



PLACEMENT POLICY

Purpose & Applicability

The purpose of the policy is to:

- a. Improve placement benchmark, year after year.
- b. Ensure transparency of process between the students/cadets, the faculty and the Placement Department.
- c. Provide guidelines to students/cadets, from the admission stage itself, as to which areas are considered important by employers and thus need to be focussed on.
- d. Avoid conflict amongst various applicants and employers during placement by allowing students/cadets to make an informed choice regards the interviews they wish to attend.
- e. Provide guidelines for students towards a good performance during the selection process.

The placement policy will be applicable to all students finally admitted to AMET and those who opt for Placement Assistance in writing. This means that those who wish to be entrepreneurs or wish to pursue higher studies after passing out of their chosen course at AMET can indicate to the Centre for Placement and Training accordingly, latest by the beginning of the pre-final year or semester as the case may be.

Placement activities performed by the Centre for Placement and Training (referred to as CPT from now in this document) is a placement assistance service extended to graduating students. Please note that Placement assistance does not guarantee a job for any student.

Eligibility for Participation in the Placement Process

The Centre for Placement and Training team facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers. Accordingly, the CPT Team reiterates that students meet the following pre-requisites:

- Meeting all Eligibility criteria specified by the employer
- No disciplinary report from any department.
- All dues to be cleared before the interviews
- Class attendance as specified by AMET for your programme.
- Willingness to attend any screening programme conducted by placement cell.
- Willingness to attend any training/mentoring programme designed by AMET.
- Willingness to attend off campus interviews being arranged by the Placement cell at Mumbai, Delhi or at any other place as situation demands at their own expense.
- No malpractices or canvassing reported for any company.
- A full set of documents as detailed in the Placement Rules to be made available when asked for.
- Application in writing to the CPT for participating in the selection process of a particular company.
- Following all rules for Placements as specified in the Placement Rules.

The Placement Process

Companies are invited and scheduled/prioritised by the CPT on the basis of the following parameters:

1. Companies offering sponsorship/ MOU's with AMET

2. No. of vacancies on offer
3. Profile of the company in terms of growth and stability
4. The package being offered by the company.
5. Past record of recruitment at AMET
6. Feedback from the Alumni regarding the company

The companies may, at their discretion, decide to hire students for internship or a final job offer before the final graduation, some of them may even select students immediately after admissions itself, based on their own tests and interviews. They may further specify more criteria to be met during the students/cadets remaining stay on the campus in terms of academics, discipline, CGPA expected, practical exposure, projects to be worked, communication etc.

There are also other companies who don't come to campus and ask students to undergo a selection process either remotely or in person at a location chosen by them for a physical interaction.

In both cases, on and off-campus, typical stages involved in the selection from the employer may include:

1. Written test- could be an aptitude test based on Class XII level or a test of competence based on your chosen field. E.g. Engineering, Nautical, MBA, Mining, petroleum etc.
2. Psychometric test- This could again be basis available off-the shelf tests or custom-designed.
3. Test of written and/or spoken English- Typically TOEFL/IELTS/BEC/MARLINS (For Marine).
4. Physical Fitness Test- speed, stamina, strength, BMI- usually custom made by each company.
5. Medical tests- ILO Medical tests including HIV and Drug & Alcohol Tests
6. Some companies also ask for Class XII marks, usually above 65 pct. Overall, including English.
7. Usually Semester wise Marks/CGPA is also asked for by the companies. Normal CGPA cut-off is 7 for most companies.
8. Mostly, companies prefer students with no backlog at any level- school, college and AMET.
9. For jobs in the government or public sector, companies ask for GATE scores as well.
10. Basis the resumes submitted by the students through the Placement Department and performance/results on the above (all or some, not necessarily in the order listed above) criteria companies shortlist students/cadets for interviews, physical or online.
11. Those who qualify the interviews, the Psychometric test (if conducted) and the Medicals are made the final offer for employment.

Since AMET does not have a Placement Season and companies keep coming in with vacancies all the year round, with some companies opting for off-campus placements, AMET CPT would make available from time to time the selection criteria for each company which expresses interest in AMET students/cadets or advertises vacancies. The cadets can choose whether they wish to apply/appear or be considered for the company in question. If they opt for one company in writing, their further interviews will be guided by the conflict resolution policies given below, should such conflicts arise.

