

Policy Document
Training, Placement and Industry Liaison
Sikkim Manipal Institute of Technology,
Sikkim Manipal University



[2024-25]



SMIT SIKKIM
MANIPAL
UNIVERSITY
SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

Vision

To establish SMIT as a hub for career opportunities in the Country.

Mission

To provide students with necessary training in order to enhance their employability and support them with best possible career opportunities which ultimately assist in professional growth where they are able to utilize their knowledge and make significant contribution to the society.

Objective

- Design & organize training programs for the students on trending topics and employability skills.
- Identify prospective recruiter, build association and maintain continuous relation with corporate houses.
- Explore possibilities for Industry driven training sessions / Industry driven laboratory for the students of SMIT.
- Ultimate goal is to facilitate the rating of SMIT which is located in North East India as one among the best performing Institutes of higher learning in the country in terms of career opportunities.

OVERVIEW

The primary aim of the Training and Placement (T&P) Cell at Sikkim Manipal Institute of Technology (SMIT) is to facilitate placement opportunities for all graduating students. Serving as a central hub, it establishes robust connections between industry stakeholders, corporations, academic and research institutions, and other relevant entities. Through collaboration with reputable training organizations, the T&P Cell conducts employability training sessions to equip students with essential skills. Additionally, it regularly hosts industry leaders and facilitates tech upskilling sessions conducted by experts in areas such as AI, ML, Sustainable Systems, Renewable Energy, Cyber Security, and Business Intelligence. In addition to managing campus placements, the department organizes highly effective Industry-Academia Interaction events to ensure alignment with current industry trends and demands. Acting as a liaison between industry and academia, the T&P Cell endeavours to bridge the gap between the two sectors. Furthermore, it provides career counselling services to students to assist them in making informed decisions about their professional trajectories.



Preface

This comprehensive compilation serves as the official Policy Document for the Training, Placement & Industry Liaison Cell of Sikkim Manipal Institute of Technology (SMIT). It outlines the standard operating procedures for employability training, full-time recruitment, and internship recruitment for students enrolled in B.Tech and other courses at SMIT.

This document aims to streamline the process of preparing students for their professional careers, fostering a conducive environment for learning, growth, and successful career placements. It reflects SMIT's commitment to excellence in education and its dedication to supporting students in achieving their career aspirations.

All students of SMIT are required to adhere strictly to this policy without deviation. Effective from 10th July 2024, the policy will be reviewed annually and updated as necessary to ensure its relevance and effectiveness in meeting the evolving needs of students and industry standards.



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05.07.24

TP&IL Cell Composition

[2024-25]

Core Committee

1. Dr. Biswaraj Sen - Professor (CSE), HOD (IT) and Head ,TP&IL
2. Mr. Rakesh Krishna - TPO, TP&IL
3. Dr. Arun Kumar Singh – Asst. Prof. (ECE) and TPO, TP&IL

Nucleus Committee

1. Mr. Santanu Misra- Dept. of Computer Science & Engg.
2. Dr. K.V. Singh- Dept. of Computer Applications
3. Mr. Saurabh Sharma- Dept. of Mechanical Engineering
4. Dr. Samrat Mukherjee- Dept. of Management Studies
5. Dr. Jitendra Singh Tamang- Dept. of Electronics and Communication Engg.

Departmental Training and Placement Officers

Dept. of Computer Science & Engg.

Ms. Tanuja Subba
Mr. Tawal Kumar Koirala
Mr. Kiran Gautam

Dept. of Information Technology

Mrs. Sonam Lhamu Bhutia

Dept. of Electronics and Communication Engg.

Dr. Jitendra Singh Tamang

Dept. of Electrical & Electronics Engg.

