St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH
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SPIHER – Placement Policy

Introduction

Placements are an integral part of any Institution and are essential for the growth of the Institute. This policy is to establish a structured framework for facilitating campus recruitment and career development activities for students. The policy aims to ensure fairness, transparency, and efficiency in the placement process while promoting meaningful employment opportunities for students.

Objectives of the Policy

- To provide career guidance, training, and placement opportunities to all eligible students.
- To build and maintain strong relationships with industry partners and recruiters.
- To ensure equitable access to placement opportunities for all eligible students.
- To monitor and record placement statistics for institutional quality and accreditation requirements.

Implementation of the Policy

The Institute has given utmost importance in the placement of students and has formulated various Roles and Responsibilities for the stakeholders as follows:

Placement Cell / Training and Placement Office (TPO)

- Coordinate with industries and organizations for campus recruitment.
- Organize pre-placement training, workshops, and career guidance sessions.
- Facilitate smooth conduct of placement drives and maintain records.
- Ensure adherence to university rules and ethical standards during placements.

Departments / Placement Coordinators

- Nominate departmental placement coordinators to support the TPO.
- Identify eligible students and verify academic and conduct records.
- Encourage students to participate in training and skill development programs.

Students

- Maintain discipline and professional behaviour during placement activities.
- Participate in training and recruitment drives as per the policy guidelines.
- Provide accurate academic and personal information to the Placement Cell.

Eligibility Criteria

- Students should have cleared all arrears up to the pre-final semester.
- A minimum attendance percentage (e.g., 75%) is required to participate.
- Students must register with the Placement Cell within the stipulated deadline.
- Students under disciplinary action will not be permitted to attend placements.

Placement Process

Registration

- Students must fill out the placement registration form and submit all required documents (resume, academic transcripts, etc.).

Pre-Placement Training

- The TPO will conduct sessions on aptitude, communication, resume writing, interview skills, and group discussions.

Campus Recruitment

- Companies will be invited for on-campus and off-campus drives.
- The selection process may include aptitude tests, group discussions, technical interviews, and HR interviews.
- Students must follow all instructions provided by the TPO during recruitment drives.

Selection and Offer

- Once a student receives a job offer, they will be considered placed.
- A student placed in one company may not be allowed to appear for further drives, except for higher package offers (if approved by the TPO).

Placement Ethics and Code of Conduct

- Students must attend all scheduled interviews after confirming participation.
- Any withdrawal from interviews without prior intimation will be treated as a policy violation.
- Misrepresentation of data or misconduct during placements will attract disciplinary action.
- Dress code and professional etiquette must be followed during recruitment events.

Company Participation Guidelines

- Companies are requested to share detailed job descriptions, eligibility criteria, and selection procedures in advance.
- All offers must be made through the TPO to ensure transparency and documentation.
- The university will not entertain any direct student-company negotiations bypassing the Placement Cell.

Record Maintenance and Reporting

- The TPO shall maintain a database of students placed, salary packages, and recruiters for each academic year.
- Placement statistics will be submitted to the IQAC and other statutory bodies for review and accreditation purposes.

This policy shall be reviewed annually by the Placement Committee and updated as required to align with evolving industry practices and university objectives.

01.09.2025   **REGISTRAR**

Registrar
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