

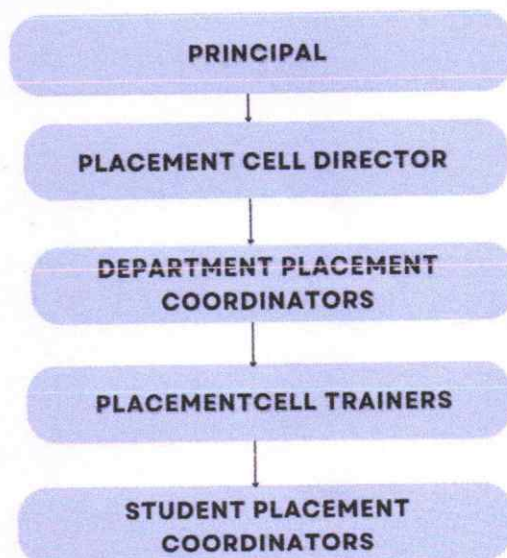


PLACEMENT CELL POLICY

INTRODUCTION

In the dynamic landscape of education, placement serves as a crucial link between academic excellence and professional success. Marudhar Kesari Jain College for Women's Placement Cell plays an integral role in guiding students toward fulfilling careers by forging connections with industry leaders. Our esteemed cell, led by experienced professionals under the guidance of the Principal and faculty, ensures optimal career prospects for graduating students. Through continuous collaboration with leading corporate recruiters, we facilitate suitable career opportunities for every student. The Placement Cell offers various placement opportunities and gives training program on personality development, behavioral and soft skill and expert lectures and further providing students with diverse industry exposure and fostering critical thinking, practical knowledge, and creativity. Committed to preparing students for success in the global job market, the Placement Cell maintains databases of students opting for placement, higher studies, competitive exams, and entrepreneurship.

COMPOSITION OF PLACEMENT CELL





Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University
Accredited by NAAC with "A" Grade (3rd Cycle) - An ISO 21001:2018 (EOMS) Certified Institution



OBJECTIVES

- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- To organize Pre Placement Training Programmes to enable students to showcase their skills during the Interview.
- To prepare students for Campus Recruitment arranging Training in Aptitude Tests, Group Discussions, Preparing for Technical and HR Interviews through Professional Trainers.
- To Assist Students in obtaining Placement in Reputed Companies.
- To organize On-Campus Off-Campus interviews for Final Year Students and Internship (Training) for students with Industries and Reputed Institutes.
- To maintain Regular Interaction with Industry through Seminars, Workshops, Guest Lectures and Conferences etc.
- To Empower Students with life-long career decision-making skills.
- To Act as a Link between Students, Alumni and the Employment Community.
- To build the bridge between Industry and Academia.

PROCEDURE

- Collecting, maintaining, and updating candidate and company data in the database.
- Creating an eligible pool of students from various disciplines.
- Researching and gathering information about job fairs and employment opportunities.
- Providing notifications to students regarding pre-placement activities, job opportunities, and selection procedures via notice boards and the placement website.
- Organizing campus recruitment training programs for registered students.

- Serving as a liaison between selected candidates and job providers.
- Collecting feedback from job providers and candidates.
- Facilitating campus placement offers for students who have opted for jobs.

INTERVIEW REGULATIONS OF PLACEMENT CELL:

- Students will be permitted to attend pooled campus / Off-campus interviews in nearby Colleges.
- Students should be seated in the venue 10 minutes before the scheduled start time of the Pre-Placement Talk (PPT).
- Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified by the students from the companies during PPT or interview.
- Students attending campus interviews should adhere to the following instructions:
- Students should register at the venue of Pre-placement talk and interview as per the instructions.
- Students should always possess original certificates, College ID Card, Government issued ID card & 5 sets of photocopies of the following:
 - Latest Curriculum Vitae (CV) / Resume
 - 5 Passport size photos (Preferably Color)
 - 10th, 12th, UG, PG (All Semester Mark Statements)

All above mentioned documents should be kept as softcopy or in online mode (In mail or drive)

- A student in casual dress will not be allowed for the Interview process.

- Students must be in formal dress code whenever they participate in any Interaction with the company.
- Students should maintain discipline during the interview process.
- The eligibility criteria imposed by the visiting company will be the final.

Campus Placements:

On-Campus Placements:

- Campus placements are recruitment drives organized by our institutions, where companies visit the campus to hire students directly.
- These placements often occur during the final year of a student's program.
- Companies conduct interviews and select candidates based on their academic performance, skills and interview performance.

Off-Campus Placements:

- Off-campus placements occur outside of the educational institution's premises.
- Students have to apply to companies independently or through external job portals.
- These placements can be more competitive as students are not limited to opportunities from a specific campus.
- At our college, every year the number of students are placed through campus Interviews and has been successfully maintaining high placement statistics over the years.

ABOUT TRAINING:

- Placement opted students should undergo Campus Drive training Programme conducted by Placement Cell.
- Students registered for Campus Drive must attend the entire training programme, Workshops, Seminars organized by Placement Cell.
- Placement cell arranges Campus Drive training in the areas of Resume Preparation, Aptitude, Group Discussion, Technical and HR interviews through trained Professionals.

INFORMATION DELIVERY MODE:

- Placement cell delivers / passes the communication to students about the Drives through the Department HODs, Placement Committee Members, Circulars, All HoD Mail and Announcement.
- The Finalized Campus Drive information will be displayed in the Notice board of Placement cell for student's reference. Drive Invitations and Selected Students Name List will also be displayed in the Notice Board.
- Placement Achievements are posted frequently in MKJC Social Medias like YouTube, Instagram, LinkedIn, face book, Blogger and College Website.

FACILITIES:

1. Campus has a facility to conduct recruitment for more than 1000 Students.
2. Air-Conditioned Halls to conduct Pre-Placement Talks, Group Discussions & Other Programmes.
3. Labs to conduct Online Tests and Class Rooms to conduct Other Tests.
4. Class Rooms for Demo Classes for Teaching Jobs.
5. Halls to conduct Group Discussions
6. Interview Cabins.


IQAC Coordinator




Principal

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