A

Structure

of

Industry Institute Interaction Cell of

Kadi Sarva Vishwavidyalaya, Gandhinagar

Submitted to:
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President,
Kadi Sarva Vishwavidyalaya, Gandhinagar

Submitted by:

I-I-I Cell Committee

Industry-Institution-Interaction Cell, KSV

1. Kadi Sarva Vishwavidyalaya

KadiSarvaVishwavidyalaya is a University established vide Gujarat State Government Act 21 of 2007 in May 2007 and approved by UGC (ref f. 9-18/2008(cpp-1) March 19,2009).The University has been set-up by Sarva Vidyalaya Kelavani Mandal, a trust with more than 100 years of philanthropic existence and benevolence. With the modest efforts and relentless contribution of Late Shree Maneklal M Patel sir the University also got success in amalgamation of all three campuses of Gandhinagar and Kadi with constituent colleges campus of KadiSarvaVishwavidyalaya in March 2012.The university aims to achieve societal well-being by providing need based education and develop courses of contemporary relevance. Further KadiSarvaVishwavidyalaya with its strong base and unique culture firmly believes in achieving excellence by providing research based activities which may foster economic growth. The founder of Sarva Vidyalaya Kelavani Mandal "Pujya Chhaganbha" and Late visionary Chairman Shree Maneklal M. Patel always believed in providing education to all irrespective of caste, creed and religion, which is carried forward successfully by the University officer bearer today. Kadi Sarva Vishwavidyalaya is emerged as a University of repute with its basics of social well-being and philanthropy.

KSV wish to make under-graduate and post graduate programmes more relevant to the industry's requirement. Today industry needs ready crop and deploy the students directly on tasks. Gone are those days when industry used to spend lot on employee training. Due to fierce competition and margin pressure industry want efficient employee directly available from campus drive. KSV want strong linkage with the industry. As a result of this KSV has formed Industry Institute Interaction cell (III-C).

Kadi Sarva Vishwavidyalaya offers Post-Graduate courses in 25 different disciplines like MBA, MCA, ME, M. Pharm. M.Sc. (Chemistry, Physics, Mathematics, Nursing, Bio-Technology ,IT), M.Ed., M.A., etc., Graduation level courses in 17 different disciplines viz. B.E., B.Pharm., BBA, BCA, B.Sc.(Chemistry, Mathematics, Bio-technology, Nursing, Physics), B.PT., B.Voc. etc. diploma course in 7 disciplines. Kadi Sarva Vishwavidyalaya has become a pioneer in registering Doctoral students with 17 major disciplines like Management, Engineering, Pharmacy, Computer Science, Biotechnology, Mathematics, Physics, Chemistry, English, Psychology, Physical Education and many more. KSV also offers M.Phil. courses in 5 disciplines ranging from computer science to English Language. KSV also initiated the centres of excellence and rope in Incubation Centre for promoting industry centric relevant research,

Simulation centre for Replicating industry situation and events so students may have hand-on-feel experience and III-C (Industry-Institute-Interaction Cell) for quality Final placement, internship and project placements.

2. Introduction of III Cell

The emerging era of science-based collaborations between academia and industry offers advantages to both entities and a means by which academic institutions and industry can address global challenges to their mutual benefit and the well-being of society. When academia-industry partnerships work well, they can facilitate research discoveries reaching the people who need them and serving the purposes for which they are required, at affordable prices. Additionally, the combined credibility and influence of academia and industry can achieve beneficial results for society more readily than when the sectors work in isolation.

With all industries and businesses increasingly dependent on human resources in a knowledge based economy, business will need to increasingly rely on universities which remain world class and diverse. Universities and business will need to cultivate mutually beneficial and lasting relationships with one another. In this emerging framework, robust high-quality, long-term relationships, based on two-way investments of time and resources, are becoming essential to understand, influence and improve the interactions between both sectors. To forge ahead with this transformation universities will need to leave the campus and engage with industry. At the same time, industry and government can facilitate the development of close links with universities by venturing onto campus for regular discussion and exchange of views on matters related to the preparedness of graduates for the workforce, and collaborative research. Individual academic staff members will often engage with professions in industry, adopting leadership roles in professional bodies, undertaking commercial research or consultancy, and often volunteering to participate with industry and the professions in areas of mutual interest. This strategic partnering needs to be encouraged at organisational level, as well as around personal links.