Dr. Anirban Sengupta

Dept. of Chemistry

Dr. Satadru Jha

Dept. of Mathematics

Dr. Archit Yajnik

Dept. of Mechanical Engineering

Mr. Saurabh Sharma

Dept. of Civil Engineering

Mr. Abhranil Adak

Dept. of AI&DS

Dr. Himangshu Pal

Dept. of Management Studies

Mr. Anosh Lepcha

Dept. of Computer Applications

Dr. K.V. Singh

Dept. of Physics

Dr. Sanat Kumar Das



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1.0 Introduction:

The Training & Placement (T&P) cell of SMIT is dedicated to provide career guidance and placement opportunities to the students leaving no stone unturned in preparing recruitment schedule of the year by liaising with corporates of different sectors in order to provide a wide range of opportunities to the students through skill development, leadership talk, internship and hiring opportunities along with on boarding support in the corporate.

1.1 Aim of Training & Placement Cell

- Set a clear and transparent framework for the placement processes and internships towards students of the Institute.
- Set out role and responsibility of the students participating in the placement and internship.
- Ensure placement of maximum number of registered students.
- Execute high quality placement hiring in terms of package and brand of the recruiters.

1.2 Key responsibilities of T&P cell

- **Career Counseling and Overall Development of the Students:**
 - a) Inviting Industry Expert from Various domain / industries
 - b) Conducting Mock Interviews, Group Discussion and Interviews for Students
 - c) Personality and Skill Development session for the Pre Final and Final Year Students
 - d) Identifying the competencies and skill required for different job profiles
- **Provide Career Services to Students**

Helping students create their resumes and cover letters, find internship or externship sites, and apply for jobs in their fields.
- **Network with Local Employers**

Having strong relationships with employers, helps placement officers set up local partnerships with companies where students can do internships or externships or visit for job shadowing.



- **Plan Hiring Events**

Planning campus-hiring events like hackathons, job fairs etc. which give students exposure to potential jobs and helps local companies find suitable candidates.

- **Screen Potential Candidates**

Coordinating with employers, placement officers run background checks on students who seek internships or externships to verify students have the prerequisite education and meet all additional requirements for these companies' positions.

1.3 Registration with Training & Placement Cell

The Placement facility is available to all the students registered with T&P Cell through the policy **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE**. This will ensure that every student will get equal job opportunities and not just few students consume up all the jobs.

To avail these services, students need to undergo through a registration process by filling up the Form A. Although T&P cell encourages strong participation of all students in the registration process, however, its not a mandate. If a student willingly decides not to participate in any placement drive conducted through T& P cell he/she needs to fill Form B/C. For such cases, no placement service will be provided by T& P cell to those students. The overall Training and Placement procedure is shown below.

The steps involved in the Registration process:

Step-1: Students' registration process starts with submitting their willingness to participate in placement process in **Form A (annexure-I)**.

Step-2: Students not willing to participate in any placement drive; however, the T&P Cell will not take any responsibility for it. Such students will submit **Form-B or Form C (annexure-II and III)**.

Step-3: Students will be allowed to have a single job offer only. However, already placed students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, that student will not be allowed to participate in any campus recruitment

process at all. The eligible / registered students must attend all the training programs/workshops arranged by T&P cell.

Step-4: Students attending campus interview should report at the venue of pre-placement talk and interview as per the instructions.

