



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in
Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

TRAINING AND PLACEMENT POLICY

1. VISION & MISSION

Vision

To develop a centre of excellence within Sree Sakthi Engineering College that empowers students with industry-aligned skills, integrity, and global vision, enabling them to become ethical, competent, and socially responsible professionals.

Mission

- ✚ To impart knowledge of basic leadership qualities, professional ethics, team spirit, and soft skills through structured and effective guidance by eminent professionals, fostering the holistic development of the student community.
- ✚ To enhance students' employability by creating increased opportunities for placement in reputed industries with a strong sense of morale and achievement.
- ✚ To strengthen industry-institution collaboration through sustained commitment focused on student career progression.
- ✚ To maintain a consistent and commendable placement record by aligning academic preparation with industry expectations.

2. ORGANIZATIONAL HIERARCHY

The CDC shall function with the following dedicated personnel:

Director - CDC: Focuses on Corporate Relations, Strategic Alliances, MoUs, Internship & In plant Training and Placement Drives

Head - Training: Focuses on Curriculum Design, Skill-gap analysis, and managing the day-to-day training operations.

Trainers: Internal/External experts responsible for delivery of Aptitude, Soft Skills, Technical Coding, and Resume Building workshops.



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TRAINING AND PLACEMENT POLICY – PROCESS FLOW

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2 ORGANIZATIONAL HIERARCHY



DIRECTOR - CDC

Focuses on Corporate Relations, Strategic Alliances, MoUs, Internship & Inplant Training and Placement Drives



HEAD - TRAINING

Focuses on Curriculum Design, Skill-gap analysis, and managing the day-to-day training operations.



TRAINERS (INTERNAL / EXTERNAL)

Internal/External experts responsible for delivery of Aptitude, Soft Skills, Technical Coding, and Resume Building workshops.

3 OPERATIONAL PROCEDURES

3.1 STUDENT ENROLLMENT & PROFILING



1. Registration

Every student must register with the CDC at the beginning of the 5th Semester (or 3rd Semester for PG)



2. Verification

The Director-CDC office verifies academic credentials (CGPA/ Backlogs) based on the corporate expectations.

3.2 TRAINING LIFE CYCLE (MANAGED BY HEAD - TRAINING)



1. Diagnostic Test

Trainers conduct a baseline test to identify student levels (Beginner / Intermediate / Advanced).



2. Training Modules

Trainers deliver the following mandatory modules:

- Phase 1: Quantitative Aptitude & Logical Reasoning
- Phase 2: Verbal Ability & Soft Skills (Communication / Etiquette)
- Phase 3: Technical Brush-up & Mock Interviews



3. Feedback Loop

After every 20 hours of training, students provide feedback on Trainers to the Head - Training for quality control.



4. Cognitive, Behavioral & Professional Competency Development

Quantitative and qualitative assessment of student progress in below areas:

- IQ (Cognitive Ability & Logical Thinking)
- EQ (Emotional Intelligence & Workplace Behavior)
- Verbal & Analytical Skills
- Accounting Fundamentals
- Managerial & Decision-Making Skills

Improvement shall be tracked through standardized assessments, case studies, role plays, simulations, and managerial aptitude tests (before & after training).



5. Mentorship & Career Guidance Effectiveness

Measured through:

- Faculty / Industry Mentor allocation
- One-on-one career guidance sessions
- Goal setting and IDPs
- Improvement in student confidence, clarity of career goals, and placement outcomes

Effectiveness shall be measured through mentor reports, student feedback, and comparative performance before & after mentorship interventions.

3.3 CORPORATE ENGAGEMENT (MANAGED BY DIRECTOR - CDC)



1. Invitation
Director-CDC issues the "Campus Recruitment Invitation" to corporate partners.



2. Job Posting
Upon receiving a Job Description (JD), it must be scrutinized for CTC (Salary), Eligibility, and Job Location before being shared with students.



3. The Selection Day
• PPT: Pre-Placement Talk to be arranged in the Seminar Hall.

• Aptitude / Verbal / Technical: Trainers & concern resource persons will assist the online/offline tests.

• Interviews: Final interview will be handling by the HR Team with the co-ordination of Director-CDC.

