



Thakur Educational Trust's (Regd.)

**THAKUR INSTITUTE OF
MANAGEMENT STUDIES, CAREER
DEVELOPMENT & RESEARCH**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

ISO 9001 : 2015 Certified • MCA Program Accredited by National Board of Accreditation, New Delhi

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Placement Policy

The institute has laid down a student friendly placement policy to ensure opportunity for all the final year MCA students who are desirous of taking part in the campus placement. The institute has over the years established and developed contacts with leading industry to conduct campus interview so that all our passing out post graduates get full opportunity for gainful employment. The students are required to go through the policy and follow the instructions.

General instructions

1. Read the *Training & Placement Notice Board* every day carefully and thoroughly to follow the campus placement process.
2. For any enquiry contact Training & Placement office.
3. Submit your resume to the placement office which should include your achievements during the programme and keep it updated.
4. The progress of appearing in the campus interview is required to be recorded in the *Placement Card* maintained with the placement office. which should be updated promptly.
5. The data and information about the students are required to be submitted to the interviewing team, hence it should be filled up carefully any error in the same can lead to rejection by the team.

Registration for Placement Assistance

1. All students seeking Placement Assistance are required to register for the same by providing information as required by placement cell.
2. The Students, who wish to be entrepreneur, self-employed or go for further studies should opt out of Placement assistance, must submit written communication to the Training & Placement office.
3. Students who get selected in any company off-campus on their own need to inform Placement cell about it.

Eligibility

The students are sponsored for interviews based on their eligibility as per criteria set by the company. The students are therefore advised to keep all documents ready at the time of interview.

Placement Process

1. The Company/Industry inform in advance about the date and time of the campus interview, which is displayed on Notice Board and students are informed via email.
2. The student should follow the instructions before appearing for the campus placement process: -
 - a. Be present 30 minutes before commencement of process
 - b. Be dressed in formals for interview.
 - c. Carry the followings-
 - i. Institute ID card.
 - ii. Hard copy of updated resume.
 - iii. Photocopy of mark sheets (SSC, HSC, Graduation and MCA).
 - iv. 2 Photographs.
 - v. Synopsis of projects done in the recent past.
 - vi. Aadhar card
 - vii. Other documents required by the company.

The Student not complying with above instructions can lead to rejection by team.

3. Students who register for interview with a company are expected to appear for the entire recruitment process of that company and accept the offer given by the company.
4. At the time of interview students should not negotiate with the employer about salary and terms announced by the company.

Final Selection

1. The student selected by a company will be treated as finally placed and cannot take part in further placement process.
2. Students shall not request any organization to keep an offer pending or extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer.
3. If a student once selected, fails to join the company for whatever reasons, will not be allowed to sit for further placement processes.
4. All communications with the recruiter shall be routed through the Placement Cell only.
5. A copy of offer/Appointment letter should be submitted to Training & Placement cell.