



Training & Placement Cell Students' Manual

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Training & Placement Cell

Vision

Enhance the employability skills among the students to meet out the corporate expectations

About

Training & Placement Cell is a coordination point for the GRD Institute of Management & Technology, Dehradun as well as a broad array of corporate and business relationships. The Office works closely with the corporate partners to develop & support collaborative activities beneficial for all. GRD Institute of Management & Technology, Dehradun promotes continuous student-faculty interaction, focused study tours/industrial visits, summer internships, industry-based dissertations and innovative project work.

The broad activities of the Office include:

- Organizing Summer Internships
- Organizing Industrial Visits
- Coordinating Final Placements
- Liaison with Industry bodies and think tank organizations
- Organizing experience sharing Seminars
- Conducting **CRT(Campus Recruitment Training)** activity.

Summer Internships:

The Summer Internship Program offers a unique and rewarding corporate exposure to our budding pool of talent. While gaining professional work experience and completing relevant academic coursework, students go through four to six weeks of real-world work experience during their internship placement.

T&P Cell & faculty members from respective domains play an important role in ensuring that all students get an opportunity to experience corporate life and culture through these summer internships. Some of the projects that students have completed through their internships have been greatly appreciated by the industries. At the beginning of the prefinal year students are given detailed presentation about the internship and possible list of companies that may offer the internship to GRDians.

Every year students of all prefinal year are required to undergo Summer Internships of **4-6 weeks** across companies of repute.

Industrial Tour:

Students go for industrial visits to gain practical knowledge about how various industries & organizations operate. GRD Institute of Management & Technology, Dehradun ethos behind such tours is to expose the students to a different landscape, variety of people thereby encouraging interaction, exchange of ideas and to acquire the knowledge about the basic functionality of a company.

In every semester at least one Industrial visit is compulsory for all students.

CRT (Campus Recruitment Training):

Training & Placement Cell runs a highly successful **Campus Recruitment Training** program that is intended to groom students for better placement and enhance their employability prospects.

Right from the beginning in the College, each student is closely monitored to ensure that there is a significant step-up in their overall personality and approach to their career, rather than a single-minded focus on grades alone.

The CRT program provides the students a platform to bridge the gap between theoretical knowledge of their respective domain and its application. In view of this, they are exposed to the basic requirements of selection at the time of interviews during campus placements and made aware of personality related aspects which companies expect in every aspirant.

All new students are trained to add sheen in their personality and improve their communication and soft skills. Likewise, all the graduating students are given a comprehensive training capsule to refurbish/brush up their skills.

The **CRT** program is conducted for a period of 2/3/4 years for all the students of all courses. The subjects covered are:

S. No	Year	Brief over view of Training Programme	Semester	Duration
1.	I Year	Life Skills Sessions	Odd/Even	80 Hours
		Communication Training(Activity Oriented Training)		
		Motivational Session Programs	Odd	1 Week
2	II Year	Quantitative Aptitude- Topic wise discussion and Mock Tests & Quiz.	Odd & Even	80 Hours
		Communication & Self Management Training(Activity Oriented Training)		
3.	III Year	Quantitative Aptitude, Logical Reasoning, Verbal Part- Topic wise discussion Mock /Speed Tests & Quiz	Odd & Even	82 Hours
		Group Discussion, Ex tempore, Personal Introduction and other mode of Presentation for the Communication.		
4.	IV Year	MOCK Drill Sessions (Company/ Co Cubes based) Quantitative Aptitude, Logical Reasoning, Verbal Part- Pattern Specific discussion and Mock Online Test.	Odd& Even	Based on Placement Calendar

The first two years of interactive sessions are to enhance students' understanding of the demands of their respective domains, thereby, improving their employability in the market.

The last two years are there for the conduct of Classes of Aptitude Training, On-line Assessment Tests, Group Discussions, Mock Interviews (GD/MI) and so on.

Each panel for GD/MI consists of three interviewers i.e. a Domain Specific Professional, an HR professional and an internal coordinator. Each student is made to undergo three/four rounds of GD/MI. CRT helps students to understand and analyses their actual value in the market. GRD Institute of Management & Technology, Dehradun Students get an opportunity to be exposed to various aspects that require immediate attention. It enables them to prepare themselves well in advance in the areas which otherwise impede their chances of better placements.