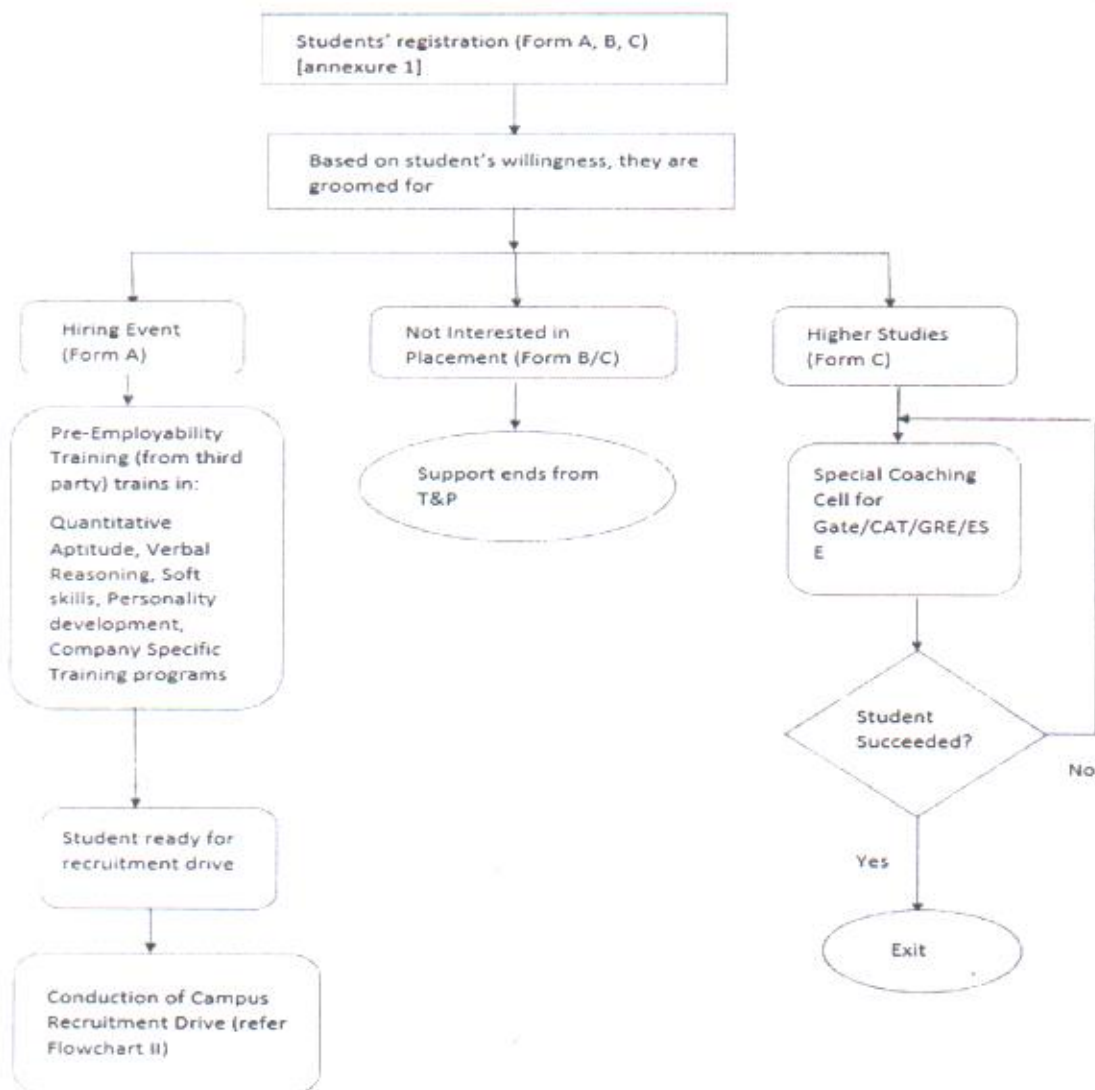


Fig-1.1: Flowchart of Overall Training and Placement Procedure



2.0 Pre Employability Training

Every year the Training & Placement Cell organizes Pre Employability Training (PET) program for the Vth, VIth semester of B.Tech, Pre-final/final year of other courses. The training is imparted in the following areas for upskilling students' ability and to make them employable.

Training Modules-

- Quantitative Aptitude
- Logical Reasoning
- Problem Solving and Analysis
- Psychometric Test
- Soft Skills and
- Branch specific areas
- Practice Test

In addition to training from external organization, the Training & Placement Cell also organizes training programs on skill development for students with the support from in house faculty members. The training is imparted on different areas such as Softs Skills, Personality Development, and Technical Skills.

After completion of the regular training program, a customized company specific training program is also conducted during the months of July-August before the commencement of placement session.

Note:

All the interested and registered students for placement compulsorily to attend Pre Employability Training program and to maintain minimum 75% of attendance.



