to shortlist the candidates from the application pool and eligible data file set shared with the company, and the company needs to send the same short-listed candidates to the Placement Office at the earliest.
- ☐ A mutually convenient date is finalised for the selection process or recruitment drive.
- ☐ The company is required to furnish the final list of students, preferably on the same day or as soon as possible after the completion of the selection process.
- ☐ The offer letters need to be sent to the placement office. Offer acceptances (from the students) received will be sent to the company by the Placement office.



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Eligibility and Registration

- ☐ All the students who expect to graduate from the institute by the end of the academic year and are seeking employment may register for campus placement.
- ☐ Campus placement is a facility provided for the students.
- ☐ Only those students who are interested in placement should register. Only these registered students are allowed to participate in campus placement.
- ☐ Only those students who are eligible as per the company's criteria can register via the link sent to the class group email address /Whatsapp.
- ☐ No Student will be entertained in the Campus Recruitment Process (CRP) after the deadline for registration.

Information to be filled

- ☐ All the information filled -in by the student in each of the registration forms must be true. If found Incorrect, the student will not be allowed for any placement activity of the college till the end of the academic year.
- ☐ It is the responsibility of the student to check announcements/notices/updated information / shortlisted names etc. sent by the placement cell on class group email addresses.

Absenteeism

- ☐ Once a student has registered for a company, he/she must appear for the selection process of that company unless rejected midway by the company.
- ☐ Any student who withdraws deliberately in the middle of the selection process may be disallowed from placement till the end of the academic year.

Attire

- ☐ formal attire (White shirt and black trousers for boys and white-coloured salwar for girls) and a college ID card during the recruitment process is Mandatory.



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- ☐ Compulsory clean shave for boys.
- ☐ Formal leather shoes Wearing.

Pre-Placement Talk: (PPT)

- ☐ Disciplinary action will be initiated against students involved in any unethical practices at any stage of the College Recruitment Process.
- ☐ Strictly mobile phones are not permitted.
- ☐ Students should submit their resumes as per the template provided by the College/PAT.
- ☐ The details of the resume must be genuine. If any student is found violating this rule, will not be allowed for the placement till the end of the academic year.
- ☐ Students should mention all the skill sets and areas of work in their resume.

Ineligibility from the placement activity

- ☐ Students who have less than 80% attendance
- ☐ Students who fail to achieve 100% attendance target in placement training
- ☐ Student registers to attend a company's interview and on the day of the interview doesn't turn up
- ☐ If there is misbehaviour/indiscipline on the part of the student during the interview process

Pre-Placement Preparation: (Placement Training)

- ☐ Communication, networking, and relationship building with the potential recruiters.
- ☐ Invitation to potential recruiters to visit the Institute.
- ☐ Continuation of placement activities after the stipulated period, till all the students are placed.
- ☐ General follow-up, joining formalities and other administrative activities.



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- ☐ Grooming and training of the candidates for the placements so that their chances of selection increase.

The students are trained on aspects like:

- ❖ Facing Interviews
- ❖ Facing Group Discussions.
- ❖ Professional Resume Writing,
- ❖ Cracking Aptitude Exams.
- ❖ Skill Development Sessions & Programs.
- ❖ Preparing Mock Exercises.
- ❖ Recruitment and Placement Sessions.
- ❖ Arranging Seminars and Technical talks.
- ❖ Basic Grammars

The objective of the Placement Training

- ☐ To Bridge the gap that currently exists between the industry and fresh professionals for recruitment purposes.
- ☐ To minimize Stage fear.
- ☐ To build confidence among students.
- ☐ To make students know the Importance of Training and placements.
- ☐ Make them prepared for further training sessions and placements.
- ☐ This important activity is vital to enable the students to achieve their desired career objectives.