



Marri Laxman Reddy Institute of Technology and Management

(UGC Autonomous)

Dundigal, Hyderabad – 500043

Placement and Training Policy

With effect from 03rd February 2023

MLRITM - PLACEMENT AND TRAINING POLICY - 2023

1. PLACEMENT PROCESS

The placement procedure will be flexible enough to meet the demands of the hiring organizations. It will generally consist of the following actions:

1. The HODs shall be made aware of the hiring companies, job description, eligibility criteria, compensation packages offered, selection criteria, application process and date of the drive by the Head of Placement Officer through email.
2. The HODs shall identify eligible students from their department and notify them about the opportunity, and encourage them to register for the placement drive.
3. Students who have been shortlisted will be informed of the selection procedure, which may entail some or all of the following: Assessments (aptitude and technical) conducted in person or online, telephone interviews, group discussions, and any follow-on interview rounds. These might take place on the campus at MLRITM or anywhere else that the company chooses and notifies beforehand.
4. The infrastructure and resource requirements will be submitted to the registrar by the Head of Placement Officer for any drive planned on campus, and the registrar shall ensure all facilities are in place a day before the commencement of the drive.
5. The principal should issue a circular on resource and infrastructure allocation, to ensure there are no clashes or last minute changes when the recruitment teams are on campus. This is to ensure the highest level of reputation for MLRITM with the industry.
6. The HODs should ensure the PAT coordinators are available throughout the day to handle and help students of their department, on the day of the drive. In case of non-availability of the department PAT coordinator for any reasons, the concerned HOD should assign an alternate member to handle the responsibility of the coordinator during the drive.

2. Eligibility for Placements

The following criteria should be met by the students to be eligible for placement assistance by the PAT

1. Minimum CGPA of 6.5 or as per the eligibility criteria of respective companies
2. The students should have no active backlogs at the time of application, unless permitted by the specific recruiting company
3. Minimum 75% average attendance to be maintained in the various training programmes conducted by the PAT over the four years of their study

3. Placement Policy

The student's participation in the various steps of the placement process at MLRITM is governed by the following policy framework.

1. All the students are allowed and encouraged to participate in placement drives conducted on campus, off campus, pooled drives, or walk-ins irrespective of their career aspirations submitted at the beginning of each academic year, provided they meet the above mentioned eligibility criteria.
2. If any student wants to opt out of all placement drives, they can do so by submitting the declaration provided in Appendix A to their HOD before 30th September of the respective academic year.
3. Participation in the drives will be limited only to the students who register for the drive
4. Once registered, it is mandatory for the student to attend the drive without fail. If a candidate fails to attend the drive after registration, s/he will not be allowed to participate in further drives after two such instances.
5. In case of a medical emergency, the student should inform the Head PAT tpo@mlritm.ac.in / Placement Officer (placements@mlritm.ac.in) through email before the commencement of the drive, and submit a medical certificate to the Placement Officer after they are back in the college.
6. All registered candidates for a drive must attend Pre-placement Talk (PPT) without fail. Following the PPT, if they clear the first round, they should mandatorily attend the subsequent rounds as per their eligibility. Failing which, they will not be allowed to participate in the future placement drives.
7. Upon receiving the job offer, following successful completion of all rounds, the candidates can decide whether or not to accept the offer. Once accepted, the student is expected to honor the placement offer, except under circumstances mentioned in point 8 below. If any student accepts the job offer and does not join the company, the college will not issue any letters of recommendation in the future.
8. MLRITM follows a one-student, one-job offer policy. Students already placed will not be permitted to participate in further drives, unless the CTC offered is higher than the existing offer - provided it happens before the joining date for the existing offer.

4. Code of Conduct during and after the placement drives:

1. Campus placement involves interacting with external entities / people. It represents a significant opportunity for creating goodwill and esteem for the student and the college. Students are therefore cautioned to display civility and good professional conduct while interacting with external entities. Any kind of misbehavior / complaints reported by the company officials will be taken seriously. If any student is found to be in violation of the professional code of conduct, he/she is liable to be debarred from placement assistance. All such cases will be referred to the disciplinary committee of the college.
2. All the participating candidates must be in formal attire (formal trousers, formal shirt, and formal shoes for boys; formal wear / salwar suit, formal sandals / shoes for girls) and

they must reach the venue 15 minutes before the scheduled start time. The Head of Placement Officer reserves the right to stop the candidate from participating in the drive, if they do not come in formal attire.

3. All students must wear their college identity card on them at the time of PPT / Written Test / Group Discussion / Personal Interview.
4. All the students should carry a minimum of two sets of their resume on the drive day. It is advisable to keep the soft copy of their updated resume readily available (in mails, on cloud, or on a pen drive).
5. All post-job-offer communication between the student and company should be channelized through the PAT only.

5. General Guidelines:

1. All students are responsible to stay in constant touch with PAT for details and updates regarding placement activities.
2. It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails, messages, or notices from the online portal / PAT and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.

6. Career Design Centre at MLRITM

The Career Design Centre at MLRITM is designed to help you improve your chances to get yourself the right career opportunity and make you industry ready. It is to assist participants with professional development and career enablement process thus equipping them with the skills that are required for employment.

Programmes by PAT	Value Propositions
Aptitude / Reasoning / Logical Analysis	The campus recruiters conduct tests in these specific areas to gauge student ability. Training for students by PAT in these specific areas will increase their employability.
Technical Training	Training in emerging areas helps students boost their technical acumen and at the same time makes them confident about their performance in technical assessments and/or interviews.
Testing / Assessment	Assessing students on skills that are important for industry and suggesting an improvement plan will help with better placements.

Resume Review	Nobody can ever underestimate how important it is to have a good resume. First impressions count, and the first impression that a potential employer will have on a student is going to depend on how they present their resume.
Mock GDs and Mock Interviews	Interviews are key for better jobs in the industry and the mock practice sessions for the students will help them perform better.
Industry Mentoring Sessions	This will help students Explore Diverse Career Opportunities with Industry Practitioners sharing key insights on working in specific industries.

APPENDIX A

DECLARATION

Please fill all information in CAPITAL LETTERS

A. STUDENT INFORMATION

Student Name _____

Student ID Number _____ Branch _____

Batch _____ Postal Address _____

PIN _____ Student contact no. (M) _____

Landline (R) _____ Mother's contact no. (M) _____

Father's contact no. (M) _____ Primary Email Id _____

Alternate Email Id _____

B. DECLARATION

1. Do you need placement assistance?

Yes

No

1.1 If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to the following reason(s)

Entrepreneurship

Higher Studies in India

Higher Studies Overseas

Joining Family Business

Other Personal Reasons

Signature / Name of the student _____

Date _____


PRINCIPAL

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