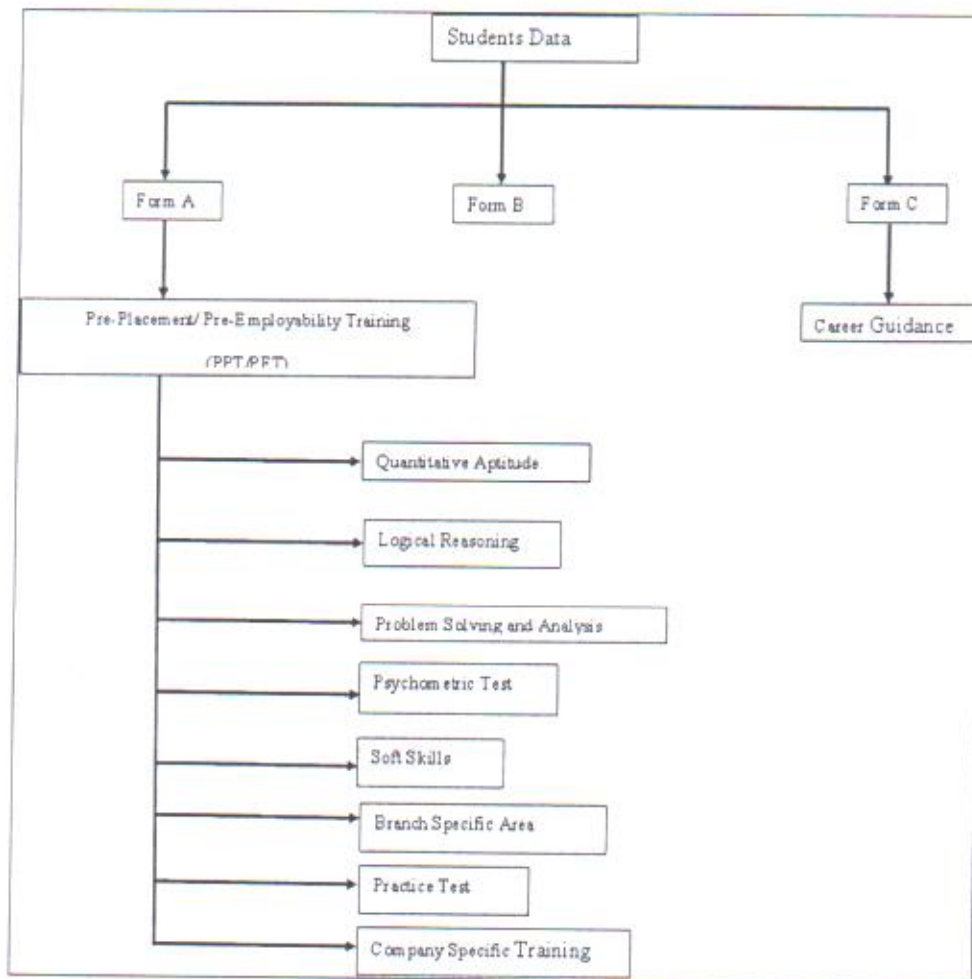


Fig 2.1: The flow diagram of PET

3. Campus Hiring

3.1 On Campus:

- Companies will share job description. Once it is received from company's end it is shared with students.
- One notice will be prepared for the placement drive and it will be circulated to students, director, HOD and other stake holders.
- On the day of placement drive every member of T&P provides support for organizing the drive smoothly. Also the name of the participating students are shared with their respective department for that date's attendance.
- After the selection process, name of the selected candidates are declared with students. It is also shared with departmental placement coordinator(for information to the respective department), Admission team (for social media branding).