Individual Career Counseling:

Every student has different capabilities and thus needs lot of guidance to choose the right career path for him/her. A detailed structured report will be provided for all the students to give them an insight of their personality, knowledge level and skills. One to one in-person career counseling session by senior authorities of the college will be organized with the students of pre-final year and final year to help them in choosing the right career path.

Rules & Regulation of Final Placement

Applicability

The placement policy will be applicable to all the eligible students, duly registered with the T&P Cell. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process.

Qualifying Criteria

- A 'Pass' in every subject, separately, in all preceding semesters.
- 'NC' or active back logs cases will not be allowed to appear in the process, till such time the 'NC' or NO active back logs status is cleared. However, if some company allows the students with few backlogs, college will not stop them.
- Performance Evaluation Form, duly filled by the industry mentor, assigned during summer internship, will be an essential document, for reference, at the time of final placement.
- 90% attendance, in all the personality enhancement sessions/aptitude tests/special preparatory classes, being organized, to enhance students' probability of placement, by the university and the college simultaneously.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the College. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.
- Students those have already completed their course from GRD INSTITUTE OF MANAGEMENT & TECHNOLOGY, DEHRADUN in previous two years are also eligible to participate in the campus drives.
- **Special Care for (HBNP) Hardworking but non-Performing students:**
If a student currently doing all his/her sincere efforts in his academics, attendance, CRT, campus drives etc but not able to clear the difficult selection processes due to some reasons

beyond his/her control will be registered under HBNP. Additional special efforts will be made by the T&P Cell for such students to give them a career start in other companies where they may develop their confidence. Once they improve their capabilities, they may again participate in future campus drives of the college as per the eligibility.

Mandatory Dress Code:

During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed College uniform, failing which, (s) he will be liable to be debarred from the placement process.

Process

- Campus Placement Committee (CPC) consisting of Student Placement Representatives (SPRs) will be constituted, through a process of nomination by the entire class, in consultation with the respective Placement and Internship Coordinator (PIC), at the beginning of the academic session.
- The SPRs would be assigned specific responsibilities and will report to the PIC.
- A student, who qualifies for the final placement, **has to participate in all placement opportunities provided by the T&P Cell**. Any student with two negative Sign-Ups would not be eligible for participating in further placement process.
- **A list of permitted students will be displayed** and shared by email one day before the respective on/off campus drives, **sincere participation by all such students will be mandatory**. List will be prepared after considering all the factors, therefore it does not matter whether any student has prior offer or not.
- Students must understand that participation in placement drives with best preparation will directly affect the future association of the company with the GRD INSTITUTE OF MANAGEMENT & TECHNOLOGY, DEHRADUN, therefore everyone must take every opportunity very seriously.
- In case a company/organization/firm directly offers placement to a student (also known as a pre placement offer), in such case the student must inform to T&P Cell and must take the prior approval before accepting the offer.

Process of the College:

- If a student is unable to convert any opportunity into an offer, out of the seven opportunities extended, (s) he may be put on hold, till all the remaining eligible students have been extended the requisite opportunities, by the College.
- A student shall not bring in outside influence (including parents / relatives/ well-wishers) at any stage/process of Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- The College shall endeavor to keep in view the student’s area of interest while facilitating placement; however, it may not be the only parameter to be adopted and may not be applicable in all the cases. **Students must be ready to be flexible with the changing trends of the industry.**

- The decision of the Dean –Placements & Corporate Affairs, on all matters pertaining a student's final placement, shall be final.
- Any student aggrieved with the decision of the Dean –Placements & Corporate Affairs, may prefer an appeal to the Placement Disciplinary Committee (PDC), whose decision shall be final and binding. No further appeal shall be entertained in this regard. The PDC shall consist of three (3) permanent members, including the Director and Dean of College, and two (2) non-permanent members including one senior faculty member respective department & SPR of that Batch (if required).
- Each student will be required to inform the T&P Cell Office, within 2 working days of receipt of the offer from the organization and shall send a copy of the appointment letter / offer letter to the T&P Cell Office, upon joining the organization, for record.