3.4 POST-PLACEMENT DOCUMENTATION



1. Result Declaration
Immediate announcement of results via official notice boards / portals.



2. Offer Letter Collection
Director-CDC must collect and archive a digital and physical copy of the Offer Letter.



3. Employer Feedback
A formal feedback form is sent to the Recruiter to assess the students' performance.

4 PLACEMENT POLICIES (THE "RULES")



One Student, One Job

A student is generally allowed to accept only one job offer through campus placements. An exception may be permitted only in the case of a Dream Offer, where the salary offered is more than 10% higher than the first accepted offer, subject to approval by the Placement Cell.



Mandatory Training

Students must maintain a minimum of 85% attendance in all placement-related training sessions conducted by trainers. Students failing to meet this requirement will be barred from participating in the first two campus drives.



Absence from Campus Drives

Students from Campus Drive a registered campus drive (including online tests, interviews, or any selection round) without prior approval or valid reason will be barred from the next campus drive. Repeated absenteeism may lead to temporary suspension from further placement activities.



No-Show After Shortlisting

Students shortlisted for any round and failing to attend without valid justification will face strict disciplinary action, including restriction from upcoming drives.



Withdrawal After Registration

Withdrawal from a campus drive after registration is not permitted without a valid reason. Unapproved withdrawal will result in reduced priority or temporary debarment from future drives.



Ethics Policy

Any student found cheating in online tests, providing false information, or misbehaving with recruiters or placement officials will be immediately debarred from the entire placement season.



Professional Conduct

Students are expected to maintain professional behavior, punctuality, and proper dress code throughout the placement process. Violations may lead to disqualification from the ongoing drive.

5 KEY PERFORMANCE INDICATORS (KPIs)



1. Placement Percentage
(Total Placed / Total Eligible)



2. Median Salary
Year-on-year growth in the package offered.



3. Skill Enhancement
Quantitative improvement in student scores from the first diagnostic test to the final mock test.



4. Student Portfolio Development & Employability Readiness
Evaluation of the quality and completeness of individual student portfolios, including resume, projects, certifications, skill badges, LinkedIn readiness, mock interview and presentation performance.



5. Overall Placement Performance
Consistency in placements, employer satisfaction, repeat recruiters, and student satisfaction.



EMPOWERING STUDENTS... BUILDING FUTURES!



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3. OPERATIONAL PROCEDURES

3.1. Student Enrollment & Profiling

1. **Registration:** Every student must register with the CDC at the beginning of the 5th Semester (or 3rd Semester for PG)
2. **Verification:** The Director-CDC office verifies academic credentials (CGPA/Backlogs) based on the corporate expectations.

3.2. Training Life Cycle (Managed by Head - Training)

1. **Diagnostic Test:** Trainers conduct a baseline test to identify student levels (Beginner/Intermediate/Advanced).
2. **Training Modules:** Trainers deliver the following mandatory modules:
 - **Phase 1:** Quantitative Aptitude & Logical Reasoning.
 - **Phase 2:** Verbal Ability & Soft Skills (Communication/Etiquette).
 - **Phase 3:** Technical Brush-up & Mock Interviews.
3. **Feedback Loop:** After every 20 hours of training, students provide feedback on Trainers to the Head - Training for quality control.
4. **Cognitive, Behavioral & Professional Competency Development:**
Quantitative and qualitative assessment of student progress in below areas,
 - ✚ IQ (Cognitive Ability & Logical Thinking)
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 - ✚ Verbal & Analytical Skills
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Improvement shall be tracked through standardized assessments, case studies, role plays, simulations, and managerial aptitude tests conducted before and after training interventions.

5. Mentorship & Career Guidance Effectiveness:

Measurement of the impact of structured mentorship provided to students through,



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- ✚ Faculty / Industry Mentor allocation
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5. KEY PERFORMANCE INDICATORS (KPIs)

The management will evaluate the CDC based on:

1. **Placement Percentage:** (Total Placed / Total Eligible).
2. **Median Salary:** Year-on-year growth in the package offered.
3. **Skill Enhancement:** Quantitative improvement in student scores from the first diagnostic test to the final mock test.
4. **Student Portfolio Development & Employability Readiness:**
Evaluation of the quality and completeness of individual student portfolios, including
 - ✚ Resume quality and ATS compatibility
 - ✚ Technical projects / case studies
 - ✚ Certifications and skill badges
 - ✚ LinkedIn / professional profile readiness
 - ✚ Mock interview and presentation performance

Portfolios shall be reviewed periodically by Trainers and the Head – Training to ensure industry relevance.