



Estd. 1957

NGM COLLEGE TRAINING & PLACEMENT CELL

SoP's of Placement Activities

Standard Operating Procedures for Campus Interview & Guidelines for Students Attending Campus Interview

Preface

The Training & Placement (T&P) Cell of NGM College has a magnificent reputation for placing students in prestigious firms at a high percentage. The Training and Placement Cell is committed to fostering a seamless transition for our students from academia to the professional world. Our primary goal is to equip our students with the skills, knowledge, and confidence needed to excel in their chosen careers. The Training and Placement Cell serves as a bridge between students and potential employers, facilitating meaningful connections and contributing to the overall success of our institution. In order to mould students into meeting industry standards for career building, the Placement Cell plans and organizes a various kinds of career counseling and motivational programmes. The Training and Placement Cell strives to maintain a good rapport with employers by adhering to a set of rules and criteria. The prime responsibility of the Training and Placement Cell are to mould the students through various training sessions that cover technical, aptitude, verbal, and soft skills; prepare the recruitment schedule for the year; invite companies to campus for pre-placement talks before final placements; and supervise the process through to its conclusion.

Training & Placement Cell



Career Counseling Program to Final Year Students



**Formal Email Invite will send to the Companies for
Campus Recruitment**



**Companies will send the Job Description & Selection
Process to Training & Placement Cell**



**Job Description & Selection Process will send to the
Interested Students for Registration**



**Interested Students List will be shared to the Companies
for Campus Recruitment**



**Companies fix the date & conducts Interview Process &
Selects the Potential Students**



**Selected Students List, Offer Letters will sent to the
Respective Departments**

Identification of Potential Recruiters & Finalizing Dates for Placement Drives:

1. Identification of companies based on manpower requirement, and market trend.
2. Campus drive invitation mail should be sent to all the identified companies.
3. The Placement officer will visit the Companies, to check its genuineness and legal existence.
4. Identification of skill / talent requirement based on the HR Executives demands, during company visits.
5. Students should be trained based on the skill /talent requirements demanded by the HR.
6. The Placement Officer will discuss with the HR Executives to finalize the dates of the selection trials / Campus drive.
7. All the arrangements would be made for Conducting the Selection trials / campus drive on the stipulated date.

Campus Placement Procedures for Participating Organizations / Industries:

Placement Cell invites prospective organizations / industries across the year of every Academic Calendar, along with all relevant information to participate in the campus recruitment. The organizations / Industries, in turn, can also contact the Training & Placement Officer for their requirement.

1. The Training and Placement Cell would invite prospective organizations/companies from the months of June every Year. The organizations, in turn, can also contact the T&P Officer (**Email ID: ngmtpo@gmail.com; Contact No: 9585242730**) for their requirement.
2. The details of the respective final year students opting for placements would be sent to the company/organization concerned, as per their requirement, along with a tentative date/s for the campus interviews.
3. The company/organization may confirm the date or discuss to finalize a date at their mutual convenience, with the Training and Placement Officer.
4. After confirmation by the organizations, a pre-placement talk (PPT), would be arranged on the date. The company would conduct tests and/or group discussions to short list the candidates (students) appeared. If required, telephonic interviews or interviews through video conferencing can be arranged.
5. The organization would then interview the short listed students for final selection and would announce the results as soon as possible (preferably on the same day), after the completion of the selection process. Companies announcing results immediately after interviews would be preferred predominantly by the Institute.

Note: The organization that is unable to finalize the results on the same day and wish to have one more rounds of interviews at their office may do so within a week time.

Campus Placement Procedures for Final Year Students:

The Placement Policy & Guidelines are as Follows:

1. At the beginning of the academic year, students would be subjected to aptitude tests or counseled to chalk out their career plan as whether to pursue higher education or to seek an employment.
2. The students who wish to apply to a particular company/organization are required to submit their willingness to the Training and Placement Office before the specified deadline.
3. The Training and Placement Office would provide assistance & opportunities to all its registered students to secure the job.
4. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Office immediately.
5. The students selected through campus interview will complete all the necessary formalities stipulated by the employer and would join the organization within stipulated time frame. The placed students should update the T & P Cell regarding his/ her progress in the Company. T & P Cell, in turn, would obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students should work at least for the duration of one year in the respective (Employer) Organization.

Code of Conduct for Students during the Interview Process:

All students attending interviews are requested to keep in mind the following instructions listed below.

1. Students must report to the Placement cell at least 30 minutes before the scheduled time of the interview.
2. Students must keep an updated copy of their resume with the recent photograph.
3. Students must keep sufficient number of photocopies of their documents/certificates/photographs ready and should be arranged in order.
4. Students should present themselves, in neat and pressed formal dress and polished formal shoes.

Important Note: All the Candidates should be in proper dress code at the time of any interview & Male to have a clean shaven face & Proper Hair Cut (Formal Shirt & Trousers, Formal Belt & Shoe (Avoid Ankle Length Trouser); Female should avoid Leggings / Jeggings. (Corporate are very conservative with strict guidelines involving dress codes and appearance at the time of Interview Process.)

In view of the above, NGM College aims at:

1. Providing training through APD (Academy for Professional Development) to improve our students' skills and competencies to excel in their interview performance.
2. Ensuring amicable code of conduct among students during the selection and placement process.
3. Facilitating the participating organization / industries in organizing campus placement drives effectively.

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