Clarity

1. Prior short listing based on profile & resumes/Selection/ recruitment criteria and recruitment processes are “company defined”. We expect the students to follow the same unconditionally. Training & Placement Office does not interfere with any organizations' recruitment criterion.
2. Once a student is placed, he/she may not be allowed for further placement drives until the salary package of the next placement opportunity is better.
3. As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance for each placement day, ranking the companies he/she has applied to/has been shortlisted on a particular day, in the descending order of his/her choice.

Pre-Placement Offers Policy

All pre-placement offers extended to any student have to be routed through the Placement Cell. If one likes the offer, he/she is advised to accept the offer. Such students who accept the PPO would, however, be de-registered from the on-campus placement process. In case the candidate does not accept the PPO, he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be de-registered.

Student Conduct and Disciplinary Policy

Absenteeism rules and policy:

If for whatsoever reason(s) the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the placements till he/she gets himself/herself re-registered.

Impersonation in tests or any kind of malpractice is a serious offence. Such students would be de-registered immediately and referred to the concerned authorities for disciplinary action.

Un-authorized participation:

A list of companies on-campus for recruitment is put up on the T&P Notice Board Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and GRD INSTITUTE OF MANAGEMENT & TECHNOLOGY, DEHRADUN.

Students are NOT allowed to appear in final selection process (Test/GD/Interview etc) of companies if they have not applied to, through the T&P system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract de-registration and suitable disciplinary action.

General Guidelines

Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.

The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting T&P Notice Board.

Students must carry a complete file with a few copies of the resume, passport size photos, original certificates (If possible) and copies thereof while appearing for the interviews.

At the time of appearing for interviews, students MUST carry copies of the T&P resume only that was submitted to the concerned company online & NO other resume. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The T&P shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the college.

Do's

- a) The students will appear for placement drives in proper formal uniform with neat hairdos.
- b) Carry a professional folder for an interview to carry necessary items. The things students are required to carry for an interview are as follows:
 - I. A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
 - II. A good pen or pencil and at least one copy of resume and list of references.
 - III. All the testimonials in original and photocopies duly verified and self attested.

Don'ts

The students must observe and adhere to all the codes of conduct and rules specified by the Department of Training & Placements. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.

The impact of the behavior exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the College/University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

Conclusion

- T&P shall aim to provide placement assistance for all graduating students. Placement is a privilege extended to the students, not a right.
- These guidelines are framed to ensure equality and fairness of opportunities to all the students. All the students who opt for placement through the T&P shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the T&P which, in turn, will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorized access to communications regarding placements from the Institute's administrative system like the T&P Office. Dispatch and if, in the judgment of the T&P, a student has behaved in a manner unbecoming of a graduate of the Institute, the T&P would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Management along with T&P reserves the right to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- In case of any dispute the final decision would be taken by the Director/Management which would be final and abiding in all circumstances.

Student profiling and Employment Guarantee Scheme:

GRD Institute of Management & Technology, Dehradun has a unique training module which is design from 1st year to final year for all students, who will undergo this semester wise PDP training to enhance their employability skills. Total 280 hours of extensive training module nicely designed in 7 semesters as follows. This unique training module not only enhances the skill sets of the students but also ensure the employment of the eligible students. All students are mapped individually with a score card and at the end of this course they are guaranteed by the college for assured employment, Along with professional development program e-certificate.

At beginning of final year, all students will be categorized into A+, A, B, C and D Categories based on well defined criteria and parameters, different level of students will be tried for different packages.

Students will be able to get benefit from placement guarantee scheme only if they accomplish below mentioned conditions: -

Registration:-

- It is mandatory for the students to register themselves with the T&P Cell within the specified date and time mentioned by the department.

Academic and PDP Attendance:-

- Students should have more than 75% attendance in every semester from the beginning of the first semester.
- Students should have more than 90% attendance in PDP/ Aptitude and all other classes organized by T&P Cell.
- Students should have 90% attendance for all the guest lectures and workshops organized by T&P Cell.
- To obtain professional development program e-Certificate, Student should appear in all performance evaluation Quiz/Tests/Mock Drives along with 90% Attendance in Training Sessions.

