



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA

# PLACEMENT POLICY & PROCEDURES

## QUALITY POLICY

Area : Career Guidance & Placement

# PLACEMENT- POLICY & PROCEDURES

## TABLE OF CONTENTS

CONTROL.....	2
1. placement training .....	2
Policy .....	2
Procedure.....	2
on campus placements.....	2
Procedure.....	2
off campus placements.....	3
Procedure.....	3
Responsibility .....	3
FEEDBACK.....	3
APPROVAL AND REVIEW DETAILS.....	3

## CONTROL

Area: Career Guidance and Placements	POLICY NO: 107/2020	Document Owner: Principal	
<b>Title: Placement policy</b>	Issued on:	Revised on:	Pages: 3

Placement policy covers the placement activities held in the College by the Career Guidance and Placement Cell (CGPC). This policy ensures that students who wish for placement immediately after the current academic programme should get adequate training. The CGPC has the prime responsibility in guiding the students to take part in placement process and also collecting feedbacks from employers to bridge any gap in the skill set of students. CGPC and Pareeksha Bhavan has the responsibility of verification of grade cards of students.

## 1. PLACEMENT TRAINING

### POLICY

Every year CGPC should conduct a training program for interested final year students of more than 50 hours. The topics should include General aptitude, Quantitative tests, Psychometric tests, Group Discussion skills, Resume writing, Interview skills and Mock interviews.

### PROCEDURE

- An introduction programme is conducted to all final years and their class teachers in which opportunities are explained for both higher studies and industry placements.
- Students interested for placements are directed to register for the Placement training programme. CGPC conducts the training programme (Trainers may be outsourced).
- Company specific training programmes are conducted after the general training programme as and when required.
- Attendance and punctuality are compulsory throughout the training programme.

## ON CAMPUS PLACEMENTS

### PROCEDURE

- CGPC is responsible for conducting on campus placements. Any information about the placement event will be published in web page of CGPC and students notice board. Information is also passed through class teachers.
- Interested students should go through the notification carefully and if eligible should contact CGPC and register themselves.
- Only students who register for the placement event will be allowed to take part in the placement process.
- Students having backlog should inform the CGPC during the registration process and should show ethical behavior in the placement process.
- Students should carry their College identity card throughout the placement process.

- Only formally dressed students will be allowed to take part in any interaction with the company representatives.
- Students are advised to send copies of offer letters to CGPC for documentation purpose.

## OFF CAMPUS PLACEMENTS

### PROCEDURE

- CGPC also takes initiative to participate students in Off campus placements.
- Students are strictly advised to inform CGPC before attending any off-campus placements of their own.
- CGPC may arrange transportation to locations of off campus placement if required. Students are advised to carry their identity cards if going for off campus placements.

### RESPONSIBILITY

CGPC coordinator, Chief mentors

### FEEDBACK

Christ College staff and students may provide feedback about this document by emailing [iqac@christcollegeijk.edu.in](mailto:iqac@christcollegeijk.edu.in)

### APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Governing council
Administrator	Principal
Approved on	11 <sup>th</sup> December 2020
Reviewed on	29 <sup>th</sup> April 2023
Next Review Date	29 <sup>th</sup> April 2025