Placement Assistance (Mentoring & Training) Initiatives & Programmes at AMET

Training:

- Interview and Test Oriented Training on Technical and Core Subjects using Question Databank
- Communication and English Language Training starting from first year
- Third-party Training tie-ups based on latest Industry trends and needs
- Soft Skills Training courses
- Guidance regards typical HR questions asked in interviews
- Actual Training sessions, in case there is sufficient time for the interview or tests.
- Revision of key employment oriented concepts in last semester.
- Extra Placement oriented lectures on Saturday's.
- Training material provided by the Faculty over and above the curriculum

Mentoring & Counselling:

- Psychological Counselling including career Counselling
- Guidance on creating meaningful resumes

Resources:

- Providing online and video resources helpful for preparation for written tests and interviews
- Placement Brochures detailing previous year's performance
- Tie-ups arranged for other exams like GATE/IELTS etc.
- Information regarding various companies, their eligibility criteria and specific requirements

Other Initiatives:

- Continual aligning of curriculum to Industry requirements
- Refining Admission Criteria and Process to align with Placement Results.
- Tweaking the content delivery and mechanisms in line with the Placement needs.
- Harnessing Alumni network to open new doors and get feedback for improvements.
- Monitoring performance of cadets already placed to co-relate it with placement e.g. TAR book.
- Using LMS to administer periodic tests to judge placement orientation and readiness.

Screening and Pre-Placement Process

When a company approaches AMET for proposing eligible candidates for employment, two scenarios can happen –

- a. the number of vacancies on offer are more than the number of eligible (as per company criteria) students
- b. the number of students/cadets are more than the vacancies on offer.

The companies don't want us to propose all the eligible students/cadets and generally ask for CV's three times the number of vacancies they have.

Mostly, it is scenario b. which plays out and thus AMET has to screen students/cadets for proposing only the desired number of students/cadets.

We have designed our screening process based on the very same parameters which the companies look for in their interactions and tests every year.

Marine Courses:

Some of the criteria currently in use, along with weightages for their relative importance are as follows:

- A. Initial Shortlist proposed by Department concerned to Placements, basis (65%):
 1. CGPA - 25% (no backlog candidates only) (basis cut-off CGPA given by company)
 2. Class XII- 5 % (no backlog candidates only)
 3. Projects/ Internship performance – 5%
 4. Extra-curricular and sports activity – 5%
 5. Discipline and physical training (PT) – 5%
 6. Written technical test- 15 %

The Department HOD will send an Excel sheet including all the marks for above criteria and a weighted average total score of all the proposed students/cadets to the Placement Department.

Notes:

- a. In case Class XII marks are not a criteria, the 5 % can be added back to the CGPA weightage.
- b. If CGPA cut-off is not specified by a company, the shortlist will be drawn up starting with higher CGPA students in descending order.
- c. If backlog is not a criteria, all students can be screened but overall scores in descending order to be reported.

The sheet should also have remarks column, especially for discipline, projects and extra-curricular. In Extra Curricular marks, National level achievement will be marked 5, State level 4, AMET/District level 3 and School level 2. For Nationals and State level, even participation is good enough. For the rest, a medal is important.

- B. Final shortlist will be drawn up by the Department and Placement basis above scores and weighted average of below scores during the mock interviews: (35%)
1. Mock interview including technical and Soft Skills/General questions– 25%
 2. Communication – 5% (HOD plus Placement)
 3. Personality / body language / confidence 5%

The mock interview stage will be a go/no-go stage where all /some or none of the students/cadets who made the first shortlist may or may not be proposed to the employer.

Overall pass marks for both stage would be 70 pct.

Technical and Management Programmes:

1. All UG/PG students of Technical and Management Programmes seeking employment must meet the minimum eligibility criteria stipulated by the recruiters.
2. Students with minimum 6.0 CGPA & not more than 2 standing arrears have the basic eligibility to register for the placements.
3. However, the placement cell arranges special drives for the non-eligible students based on their skill sets.
4. The placement cell has the authority to change the eligibility criteria for placement registration with prior notification from the employers.
5. The Screening Criteria, formula and weightages for Technical and Management Programmes will be agreed upon and designed by the respective HOD's and the Director - Centre for Placement and Training.

Non-Measurable criteria (Common to All Programmes)

Other than the measurable criteria above, there are other very important criteria for students/cadets to make the shortlist. This is in view of the fact that AMET makes special efforts to mentor/train the cadets to align their expectations with the industry requirements. Thus we also expect cadets to reciprocate the efforts by participating in these initiatives. It may be noted here that there are hardly any PPT's happening as of now and these initiatives try to fill in some of the gaps.

- Only candidates who agree to attend mentoring, briefing and debriefing sessions or special training will be proposed. This will include classes on Training videos or any online tests or resources recommended by Faculty or Placement Department. Examples can be GATE coaching, Electronic Engines Training etc. Please note that some of these may require contributions from the students/cadets on a voluntary basis. It is mandatory for the students/cadets to debrief after the selection process.
- Preference would be given to candidates who make an effort to clear TOEFL and ILO medicals including D&A and HIV tests.

