



# R.R. INSTITUTE OF MODERN TECHNOLOGY

NH-24, Bakshi Ka Talab, Sitapur Road, Lucknow-226201

## Policy of Training & Placement Department

### Objective

To empower students and alumni with comprehensive placement support, fostering seamless career transitions, professional growth, and long-term success by bridging the gap between academia and industry.

### Purpose

- To enhance employability through tailored training, industries connect programs, and infrastructure support.
- To create a robust alumni network that facilitates mentorship, job referrals, and career guidance.
- To provide ongoing support for diverse career paths, including higher studies, entrepreneurship, and lateral hiring opportunities.
- To build lasting relationships with industry partners, ensuring mutual growth and collaboration.

### Industry Connect:

- To organize guest lectures, webinars, and workshops by industry professionals.
- To provide industry-specific placement training to meet recruiter expectations.

### Support for Diverse Career Paths:

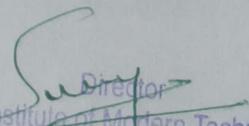
- To provide career counselling initiatives for higher studies (GATE, GRE, CAT, etc.) and competitive exams.
- To provide career opportunities in diverse sectors (IT, core engineering, etc.).

### Post-Placement Support for Alumni

- **Lateral Hiring Opportunities:** To actively share lateral hiring opportunities with our campus partners, ensuring alumni have access to better roles and career growth.
- **Alumni Network Platform:** To provide a dedicated platform for alumni to collaborate, share job referrals, and build strong professional connections.
- **Career Guidance:** Provide personalized support to help alumni navigate workplace challenges, career transitions, and achieve long-term growth.

## Standard Operating Procedures (SOPs) for Placement Process

- A Training and Placement Officer (TPO) will oversee all placement activities under the supervision of Dean T&P.
- A team of aptitude trainers, soft skills trainers and technical resources internal and external will ensure effective training delivery.
- A team comprising Faculty Placement Coordinators and Student Placement Representatives from each department will be formed.

  
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- Roles and responsibilities of each member in the T&P Cell are to be clearly defined to ensure accountability.
- Regular meetings to be conducted to review placement activities, address challenges, and track progress.
- An annual plan for placement activities is created and maintained.

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## 2. Database Management

- Updated profiles of students, including academic records, certifications, and resumes, to be collected and maintained.
- Students to be categorized based on their specialization, skills, and career preferences.
- A comprehensive database of recruiters, including hiring patterns, and feedback, is to be maintained.
- Databases to be updated periodically to ensure accuracy and relevance.

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## 3. Pre-Placement Training

- Training sessions on communication skills, body language, and group discussion techniques to be regularly organized.
- Workshops on technical skills such as programming, data structures, and domain-specific knowledge to be conducted.
- Mock interviews and aptitude tests to be arranged to prepare students for real-world recruitment scenarios.
- Collaboration with industry experts and alumni to be facilitated to provide career guidance sessions.
- Resources and study materials are provided for continuous self-improvement.

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## 4. Industry Outreach and Company Invites

- Invitation letters and institutional profiles to be prepared and sent to potential recruiters.
- Follow-ups with companies to be conducted to confirm participation and finalize recruitment dates.
- Student profiles and placement brochures are to be shared with recruiters.
- Pre-placement talks and webinars to be coordinated with companies to provide detailed information to students.
- Long-term relationships with recruiters to be built through regular communication and feedback.

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## 5. Internship and Summer Training

- Students to be informed about available internship opportunities and guided through the application process.
- Internal and external training programs focusing on industry-relevant skills are to be arranged.
- Student performance during internships must be monitored, and feedback from trainers must be gathered.
- The effectiveness of internships in enhancing employability is to be evaluated.

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## 6. Placement Drive Execution

- Placement guidelines and schedules to be shared with students and recruiters well in advance.
- Facilities such as seminar halls, GD rooms, and internet connectivity are to be ensured for placement drives.
- Written tests, group discussions, and interviews to be coordinated smoothly during the drive.
- Any logistical or technical issues during the placement drive to be addressed promptly.

- Lists of selected candidates are to be informed, and offer letters to be distributed.
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## 7. Placement Training Programs

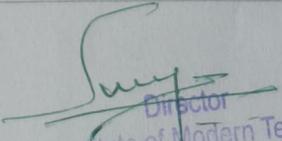
- Periodic assessments to be conducted.
  - Company-specific training sessions must be provided before placement drives.
  - Technical, verbal, and quantitative aptitude training to be regularly conducted through structured classes.
  - Mock HR and technical interview sessions to be arranged to boost student confidence.
  - Training programs to be customized based on feedback and industry requirements.
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## 8. Placement Guidelines for Students

- All students who are eligible to participate in the placement session and wish to avail assistance of the Placement cell in securing placement or internship are required to register themselves with the Placement cell.
  - Institute follows 'One Student–One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process. However, a student who has been selected by any of the company will be eligible to take second opportunity from subsequent recruitment processes if CTC is Rs. 1.5 LPA higher than the previous offer.
  - A student may get one such additional chance after receiving a job offer. If the student gets job offer from the Dream-Company also, the student will have to leave the previous offer. In case the student is unsuccessful in securing the job offer with the 'Dream-Company' the original offer will remain valid.
  - Students, who have already received and accepted a placement offer, shall not be allowed to further participate in the placement process, except for 'Dream Company' option.
  - Students from Core branches placed in software companies will be allowed to appear in Core companies.
  - Any student placed with non-technical profiles (Marketing, Content Development, Business Development etc.) will get opportunities in further campus drives with technical profiles. (Not applicable for management & other students, placed with the Technical Sales profiles)
  - Students may get multiple offers due to non-disclosure of the result in time by the company.
  - Students enrolled in various branches of B. Tech. are normally expected to do such internships for a period of 45-60 days after their 1<sup>st</sup> year of program.
  - Students are advised to maintain the highest level of decorum and discipline during on/off campus placement activities, if any student is found causing indiscipline or misbehaving with Company staff/T&P staff/ student coordinators/ participating students; he/she will be debarred from further placement activities.
  - Sole discretion of Training & Placement Department change the policies based on requirements.
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## 9. Placement Policy for Companies

- Share detailed job descriptions, eligibility criteria, and other requirements with students.
  - Schedule and organize pre-placement talks to introduce the company to students.
  - Ensure the entire recruitment process is completed as per the agreed timeline.
  - Provide prompt feedback and results to streamline the process.
  - Foster long-term collaboration with the institution for future recruitment drives.
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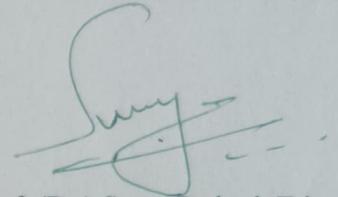
  
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## 10. Alumni Engagement

- A comprehensive database of alumni with details about their professional achievements is to be maintained.
  - Alumni to be invited to mentor students through webinars, guest lectures, and interactive sessions.
  - Alumni to be encouraged to refer job opportunities and internships to the institution.
  - Alumni feedback is leveraged to enhance the placement process and training programs.
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## 11. Monitoring and Feedback

- Feedback from recruiters on student performance and process efficiency is to be regularly collected.
  - Surveys to be conducted to gather student feedback on training and placement support.
  - Placement statistics, such as placement ratio and average salary, is to be analysed for trend insights.
  - Areas for improvement are to be identified, and training modules to be updated accordingly.
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