



ST THOMAS COLLEGE PALAI
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ST. THOMAS COLLEGE, PALAI
CAMPUS PLACEMENTS POLICY
2024

CAMPUS PLACEMENTS POLICY

The campus placements policy of St. Thomas College, Palai (Autonomous) aims to bridge the gap between graduating students and their dream careers at leading Multinational Corporations (MNCs), Scientific Organizations, Media Houses, NGOs and the like. It focuses on attracting top-tier recruiters while fostering student success in these organizations.

This policy covers both campus and off-campus recruitments for the final year and passed out graduate and postgraduate students of the College. The policy is executed through the Centre for Human Resource Development (CHRD), which functions as the office for corporate relations and student trainings, and placement services. The college aims to cultivate a dynamic and inclusive campus placement ecosystem that empowers all its eligible and interested students with fulfilling career opportunities through a robust and comprehensive campus placement process, facilitated by the Centre for Human Resource Development (CHRD).

Objectives

- The college shall strive to establish strong corporate relations through the CHRD which must be proactive to build responsible and lasting relationships with employers.
- The college shall focus on enhancing student employability. Equipping the students with industry-relevant skills is of key importance. This can be achieved through workshops, seminars, and mentorship programs with professionals from target sectors and continuous training programmes.
- The college shall promote transparency and fairness in the campus recruitment process. It is to ensure that there is a transparent and fair placement process accessible to all eligible and interested students.

- The college focuses on the all-round development of the students to generate high-calibre graduates. Emphasis is to be given, along with the creation of academic excellence, to development of soft skills and sharpening of employability skills.

Strategies for Attracting Recruiters

- At least one full time dedicated ‘corporate relations officer’ should be employed in CHRD to continuously search for probable recruiters and to establish official relationships with the top officials of those companies.
- The college shall conduct targeted outreach programmes to identify and connect with relevant recruiters. Participation in industry conferences, visiting the industrial parks and IT parks, accessing the data base of job fairs, and utilizing strong alumni networks are some of the activities that can be done in this connection.
- The college shall showcase its strengths before the industry through diverse media and platforms.
- The College shall organize industry events like seminars, lectures, and workshops featuring prominent figures from target sectors on campus.
- The college shall offer customized recruitment packages by tailoring the recruitment process to fit specific company needs, including online testing platforms or dedicated interview spaces.
- Preparation of a placement brochure before the launch of every campus placement season is recommended. It is advisable to add details of interested and eligible students in the placement brochure.

Strategies for Student Preparation

- The CHRD shall organize general induction programme for the undergraduate and postgraduate freshers immediately after the closure of admission.

Department-wise induction programmes are also recommended. CHRDR shall assist the departments in organizing the same.

- A minimum level of soft skill and personality development training programmes shall be offered to all the students at the College.
- Career guidance seminars shall be organized by each department for the first year postgraduate and second year undergraduate students at department level every year.
- Special attention shall be given to the placement-oriented training for the final year students.
- At the beginning of the final year, a notification shall be circulated by the college through the CHRDR for student enrolment for campus placement services. The notification shall specify the minimum eligibility criteria for being enrolled. Eligibility criteria for enrolment shall be based on academic performance, attendance, and disciplinary records. Only enrolled students shall be allowed to appear for campus recruitment process, except in case of 'Group D' companies.
- Enrolled students shall form various groups according to their fields of studies, career aspirations and focused industries and positions. Each group of students shall undergo a pre-determined training module, the successful completion of which only makes them eligible to appear for campus recruitments organized by CHRDR.
- A prescribed fees may be collected by the college to meet the training expenses of the enrolled students. The fees may be varied according to the level of minimum training requirements for each group of students.
- A student who is not enrolled for campus placement in normal path can opt for mid-way enrolment. Mid-way enrolment is allowed only in exceptional cases based on the recommendation of the respective Head of the Department,

subject to the condition that he/she shall undergo the prescribed training module as per the directions of CHRD. He/she will be liable for paying the full amount of fees applicable for the student group to which he belongs to.

- CHRD shall design the minimum training module for each student group, and it shall include career development workshops, mock interviews, skill assessments and specific training/coaching programmes.
- Each department, with the assistance of CHRD, shall design and organize ‘mentorship programs’ for the final year students, where the department connects its students with alumni or industry professionals for career guidance and networking opportunities.
- Subject specific internship programmes shall be facilitated by CHRD to assist students in securing relevant practical experience and to enhance their resumes.

Placement Process

- CHRD shall announce each campus recruitment programme through a specific and detailed notification. Eligibility criteria for the recruitment, compensation packages, service details, job description, mode of application, due date of application, etc. shall be part of the notification.
- The details of the applicants, if necessary, shall be verified with the help of department level placement coordinators.
- Companies will be asked to have a pre-placement talk where they shall present job descriptions, compensation packages, and company culture before the recruitment process.
- The College always stands for transparent selection procedures to allow fair competition through standardized tests, group discussions, and individual interviews.

- CHRD shall provide post-placement support to the newly recruited students by offering guidance on salary negotiation, joining formalities, and career progression within the chosen organization.