Each student/cadet who makes the final shortlist for any company would have to apply for that company and, if he/she chooses that company, he/she would be further guided by the Conflict resolution rules given below, if such conflict arises.

The Placement Department will be the final word in case of a disagreement between HOD's and Centre for Placement and Training.

Conflict Resolution Policies

Many times we end up with the same set of eligible students/students/cadets for different companies as also situations where a student appears for more than one interview over a period of time and receives multiple offers. Sometimes, both the offers appear at the same time, causing embarrassment to AMET and the student as to declining an offer. To avoid such situations and also to focus students on their company of choice before the interviews, following steps will be implemented:

1. A student/cadet cannot be proposed to more than one company at any one time – students / cadets have to make a written choice of one company only which he/she will appear for while on campus.
2. If a student /cadet meets the criteria of more than one company- on campus or otherwise, he/she will be asked about which company he/she prefers to take the entrance and selection process and he /she would have to give their choice in writing to HOD/ Centre for Placement and Training by email.
3. If after the first round of interviews for the companies chosen by the students/cadets, there are slots still open, Centre for Placement and Training can offer other students/cadets in consultation with the HOD to other companies in order of merit.
4. Once offered to by a company, a student will not be considered for subsequent interviews.
5. Only a maximum of 3 chances will be given to a student for forwarding /attending interviews.
6. A Student/cadet will be considered to have secured a job if his/her name appears in the selection list given by the company at the end of their interviews slot.
7. Any sort of involvement in placement activities (applying for even one company) will be considered as participation in placement activity. The student in this case will not be eligible to participate in placement services extended by CPT in their graduating year.
8. It is mandatory for the student to accept an offer from a company he has opted for.
9. Job openings created by rejection of offers will be filled in from company's selection waitlist, if any.
10. Students waitlisted by a company can appear for other interviews unless their selection confirmation is obtained from CPT. Policies for selected students are applicable to students included in the selection list.
11. First preference will be for people from the current final year batch about to pass out, before their final exams and if they have at least a month still left on campus after the interview is conducted.
12. Alumni will only be entertained after the current passing out batch has been exhausted or we do not find any or sufficient candidates meeting above criteria from the current batch.
13. Only those students/cadets from the passed out batch who keep in regular touch with the placement team will be entertained. The procedure for asking assistance is through written requests and registration on a [portal](#) provided for the purpose, no phone call or WhatsApp will be allowed. This assistance will be limited to one year after passing out of AMET.
14. In case if a student is interested in applying for a firm not included in the list of companies participating in campus recruitment, they are encouraged to forward the personal contact information they have in the company to CPT team. CPT may formally invite these companies for participating in campus placements. Proper reference of the source of interest will also be shared with the company during this process.
15. Students engaging in off campus placement mode (applying to companies currently participating or have visited AMET in the past 3 years) can adversely affect the relationship the Institute has

built up with these companies and also deter the companies from participating in campus recruitment process in the following years. Hence the defaulters will also be subject to Institute disciplinary actions as per prevailing rules of the Institute.

16. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.

Pre-Placement Offers (PPO) Policy

Pre-placement offers, if any, need to be intimated to the Centre for Placement and Training, as per rules provided in the Placement Rules.

Post Selection Policy

Post Selection Policy concerns mainly with the proper and timely acceptance or declining of an offer and the process subsequent to such action. The rules to be followed are available under the Post Selection Rules section in the Placement Rules.

Availability of the Policy

- A signed notice about availability and location (including website, URL's and paths) of AMET University's Placement policy statement is displayed prominently on various notice boards in hostels, foyer, department notice Boards (including Placement Department) etc.
- A copy of the policy will be made available in online downloadable form on the University Website.
- Each student and HOD is expected to sign, along with full name and date, the following text "I have read the latest version of the AMET Placement Policy entirely and have understood it completely in a register kept in each department".
- The Policy also forms a part of the AMET Quality Manual for external audit as it will prevent any deviations.

Changes in Placement Policy:

Placement Policy is subject to change from time to time and the University has authority and right to change, add, delete or modify the Policy from time based on the inputs, feedback and experience.

Any changes in the policy will be recorded with a date for the change and saved as Version number and notified on the various forums where the policy is to be made available as per the section "Availability of Policy". This would be the responsibility of the Designated Person under the Quality Policy.

Feedback/Suggestions/Grievances Procedure

Anyone having any feedback or suggestions or any grievances regarding the contents or the conduct of the Placement Policy or Rules may write to registrar@ametuniv.ac.in