

# **T&P POLICY DOCUMENT**

KAKATIYA INSTITUTE OF TECHNOLOGY &  
SCIENCE  
WARANGAL-15  
(*An Autonomous Institute Under Kakatiya University*)

Training & Placement Office

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Policy Document  
(Revised dt.15/04/2022)

*[ This document contains the objective of T&P Department, registration, trainings and assessments and the methodology adopted as a policy of the Institute.]*

## **Objective:**

The main objective of T&P dept is to provide various employment opportunities and placement support & guidance to the students of B.Tech., M.Tech. and MBA, so that a maximum number of eligible students are placed in IT and Core industries during the final year of their course.

The T&P office in Hyderabad has been putting in enormous efforts, over the years, to establish a strong linkage and interface with a good number of both IT and core manufacturing industries for mutual benefit. On average, about 50+ companies are hiring freshers from KITSW campus in the recent past. Besides strengthening the existing relationship with the companies, T&P dept is reaching out to the new companies for widening the scope of job opportunities.

The T&P Campus office, working in tandem with T&P Hyd. office, is providing the back end support in successfully organizing the On and Off campus drives. All Engg. departments are ably supporting the T&P dept by assigning a specific role to their faculty coordinators.

## **Registration for Placements:**

At the start of the 7th semester, the eligible students, desirous of securing a job, are required to register themselves for placements before a specified date (at the end of 4<sup>th</sup> Semester). Eligibility means possessing an aggregate of 60% and above with no standing arrears. Those students who do not presently fulfill the eligibility criterion but may attain it later upon the declaration of the 6<sup>th</sup> semester results will however be allowed to register for subsequent campus drives.

## **Assessment and Training:**

The domain knowledge and technical skills, the students acquire, during the course of their 4-year study of Engg are inadequate for them to excel in the Technical interview, as the instruction imparted in the class room is not from the interview perspective. There is a need to have them trained up by competent agencies having experts drawn from the industry.

In a similar vein, the students are also to be trained up on Soft skills comprising Quantitative techniques, Verbal skills, Logical, Inductive & Deductive Reasoning and Psychometric analysis. Most of these skills are presently **not taught**, as a part of the regular curriculum, and hence no assessment is prescribed by the university.

As a first step, the registered students are assessed by the competent assessors of national repute namely, SHL (AMCAT) and their strong / weak areas are analyzed.

Next, a competent agency possessing strong credentials and track record in offering training on soft skills is selected by inviting technical and price bids. The students will be provided an intensive training on soft skills by the chosen agency, keeping in view the initial assessment done, as mentioned above. Post training, they are again assessed to estimate the impact of the training on them.

The students, shortlisted by a company after the initial rounds of the process, will be **trained up by the Alumni**, working for the same company, before they proceed to take on the final round of the process.

**Methodology being adopted:**

**1. PREFERENCES:**

**A) SERVICE COMPANIES visiting us for the past few years are:**

TCS, Infosys, Cognizant, Wipro, Accenture, DXC, HCL, Tech Mahindra, Mphasis, Mindtree, Capgemini, CGI, a few to name.

**B) PRODUCT BASED COMPANIES visiting us for the past few years:**

Amazon, Experian IDC, Chubb, Techigai, Value Labs, DBS, NetCracker, TA Digital, Aptude, Deloitte, GE, Musigma, SAP, Infor etc.

**C) CORE COMPANIES visiting us for the past few years:**

ZF, JSW, Hyundai, Amara Raja, NCL, Medha Servo Drives, Mahindra & Mahindra, Bosch, Moldtek India, Raster Engineers, Aparna Constructions, etc.

**D) DREAM STATUS:**

General Offer is: < 6 lakh

Dream Offer is: ≥ 6 Lakh & < 12 Lakh

Super Dream Offer: ≥ 12 Lakh.

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1.1. Please select your option Only one out of "7" options available below

S. No.	Option	Tick the Option (Tick only one option)
1.	Job	
2.	M. Tech ( <i>India</i> )	
3.	MBA ( <i>India</i> )	
4.	MS ( <i>Abroad</i> )	
5.	MBA ( <i>Abroad</i> )	
6.	Business	
7.	Other ( <i>Specify</i> )	

**If Job**, please give your preference numbers below (*1<sup>st</sup> priority & 2<sup>nd</sup> priority*)

S. No.	Job Option	Priority (Pl. enter 1 <sup>st</sup> priority & 2 <sup>nd</sup> priority against the options)
a.	IT Services ( <i>General Offer</i> )	
b.	IT Services ( <i>Dream Offer</i> )	
c.	IT Product ( <i>Dream Offer</i> )	
d.	Core Job	
e.	Other ( <i>Specify</i> )	

## 2. PLACEMENT GUIDELINES:

- 2.1. The candidates aiming at “M.S., or M.Tech or Business” should not register for Training & Placement activities.