There are a number of key priorities for III Cell:
1. Business and universities need to expand the range of ways they engage with each other to enhance capacity for growth and development at regional, state and national levels.
2. University and business leaders need to seek new strategic partnerships and forms of involvement.
3. Universities need to embrace more fully their 'third role' of community engagement and

leadership.

4. Staff and students within universities need to be encouraged in their efforts to engage with industry, and there needs to be an increased acceptance and rewarding of such efforts.
5. Industry and universities have a key need to work in partnership to advance knowledge through research and development in order to enhance industry capacity for innovation.

The objective of the IIICell is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis.All the Stakeholders, namely: Institutions, Industry, Students and Society stand to gain as it can be a win-win partnership. The Institutions stand togain by way of up to date curricula, source ofrevenue generation by consultancy and R&D, source of manpower for employment, societal relevance and most importantly acquisition of brand name/equity. Theindustry stands to gain by way of availability of employable manpower pool and increased productivity. The faculty gain by way of exposure to latest industry practices for more effective teaching- learning processes. Thestudents stand to gain by way of hands-on training, reduction of learningcurve in industrial practices; and, society stands to gain by way of improved quality of goods and services.

3. Objectives of the III Cell:

"Strengthen the relationship of Institute with Industry at different capacities and scales for continuous up-gradation of teaching-learning pedagogies, internship, live-projects, training and final placement"

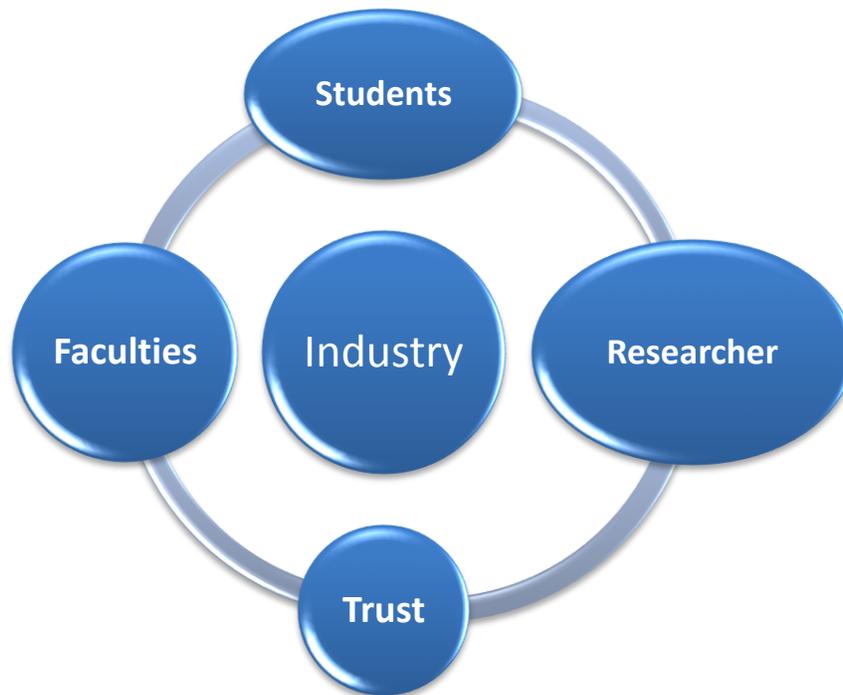1) To identify consultancy based project work for faculties and students in different industries
2) To invite professionals from various industries as a guest lecturer to share industrial knowledge with students
3) To develop curriculum by associating experts from industries in curriculum planning and review
4) To arrange industrial visit for the students in various industries across Gujarat
5) To identify students project work and placement opportunities in various industries
6) To arrange personality development programs for the students to improve soft skills like communication, interpersonal and presentation skill
7) To arrange seminar, workshops and conferenceson various management issues in association with corporate
8) To set up innovation center and center of excellence in collaboration with various industries
9) Bridging the gap between Industry and Institute.
10) Promotion and co-ordination of consultancy services.
11) Making available Institute infrastructural facilities to the industries and vice versa.