Placement Process

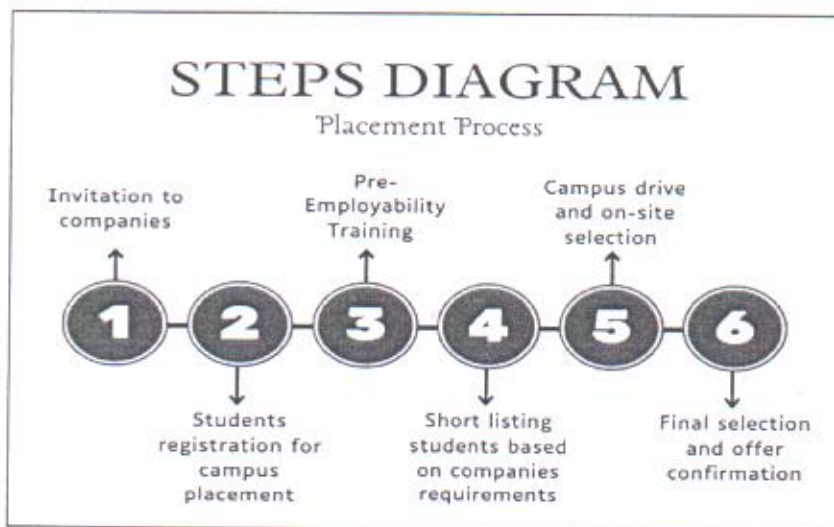


Fig.3.1: Placement Process



Work Flow diagram for the placement:

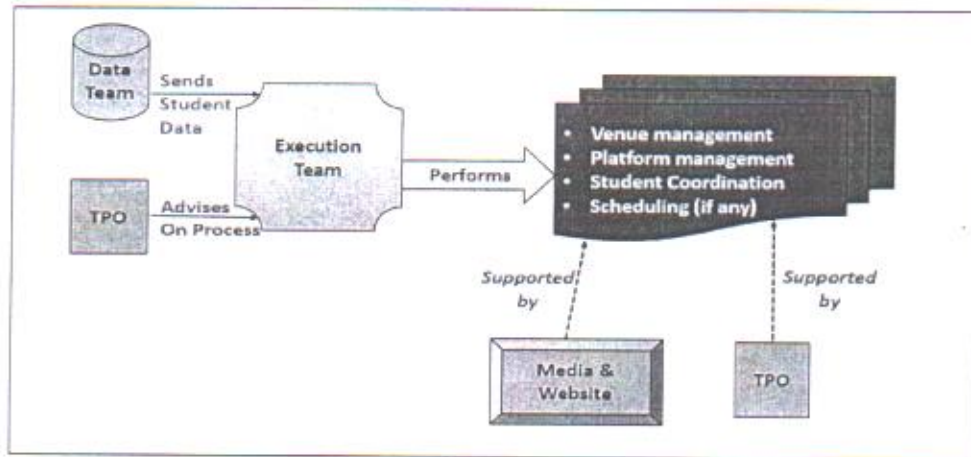


Fig.3.2: T&P workflow

3.2 Off Campus:

The T&P Cell also assists students for participating in various Off campus hiring activities. In case if the students needs to travel out of the institute for attending the hiring drive, he/she needs to give an undertaking duly endorsed by the respective academic department and other stake holders. A sample copy of such undertaking is attached below as Annexure IV. The T&P cell continuously keeps the students updated about the various off campus drives which are conducted in virtual mode.



4.Participation Policy

4.1 Principle- One Person One Job:

Students selected for one company through on or pool campus interviews cannot sit for any drive through the Placement Cell, even if they reject the offer letter. However following exceptions may apply :

- i. If the company offers 2x salary in comparison to the previous offer to the students in the campus, the T&P Cell will consider all such placed student as legitimate candidate and will forward the list of the candidates to the company.
- ii. Any student who has maintained 100% attendance in the PET will allowed sitting in all campus drive provided his/her candidature is considered by the recruiting company.
- iii. The decision of T&P cell will be final.

Any student having more than 1 job offer has the right to choose which organization he/she is willing to join. However, an undertaking must be given to the T&P Cell as per the below format-

Declaration – Selection of Job Offer in case of Multiple Jobs through T&P

I have received multiple Job offers through T&P Cell. The companies are

1.
2.
3.

I shall be joining the company and declining the other offers.



I understand that not joining in other company may also lead to cancellation of my Job offers by other companies.

Signature of the student _____

Name of the student.....

Reg.....

Branch.....

DTPO of Concerned Department _____

4.2 Student's eligibility

Students should register themselves for placements with Departmental Placement Representative (PRs) by supporting FORM A (Willing) and Form B/C (Not willing/ Higher Studies).

Placement Representative will collate the students' details and submit them to the departmental placement coordinator.

Only students registering with the Placement Cell at the start of the session will be allowed to appear for placements in the academic year.

4.3 Any two absence from campus hiring event will lead to striking off his/her candidature from all subsequent campus hiring event.

