

TRAINING AND PLACEMENT CELL

We are happy to inform that the PKIET has formed a Training and Placement Cell (T & P Cell) for assisting the students for campus placement.

OFFICE BEARERS

Principal : Prof. P. Thambidurai, M.E., Ph.D., FIE., LMCSI, MIEEE

Placement Officer: Dr. M. Aramudhan, M.E., Ph.D., Associate Professor/ IT

Placement Representatives:

1. Mr. R. Sudhir, Final B.Tech. (CSE) [Mobile : 9894752844]
2. Mr. P.C. Amogh, Final B.Tech. (CSE) [Mobile : 9489260378]
3. Ms. V. Sivaranjani, Final B.Tech. (CSE) [Mobile : 9159148021]
4. Mr. M. Manivannan, Final B.Tech. (IT) [Mobile : 8012897637]
5. Mr. S. Dharun Mani Muthu, Final B.Tech. (IT) [Mobile: 9003845470]
6. Ms. T. Kowsalya, Final B.Tech. (IT) [Mobile : 9976165143]
7. Mr. M. Kaliamoorthi, Final B.Tech. (ECE) [Mobile : 9894229514]
8. Mr. K. Prasath, Final B.Tech. (ECE) [Mobile : 9790242440]
9. Ms. S. Aruna, Final B.Tech. (ECE) [Mobile : 9159440342]

Responsibilities of Training & Placement Cell :

- To prepare Brochures of departments
- To invite prospective companies to campus for recruitment.
- To register students for the jobs with prescribed qualifications
- To arrange for various facilities required on the date of interview
- To collect appointment letters and distribute them to selected students.
- To provide in-plant training at industries
- To achieve maximum possible placements for students.
- To guide students on various interview techniques, group discussions, aptitude tests.

Other activities include:

- ✓ Periodic Conduct of IQ tests
- ✓ Arrangement of Personality Development Workshops
- ✓ Trains students in aptitude tests, interview techniques, group discussions
- ✓ Notification regarding various competitive examinations
- ✓ Organizes industrial visits
- ✓ Guides students wishing to pursue Higher Education

Rules of Training & Placement Cell

1. Students should register their names in the T&P Cell on payment of Rs.1000/- towards Brochure preparation, dispatching of Brochures to companies, etc.
2. In order to improve the performance of students in the skills such as Technical, Aptitude, Communications, etc., it is proposed to conduct Personality Development Training Programmes in addition to the soft skills training programme arranged within the campus.
3. Students are encouraged to take campus interview in the fields they desire. the respective company representatives decide the eligibility of the students for written test or interview.
4. Bio-data (standard forms available in the college) are collected from eligible students and submitted to companies.
5. If a student has been selected in the campus interview and has received an appointment letter, then he/she CANNOT APPLY AGAIN and his/her name is removed from placement rolls.
6. It is suggested that the FINAL YEAR students to develop the habit of looking at the T&P CELL NOTICE BOARD regularly at frequent intervals for placement activities.

Responsibilities of Placement Officer :

1. To prepare Brochures for departments and send to prospective companies by April of every year.
2. To correspond to prospective companies for interview date and schedule of events.
3. To arrange for interview facilities at the campus and written test halls.

4. To receive the personnel and provide necessary inputs about the college and to co-ordinate student representatives for smooth functioning at various locations (interview halls, written test halls, canteen etc)
5. To collect the appointment letters or correspond to get them as soon as the interview is over.
6. To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
7. To identify a standby placement officer to take over the responsibilities during the absence of Placement Officer.

Responsibilities of Department Students Representatives:

1. To collect bio-data with students having primary eligibility at the start of the 7th semester and to verify their credentials with respect their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester are listed.
2. To obtain the information about possible visit from the placement officer and depending on the eligibility criteria asked by the organization, submit the bio-data of students to the placement officer.
3. To identify three student representatives for the department who will actively participate in placement work.
4. To inform the students about the date and time of interview.
5. To be present at the time of interview on a date given along with the two student representatives.
6. To regulate students who have to be interviewed as per the order given by the employer.
7. To collect the list of selected students and inform the students individually.
8. To distribute the appointment letters to the students and get the acceptance letters and give them to the placement officer.
9. To inform the date and time of campus interview / written test to the respective instructors who take classes for the final year students prior to that date. The instructors should engage the class if atleast 50% of students attend the class on the date of campus interview.

General guidelines for the Students :

1. Student's eligibility will be finalized on company's discretion.
2. Students should register their names in the placement office after verifying their primary eligibility conditions with their department placement coordinator. They should provide Xerox copies of all their marks while registration.
3. Bio-data of the students should be provided to the department placement Co-ordinator for every company visiting the campus.
4. Once a student is selected and intimated his/her name will be removed from the placement rolls and he/she is not eligible to appear for further campus interview.
5. The students should take every effort to maintain the decorum and the image of the college with the visiting representatives of the organization.
6. The Principal/Placement officer, for any reasons, receives adverse comments on the behavior and conduct of the interviewee from the interviewers, he/she may have to face severe consequences.
7. It is the responsibility of the students to look at the notices and other information from the notice board of the placement cell.
8. The students must make their own arrangements such as transport, food etc. for attending the Interviews.