

POLICY FOR PLACEMENTS

INTRODUCTION

Loyola Academy was started with the intention of creating job-oriented courses to help the deserved students.

Campus placement in Loyola Academy is a facility provided for interested final year students

- To groom students with competencies and employability skills to become part of top-notch companies.
- To assist the student to become self-reliant
- To enrich and enhance the knowledge, competencies and attitudes of the students
- To improve their soft skills.
- To build life skills and self-confidence through value-based education.

NOTE: Registration is not compulsory. Students who want to pursue higher studies and not interested in seeking an employment are advised not to register for placements.

A. ELIGIBILITY & PLACEMENT REGISTRATION:

1. Placement Registration is for ONE ACADEMIC YEAR ONLY 2019-20.
2. All students who register for placements, if necessary, should also register for soft skills program/ or any other program organized by the institute.
3. All Students should compulsorily attend all the Classes conducted by Placement cell failing which will lead to cancellation of placement registration.
4. Students having backlogs are not permitted to register. Such students are advised to clear the backlogs and then register after the examinations.

B. RESUME – STUDENT PLACEMENT REGISTRATION:

Any information and updates of the company visits messages will be forwarded to the What's App class groups and notice boards. Students are advised to follow and check timely announcements.

Students are expected to follow standard resume template advised by the Placement Cell for preparing their resumes.

The details of the resume must be genuine, and any student found violating this, will not be permitted to apply for placements for the rest of the academic year.

Depending on the profile/requirements laid by the respective company, a detailed and tailored resume should be submitted within the timeline.

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C. PRE-PLACEMENT TALKS (PPT):

Notices of the PPT's will be shared on the What's App Groups and circulars will be displayed on Notice Boards well in advance.

The PPT attendance is compulsory. Students who register for the drive and do not attend will be strictly not allowed to sit for further drives conducted by the placement cell.

Students should occupy the venue 15-minutes before the PPT.

Students always must carry one folder with them containing Hard Board, Attested Mark sheets, Certificates, Passport Size Photos, Resume copies (minimum 2) & Stationery items.

Students are advised to go through the company websites to get more insight about the company and judge their suitability to the job before enrolling their name.

Any queries regarding salary break-up, job profile, place of work, bond details etc. must be clarified with the company officials during the Pre-Placement Talk (PPT) only. The interaction with the representatives of the companies should be in a very professional way.

Students who registered before PPT but found the job not suitable to their profile, they can voluntarily drop from that company's selection process after the PPT but not during the subsequent phases of their selection.

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 middle of a selection process will be disallowed from placement for the rest of the academic year and it could lead to strict disciplinary action by the Institute.

Students must be formally dressed whenever they participate in any interaction with company representatives. The Placement Officer has the right to refuse permission to a student to attend the selection process / PPT, if they are not formally dressed.

Wearing Students identity cards is mandatory during placement process.

Students are not allowed to contact Company / HR Delegates directly for any reason. If they have anything, they must first contact the Placement Officer.

D. PLACEMENT PROCESS:

Late comers for the PPT's / Aptitude Test / Group Discussion / Interview will not be allowed to appear for the selection process.

Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating will be disallowed from the placements for the rest of the academic year.

Mobile phones are strictly not allowed inside halls during the online/written test.

Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

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E. JOB OFFERS:

NOTE: Each student is eligible for only one job offer.

1. Every student who is selected by a company is out of placement thereafter and will not be allowed for subsequent drives.
2. The students should inform the acceptance of offer within 48 hours (on the day following the release of offer).
3. In case of students who go for higher studies and hence decide not to join the company, they should send an apology mail to the company at the earliest with the copy to Placement Office.
4. If any student directly gets offer letter from the company representative a copy of the same needs to be submitted to the placement cell.
5. Students after joining organization, who want to leave the company for any compelling reasons, must be intimated to the company HR/ Reporting Manager and fulfill the required exit formalities and then get relieved with dignity.
6. Student violating any of the above-mentioned rules and regulations or found indulging in any act of indiscipline/mis behavior is liable for strict disciplinary action, as per the Institute rules and regulations.