



PLACEMENT POLICY

TRIDENT ACADEMY OF TECHNOLOGY

AIM OF THE PLACEMENT POLICY

The Placement Policy of Trident Academy of Technology aims to:

1. Establish a transparent and structured system for internship and placement activities.
2. Ensure excellent placement opportunities with regard to job profiles, compensation, and recruiter goodwill.
3. Define the roles and responsibilities of students participating in the placement process.
4. Achieve maximum placement of eligible students each academic year.

SCOPE OF THE PLACEMENT POLICY

This policy applies to all students registered with the Career Guidance Committee (CGC). It covers:

- Student registration for internship and placement support.
- Collaboration between students and companies during placement and internship drives.

ROLES AND RESPONSIBILITIES OF THE CAREER GUIDANCE COMMITTEE (CGC)

The CGC is responsible for:

1. Establishing procedures to support placement activities.
2. Contacting and coordinating with recruiters.
3. Maintaining records of faculty, staff, and students associated with placement drives.
4. Liaising with academic departments and administrative units.
5. Reviewing and updating placement procedures regularly.
6. Ensuring effective communication among all stakeholders involved in the placement process.

The Placement Department, in coordination with the CGC, must maintain in complete documentary records of each on-campus and off-campus drive arranged by it, up to and including official results from recruiting companies, along with copies of offer letters issued to students. Additionally, the department shall maintain another set of records showing all confirmed offers/letters of intent (LOIs) secured by each student and their eventual joining status with the company.

JOB POLICY

1. Students who have 2 or more confirmed offers with a CTC of more than Rs 3 LPA may not be allowed to sit for further drives. However, they may be permitted to participate in campus drives offering a CTC at least Rs 1 lakh higher than their highest confirmed offer to date.
2. Students who register for a placement drive but fail to appear for the first round, or after clearing a round do not participate in subsequent rounds, or are finally selected but decline the offer or do not join as required by the recruiter, will be barred from participating in the next three campus drives. However, students with valid reasons may request relaxation from this debarment, subject to approval by the Director (TnP) upon recommendation from the concerned HOD and the Dean.
3. These restrictions will apply to all on-campus and off-campus placement drives arranged by the colleges of Trident Group and the placement secured by the students directly without involvement of the colleges will not be counted under the restriction of the 2 placements discussed hereinabove.
4. OPEN company opportunities are accessible to all students, irrespective of their prior placement status.

PLACEMENT RULES

1. All final-year students seeking employment must register with the CGC.
2. Placement registration is valid for one academic year. Registration takes place in July–August, and the placement process begins in late September.
3. Students must prepare accurate resumes under faculty supervision. Any misrepresentation or falsification of information in the resume will result in debarment from the placement process.

4. Students who register for a placement drive but fail to appear for the first round, or after clearing a round do not participate in subsequent rounds, or are finally selected but decline the offer or fail to join as required by the recruiter, will be barred from participating in the next three campus drives. Students with valid reasons may request relaxation from this rule, subject to approval by the Director (TnP) upon recommendation from the concerned HOD and the Dean.
5. Students may pursue higher studies, entrepreneurship, or accept pre-placement offers (PPOs) arising from internships. Students may also seek off-campus placements. In such cases, prior intimation to the Placement Unit is encouraged.
6. Attendance at Pre-Placement Talks (PPTs) is mandatory to proceed further in the selection process.
7. Once registered for a company, students must complete the selection process unless rejected midway.
8. Discipline, punctuality, and adherence to the dress code are compulsory throughout the placement process.
9. Misbehavior or malpractice will result in disqualification from the placement process.

GUIDELINES FOR RECRUITERS

1. Offer letters should preferably be issued within one month of the result declaration and routed through the Institute
2. Assessment processes may be virtual, physical, or hybrid, depending on the company's preference.
3. Policies regarding academic arrears must be clearly communicated during the recruitment process.
4. If bonds are required, companies must provide templates during the recruitment process.
5. Compensation (CTC) details must be transparent and uniform for all students.

GENERAL GUIDELINES

1. All final-year students registered with the CGC are eligible for placements.
2. Applications to companies must be routed through the CGC.
3. Students must fill out a Declaration Form before the placement process begins.
4. Students may withdraw their application only up to 24 hours before the company's recruitment process begins.
5. Students must carry their Institute ID cards at all times during the placement process.
6. The use of mobile phones during tests or interviews is strictly prohibited unless explicitly allowed by the recruiters
7. Students must stay updated with placement notices and announcements.
8. In cases requiring further clarity, the issue shall be referred to the management by the concerned Dean or the ED (Placement), and the management's decision shall be final and binding.

DECLARATION

Please fill all information in **CAPITAL LETTER**

1. STUDENT INFORMATION

Student Name.....

University Enrollment No

Program..... Stream..... Batch.....

Your Postal Address

.....

.....

.....PIN.....

Student contact no. (M)..... Landline.....

Mother's contact no.(M)..... Father's contact no.(M).....

Primary Email ID.....

Alternate Email ID.....

2. DECLARATION

1. Do you need placement assistance? Yes No

1.1. If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to following reason

- Entrepreneur.
- Further Studies in India.
- Further Studies Abroad.
- Joining Family Business
- Other Personal Reasons

Signature/Name of the student

Date