Attendance and Punctuality at Placement Process: -

- A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
- Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
- Unauthorized absence from the test/interview will lead to cancellation of registration.
- Many a times it can happen that campus recruitment process can stretch till late night, in this regard, all students have to inform this to their parents and should arrange their own transportation.
- Mobile phones are not allowed inside examination rooms / auditorium.

Academic Performance: -

- Students must have scored 60% or above in their 10th and 12th examination.
- Must score 60% or above in every semester from the very first semester.
- Must score 60% or above in every assessment of their PDP/Aptitude classes.
- Students need to attend all the activities/ training and workshops organized by training & placement department.
- Must complete his/her summer trainings.

College code of Conduct: -

- Students need to attend every class in prescribed college uniform.
- Need to be well behaved and well mannered.
- Any misbehavior or misconduct with faculty members/HODs and senior members of the staff will disqualify them from availing this facility.
- Non payment of fees and any other dues will also result in the disqualification.
- All students needs to attend campus or placement events in the college uniform otherwise they will be not allowed to appear in the placement drive.
- Cheating, plagiarism, or other forms of academic dishonesty shall not be entertained at any cost.

- Providing false information to any college official, faculty member, office, or hearing board acting in performance of their duties shall be punishable/ disqualifying the candidate from the drive.
- Forgery, alteration, or misuse of any college document, record, or instrument of identification shall also lead to disqualification from the placement drive.
- If any student is found absent in any of the process of placement he/she will be disqualified from the program.

PDP Score Card:

- Every semester, T&P Department will conduct examination based on classes held in that semester.
- There will be two sessional examinations, and one final examination will be held in each semester.
- Minimum passing criteria is 60% and above.
- PDP score card will be updated and maintained by T&P Department time to time along with awarding of professional development program e-Certificate.
- Based on performance, opportunity of placement will be given to students under guarantee placement scheme.

Format No. _____

Issue No. 01: _____

UNDERTAKING :- INDUSTRIAL VISIT

Programme/ Course: _____

Name of student: _____

S/O/ D/O/Ward/of: _____

Permanent Address: _____

I understand that successful completion of “Industrial Visit ”is a mandatory requirement of the academic programme. Also, I understand that ‘The Tour’ is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follow:-

- I shall successfully complete the Industrial Visit.
 - I will not request for any change(s) in the tour’s itinerary.
 - During the Industrial Visit, no request for pick and drop from any other station / location (other than the originating station), shall be made by me.
 - In case of my failure to report for the Industrial Visit, I shall be liable for disciplinary action, in accordance with the Rules of the College besides, penalty and possible debarment from placement process; I further understand that also, the Industrial tour fee will not be refunded, under any circumstances.
1. That I have carefully read and understood the guidelines, as communicated during the orientation programme and agree to abide by the same, to make the visit successful and Incident free.
 2. That I shall be liable to any disciplinary action, upon violation of any of the Rules framed by the College in this regard.
 3. That I shall be liable for penalty on my refusal to participate in the Industrial Tour, without assigning reasonable causes and further liable to disciplinary action, as deemed fit by the University
 4. That I shall be solely responsible for any damages incurred, due to negligence on my part, during the course of the Industrial Visit.
 5. That I shall not hold the College responsible, for any loss or damage, incurred due to my negligence or wrongful acts, during the course of the Industrial Visit.
 6. That I shall indemnify the College, in case of any fine, penalty, demand or action taken or initiated, by any organization/party, against the GRD Institute of Management & Technology, Dehradun on account of any negligence on my part.
 7. That I shall obey and follow the code of conduct, as communicated in the Student’s Handbook.

8. That I shall not claim for any damages or lodge any complaint, in any form, against the College, in case I lose my belongings, due to my own acts of negligence.