### 2.2. Who will be allowed for IT Dream Offer?

The students selected by a Company *with an offer below* 6.0 L/A, will be allowed to grab an IT Dream offer. However, if he /she selected in a Dream offer, should honor the offer without fail.

### 2.3. Who will be allowed for Super Dream Offer?

Once the student is selected by a Dream offer company, he or she will be allowed to attend the Super Dream opportunity.

- 2.4. For any specific/selective companies, if the student participates and gets selected, he or she will be blocked for that respective company and will not be allowed to attend any other drives. (In this case, the Dream offer / super dream offer policy will not be considered).

### 2.5. Core Engineering Branches students (ECE/ECI/EEE/CE/ME):

Combinations to get the chance to participate in placement drives are:

- 2.5.1. One IT service offer (*General offer*) + One Core company offer (*Dream offer*)

(or)

- 2.5.2. One IT service offer (*General offer*) + One IT product offer (*Dream offer*)

(or)

2.5.3. One IT product offer (*Dream offer*)

(or)

2.5.4. One Core company offer (*Dream offer*)

2.6. CSE, IT & Related branches (CSN, CSO, CSM):

2.6.1. One IT service offer (*General offer*) + One IT product offer (*Dream offer*)

(or)

2.6.2. One IT product offer (*Dream offer*)

(or)

2.6.3. One IT service offer (*General offer*) + One Core Company offer (*Dream offer*)

(or)

2.6.4. One Core company offer (*Dream offer*)

2.7. Super Dream Offer: All the students will be allowed to participate in the super dream offer *except the students selected in specific companies.*

2.8. Students selected in the companies with a joining commitment, should honor the offer.

2.9. However, students engaged in an internship with the company have to honor and join the same company.

**2.10. What is the penalty for denying Specific Offers?**

If the Student gets selected by IT Dream Offer/IT Super Dream Offer/ Core Engineering Offer/Specific or selective company offer, and he/she denies the above said offers will be penalized in monetary form. They have to pay the following penalties:

S.No.	Offer	Penalty
1.	IT Dream Offer & Core Engineering Offer	Rs. 50,000/-
2.	IT Super Dream Offer	Rs. 1,00,000/-

2.11. During recession periods, a policy **of one student one job will be applicable.**

- 2.12. Who will be disallowed (not permitted) to attend three (03) Consecutive Drives?
- (i) Student Database will be submitted to the companies (Dream/Super Dream/Core Engineering) based on their willingness. Willing students (interested) have to fill out the Google form, and they (willing students) have to attend the placement drive without fail. If they (willing students) fail to attend the placement drives they will be disallowed to attend *three consecutive placement drives*.
  - (ii) A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disallowed to attend *three consecutive placement drives*.
- 2.13. It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. on the notice board of the Placement Office/website/mail.
- 2.14. Students must wear their ID cards whenever they are attending the selection process. There is no entry without ID cards.
- 2.15. Students should maintain originals and sufficient copies of their C.V., Passport size photographs, mark sheets, grade cards, transcripts, certificates etc.
- 2.16. **Late comers for Aptitude test/GD / Interview** will not be allowed to appear for the selection process.
- 2.17. **Student should not communicate directly with the company. Companies treat it as wrong doing:**
- During recruitments, the student should not communicate directly with the company either in person, via email or a phone call asking for the results or any other further information. COMMUNICATION BETWEEN THE COMPANY AND A STUDENT MUST HAPPEN VIA THE PLACEMENT OFFICE ONLY. Any unruly behavior compromising the reputation of the institute shall deem the student ineligible for future placements.
- 2.18. **Student should inform T&P Office:**
- In case the offers are received directly by the student from the company, the same must be intimated and a copy of the offer letter should be submitted to the Placement Office.
- 2.19. **Student should attend CEO speak sessions/Talks by company experts:**

Sometimes, company experts will visit our campus to take the expert sessions (like Teck talks, guest lectures, workshops so on) to the students. All the students should attend the expert sessions.

**3. MALPRACTICE DURING RECRUITMENT DRIVES:**

- 3.1.** Malpractice during recruitment drives is illegal and bring down the name & dignity of our Institution.
- 3.2.** Technology will catch you and the surroundings without your notice, if involved in malpractice.
- 3.3.** Sometimes even frequent turning of your eyes & head (left & right) will be treated as acts of malpractice during online exams and Virtual interviews. Technology will catch you with your head movement, eye movement, and lip movement at the time of taking the online test and virtual interviews.
- 3.4.** Students found indulging in malpractice during recent drives will be debarred from placement activities.

**The Placement Office reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.**

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