4.4 A student who has already received a job offer from any company through campus hiring will be considered for other company if that company is offering 3x salary than the candidate is

currently being offered. The T&P Cell will consider such students (provided they meet the pre-qualifiers) and share their list to the company as legitimate students.

4.5 Company discretion will be respected - Company have all the right to shortlist students.

4.6 T & P Cell or Departmental T & P Coordinator have all the right to modify these SOP on mutual consultation.



5. Internship Policy

5.1 Internship through T&P:

- i. Students those are selected for internship through T&P, have to join the internship mandatorily.
- ii. If one student gets multiple offer through T&P , declaration should be given in the following format before joining on any one.

Declaration – Internship Joining

I have received multiple Internship offer through T&P Cell. The companies are

1.
2.
3.

I shall be joining the company for my internship.

I understand that not joining in other company may also lead to cancellation of my Internship and / or Job offers.

Signature of the student _____
Name of the student.....
Reg.....
Branch.....

Name & Signature Concerned DTPO

5.2 Internship through self-arrangement:

Student need to apply for Internship permission in the following format from concerned departments and should obtain consent from dept. and submit of the copy of the permission letter in T&P cell. Thereafter NOC will be issued by T&P cell for allowing the students to pursue their Internship.



Annexure I

Sikkim Manipal Institute of Technology
Request for Issue of Letter for Major Project
 (Academic Year: _____)
(Self-Arranged Major Project)

Date.....

I / We the below mentioned student(s) request you to kindly issue me / us a letter for applying in the below mentioned organization for my / our Final Semester Major Project.

I / We understand and declare the following –

1. I shall not undergo my Major Project under the direct or indirect supervision of my relative(s).
2. The duration of the Major Project should be minimum **16 weeks** in a single organization.
3. I shall individually do the proposed project work.
4. The proposed work will be from the field of Computer Sc & Engineering and may include Development / Design / Testing / Validation / Research and similar technical activities.
5. I / we shall submit a valid acceptance letter from the company & Project Completion Certificate.
6. I / we shall report the my academic Department whenever directed.
7. Sikkim Manipal Institute of Technology (SMIT) will have no financial liability towards this project work.
8. I / we am / are responsible for my / our physical health and personal security during the tenure of my / our major project.
9. In case of any outcome (in the form of research publications / patent), due permission is to be taken from my academic Department of SMIT.

In case of any violation of the above, my / our Project Work may be treated as cancelled by the academic Department, SMIT and suitable action may be initiated against me / us.

Name and Address of the Organization where applying

the Organization	Contact Person (with Designation & Phone No)	Correct Postal Address

List of Students applying for the above mentioned organization

Sl No	Reg No	Name of Student	Branch	Signature of Students

Remarks from
Project Coordinator / DTPO

Office of T&P



*Form A: Declaration from students who are seeking Placement Support from T&P, SMIT
(All Students irrespective to their CGPA / Academic percentage are encouraged to fill-in this form)*

**Training Placement & Industry Liaison
DECLARATION – Willing to Participate in Campus Hiring Events**

I Mr. / Ms. (Reg No.) of do hereby
declare the following-

- a) I am interested in placement support from the Institute.
- b) I shall undergo all the sessions of the Pre-Employability Training (PET) and shall maintain minimum 75 % attendance in the Pre- Employability Training program.
- c) I Understand that 75% attendance in PET will act as Pre-Qualifier for obtaining attendance marks in all theory subjects.
- d) I shall appear for placement/internship drives if my candidature fulfills the eligibility criteria as per the recruiter's guideline.
- e) I shall maintain the sanctity of examination during placement drives (written/oral/computer-based examination or any form of assessment). In case I am found to indulge in any act of malpractice or misbehavior, suitable disciplinary action (including debaring from all placements drives or rustication etc.) may be initiated against me.
- f) I shall NOT decline any Internship offers if the same has been arranged by Training & Placement Cell of SMIT. I am aware that declining an internship will adversely affect the prospect of my major project.
- g) I shall not disclose any information / data to any outside agency / person on the placement issues of this Institute.
- h) I shall abide by the instructions of Training & Placement Cell of SMIT.