9. That I shall not hold the College liable for damages beyond its control.

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact):

Signature of Parent(s)/Guardian:

Signature of the student:

Date:

E-mail of the student:

Place:

Mobile no. of the student:

Format No. _____

Issue No. 01: _____

UNDERTAKING :- SUMMER INTERNSHIP

I, _____, S/o, D/o _____ understand that successful completion of Internship is a mandatory requirement for the academic programme mentioned hereinbefore and that I shall be graded by the College, at the end of the Internship. I also understand that once Internship with any designated organization has been allocated to me, the same is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follows:

- I shall successfully complete the Internship as allocated to me, by the College.
- No request for change in the Internship organization, location, projects, etc, shall be made by me, after allocation.
- In case of my failure to report for Internship, I shall be liable for disciplinary action, in accordance with the Rules of the College, besides, penalty and possible debarment from the placement process, as mentioned below:

1. That I have carefully read and understood the Rules and Procedure governing Internship, explained by the concerned Summer Internship Placement Officer, during the orientation session, with respect to internship and agree to abide by the same.
2. That I shall be willing to go to the organization and the location, as assigned to me, by the concerned Summer Internship Placement Officer.
3. That I shall also be liable for penalty, upon my refusal to undertake the internship assigned by the College, without assigning reasonable cause.
4. That I shall be liable to any disciplinary action, upon violation of any of the Rules, framed by the College for Internship, including being debarred from the final placement process, of the College.
5. That I shall be solely responsible for any damages, incurred due to negligence, on my part during Internship period by any means both Industry and College.
6. That I shall not hold the College responsible, for any loss or damage incurred, due to my negligence or otherwise, during the course of my Internship period by any means both Industry and College.
7. That I shall indemnify the College, in case of any fine, penalty, demand or action taken or initiated by any organization / party against the GRD Institute of Management & Technology, Dehradun, on account of any negligence on my part.
8. I certify that the information provided by me with reference to my age, educational qualifications (marks, grades, year of passing etc.), Percentage and other details, are correct and true to the best of my knowledge and belief. I shall not hold the College or any of its officials responsible, in case of any deviation, or if it is found that, the information provided, is

incorrect or false, at any stage. Also, I will be liable for disciplinary action including rustication from the University, if it is found and proved against me.

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact):

Signature of Parent(s)/Guardian:

Signature of the student:

Date:

E-mail of the student:

Place:

Mobile no. of the student:

Encl: Rules Regulating Final Placement for the current Academic Year

Format No. _____
Issue No. 01: _____

UNDERTAKING:-FINAL PLACEMENT

1. I completely understand the Rules and Regulations regarding Final Placement, as specified by the College.
2. I understand that the College is only facilitating Placement, by extending opportunities, for campus interviews (including off-campus interviews), which implies that “there is no guarantee of my placement”.
3. I shall abide by the said Rules and any failure, to do so, may result in disciplinary action, as deemed fit by the “Disciplinary Committee” of the College.
4. I shall not bring in outside influence (including parents / relatives/ well wishers) at any stage/process of Placement Doing so, will lead to being “debarred”, from the placement process, with immediate effect
5. I am not with-holding any offer from any Organization/firm/ Industry/ NGO, with respect to final placement, prior to appearing for any Campus Placement process; In case, it is found at any stage, that I have held back/suppressed information about any offer, including pre-placement offer, I shall be liable to disciplinary action and will be immediately debarred, from any further placement process. Also, an offer made by an organization, in the interim period, will be liable to be cancelled and may be offered to the candidate-in-waiting, if any.
6. Upon being selected by an organization, through the College, I will join the Organization, as per the terms & conditions, as stipulated in the offer, or as conveyed to me, by the College.
7. I have nominated the Students’ Placement Representatives (SPRs) for my batch and I have complete faith in their abilities. Also, I agree that any decision made by them, on my behalf and my batch, regarding placements shall be final and binding on me. Further, I am aware that Ms. / Mr. _____ is the Dean-Placements responsible for my batch and I shall follow all instructions and guidelines communicated by him /her, to me from time to time.
8. Also, I understand that Prof. / Dr. / Mr. / Ms. _____ is the Placement-Coordinator for my batch and I will seek his / her help and guidance, for any matters relating to the above

Name of Parent(s) / Guardian	
E-Mail of Parent(s)	
Mobile No. of Parent(s)	
Telephone No. (Residence with STD Code)	

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact):

Signature of Parent(s)/Guardian:

Signature of the student:

Date:

E-mail of the student:

Place:

Mobile no. of the student:

Encl: Rules Regulating Final Placement for the current Academic Year