General Terms and Conditions

- When the applications are invited for any campus recruitments, the students must make sure that they are eligible for those positions before they submit the application. If any student is found to have applied for any campus recruitment drive without ensuring eligibility, he/she will not be allowed to participate in any further campus recruitment processes.
- Students are advised to check the company profile and background thoroughly before applying. Once applied, it is mandatory for the student to participate in the entire placement process. Students not adhering to the above will be liable for appropriate disciplinary action as deemed fit by the appropriate committee.
- All communication with the recruiting company/organization should be routed through the CHRD. Direct communication from the students to the recruiters is strictly prohibited unless allowed expressly.
- Participation in the recruitment drive is exclusively for the eligible candidates who are interested to join the company if they are finally selected.
- The recruiting companies are categorized into ‘Group A’, ‘Group B’, ‘Group C’ and ‘Group D’. The categorization is based on different criteria including the annual CTC offered, past recruitments, frequency of visits of the company to the campus, and demands raised by the company. The information about the category of the company which conducts the campus recruitment drive will be part of the campus drive notification.
- Generally, the students must join the company/organization which provisionally selects them first. Once, the final selection list by a company/organization is published, the selected students cannot appear for any other

recruitment drives organized in the college by either the CHRD or any Departments. However, students placed in ‘Group B’ companies can appear for the recruitment drives by ‘Group A’ companies and those placed in ‘Group C’ companies can appear for the recruitment drives by ‘Group A’ and ‘Group B’ companies. Anyway, those students who got placements in ‘Group A’ companies never be allowed to appear for any other campus recruitment drives, under any circumstances. However, ‘Group D’ companies are open for all, even for those who are not enrolled students.

- If any student decides to reject the job offer from the recruiter, he/she will not be allowed to appear for any further campus recruitment drives.
- After successful registration, if students fail to appear for the recruitment drive without obtaining prior written approval from the appropriate authority, those students will not be allowed to appear for any other recruitment drives under any circumstances.
- By applying for any campus recruitment drives organized in the college, the candidate agrees to all the terms and conditions in this policy.

Code of conduct

- All students are expected to understand the placement policy and follow it strictly.
- Students must compulsorily attend the Pre-Placement Talk (PPT) conducted by the companies they are willing to apply / have applied for.
- Students must carry their identity card throughout the placement process.
- Students should be formally dressed and be punctual for the entire placement process.
- A student indulging in any kind of misbehaviour which affects the decorum of the placement process, or the reputation of the college will be penalized as per the severity of the situation.



- Any kind of malpractice during the placement process is strictly prohibited. Those caught indulging in such activities may be debarred from the entire placement process.
- If at any point of time, it is found that any detail provided by the student is incorrect or he/she is ineligible for that placement drive, he/she will be debarred from the entire placement process.
- Students are expected to report on time for any placement related activity whether –Talk, Test or interview or others. In case the student is not on time, he/she will be out of the placement activity.

Organization Structure of CHRD

- CHRD shall be headed by an advisory committee consisting of Principal, Vice Principal(s), Bursar and IQAC Coordinator of the college.
- The day to day functioning of CHRD shall be organized by the Executive Committee consisting of a minimum of three and a maximum of five permanent teachers from various departments, nominated by the Principal of the college. The executive committee shall have representatives from Arts, Commerce and Science Departments and at least one lady faculty shall also be a member of the committee.
- CHRD shall have sufficient dedicated full-time staff to organize and execute the training and placement efforts of CHRD.
- To facilitate human resource development training and placement related activities for the students, a ‘Department Level Placement Committee’ shall be formed in each department. The Ex-officio chairman of the committee shall be the Head of the Department. A teacher may be nominated by the Head of the Department to be the ‘Department Level Placement Coordinator’, who shall be the convener of the committee. Two students from each class also shall be nominated to be the members of the committee.

Functions of CHR D

- CHR D is established to organize and execute various career oriented human resource development activities especially for the students of St. Thomas College, Palai and also for outsiders.
- CHR D aims to have constant contact with corporate entities that can be potential employers of the students at St. Thomas College, Palai, to ensure that a significant number of in-campus and off-campus placements are taken place during each academic year.

Ethical Considerations

- The College shall uphold ethical considerations while selecting the recruiters, designing the placement processes, and taking all related decisions.
- No discrimination shall be permitted against students based on caste, creed, religion, gender, etc.
- College shall facilitate all the possible ways to ensure maximum campus placements each year.
- The College shall maintain stringent data privacy policies regarding student placement information.
- By implementing this comprehensive policy, the college aims to create a win-win situation for both students and top-tier recruiters, fostering successful careers and propelling graduates towards leadership positions in their chosen fields.

Evaluation and Feedback

- The college will regularly evaluate the effectiveness of the placement process through feedback from students, recruiters, and faculty.
- Feedback received will be used to improve and enhance the placement process continually.

Continuous Review of the Policy

The College and CHRD shall regularly review the policy and adapt it based on industry trends and student feedback.

The campus placements policy of St. Thomas College, Palai (Autonomous) spearheaded by the Centre for Human Resource Development (CHRD) aims to seamlessly connect graduating students with prestigious career opportunities across various sectors. By prioritizing top-tier recruiters and offering comprehensive support for both on-campus and off-campus placements, the college ensures the success of its students in securing fulfilling career paths. This policy underscores the institution's commitment to empowering students for a successful transition into the professional sector.