Signature of the student

Name of the Student Reg No.

Course Branch Year of Passing

Parent's Consent

Concerned Department

Father's Full Name and Signature

DTPO's Signature

.....

.....

Mother's Full Name and Signature

HOD's Signature (with Seal)

.....

.....



Annexure II

Form B: Declaration from students who are NOT seeking placement support from T&P, SMIT

UNDERTAKING [Unwillingness for Placement Drive]

I hereby declare that I am not interested for placement in any organization through Training & Placement Cell of SMIT.

In view of the above, I have NOT registered for Pre-Placement Training and I am NOT furnishing any data related to my academics or other credentials to Training & Placement Cell of SMIT.

I hereby confirm my non availability for any On/Off Campus Drives arranged by T&P, SMIT.

My name may be struck off from the database of Training & Placement Cell of SMIT.

Reg.....

Name of the Candidate.....

Course.....

Branch.....

Section.....

Signature of DTPO

Signature of Student

Signature of Parent / Guardian

Signature of HOD

Annexure III

*Form C: Declaration from students who are seeking support from Special Coaching Unit
(GATE/GRE/CAT etc. Coaching)*

Training Placement & Industry Liaison

DECLARATION – Willingness for Special Coaching

I Mr. / Ms. (Reg No.) of
do hereby declare the following-

- a) I am interested in receiving Special Coaching from the trainers arranged by SMIT.
- b) I am willing to undergo GATE / CAT / MAT / GRE / others (specify.....) training conducted by the Institute and shall pay the necessary fees as finalized by the Institute.
- c) The fees for the Special Coaching will be paid by me through Online Transaction / DemandDraft in favor of SMIT, Sikkim. *(Tick whichever is applicable)*
- d) I shall undergo all the sessions of the Special Coaching and shall maintain minimum 75 % attendance.
- e) I shall abide by the instructions of Training & Placement Cell of SMIT.

Signature of the student

Name of the Student Reg No.

Course Branch Year of Passing

Parent's Consent

Father's Full Name and Signature

.....

Mother's Full Name and Signature

.....

Concerned Department

DTPO's Signature

.....

HOD's Signature (with Seal)

.....



Annexure IV

Form 1: Undertaking from for Walk-In Interview/Pool Placement Drive

Permission cum Undertaking
Purpose: Walk-In Interview/Pool Placement Drive

Venue: _____ Date _____

I, Mr./MS _____ Reg No. _____
of B-Tech/M-Tech/MCA in _____ Branch hereby declare the following:

a. I am eligible for the below-mentioned companies with respect to the criteria laid down by the company.

Sl. No	Name of the Company	Date	Eligible (Yes/No)
1			

- b. I am not yet placed in any company through any placement drive.
 - c. I am fully aware that the event is being organized in external venue (outside SMIT) held at _____
 - d. I have obtained consent from my parents to attend the walk-in placement drive.
 - e. I have taken /will obtain due permission from Hostel authorities for my movement.
 - f. I shall make my own travel and accommodation arrangement and will bear all financial burden for attending the drive. My parents/guardians are aware of the same and have given their consent. Absence from SMIT will be considered as leave.
 - g. I hereby declare that I am medically fit for travel & attend the drive.
 - h. Attendance for the missed classes (if any) will be considered after due verification by the T&P cell and approved by respective HOD who will be communicating the grant of attendance to the subject teacher.
 - i. I shall report back to SMIT immediately after the completion of my selection process in the form of rejection or selection.
 - j. I shall be wholly responsible for my act, conduct, behavior, performance, medical fitness, physical fitness, physical security & any type of loss if any during the absence from SMIT.
2. I hereby request you to kindly permit me to proceed on leave to attend the above mentioned events.

Signature of Student

Verified by DTPO

Recommended by
Floor Warden (For Hostellers)
TG (For Day's Scholars)
(After obtaining confirmation from
Parents over e-mail/phone/SMS
or any other suitable means)

Approved by HOD

Note: Approved form in original to be submitted to respective DTPO for onward transmission to T&P office [On or before (date)]