12) Creation of Industries Institute Expertise Database.
13) Training and the knowledge update through faculty exchange.
14) Joint R&D activities
15) Short term courses for manpower development for industries and curriculum update.
16) Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
17) Memorandum of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
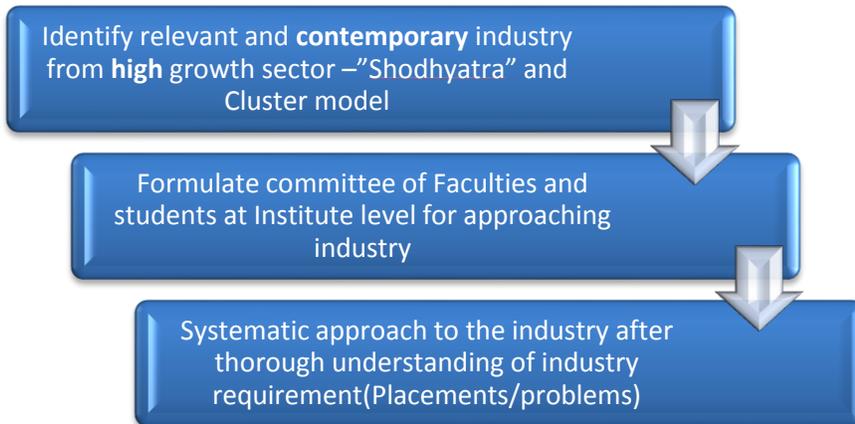18) Industry Contacts Programme in line with implant training.

Mission Statement of III-C at KSV

Continuously engage students, faculties and head of the institute with industry and explore the avenues of tie-up for catering the ever-changing need of industry in terms of human capital
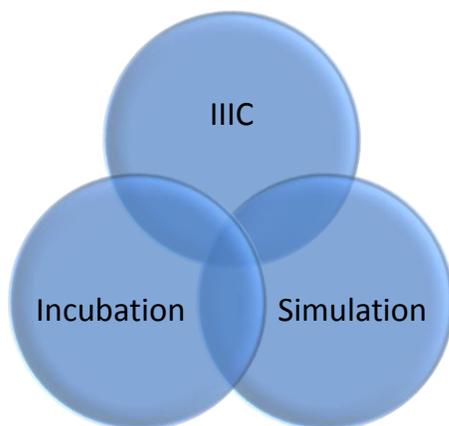
Stake-holder Model of III-C

Proposed III-C Framework at KSV

Identify relevant and **contemporary** industry from **high** growth sector –"Shodhyatra" and Cluster model

Formulate committee of Faculties and students at Institute level for approaching industry

Systematic approach to the industry after thorough understanding of industry requirement(Placements/problems)

Scope of IIIC at KSV

Placements (Winter/Summer/Final)	Consultancy
IIIC	
Research Publications	Govt./NGO/Soci.

Leveraging III-C with University's other initiatives

IIIC

Incubation   Simulation

At KadiSarvaVishwavidyalaya the University runs Incubation centre for developing and promoting unprecedented ideas and thoughts. The centre also has tie-up with five Management Consultants of Ahmedabad for getting industry define problems (IDP).For replicating industry processes the University has established Simulation centre where each discipline may have 20 real-life processes for students to earn and practice. Broadly the real life processes comprises of Management, Computer Science, Engineering, Pharmacy, Para medical and others. So KadiSarvaVishwavidyalaya has leverage of III-C with two more centres of excellence i.e. Simulation, Incubation

Offerings of KSV to Industry, PSUs, Government and NGOs

➢ KSV operates with 10 different faculties having more than 18,000 students studying in disciplines namely management, Pharmacy, Computer Science, Computer Application, Engineering, Commerce, Science, Nursing, Education and Arts. This will enable industry to select the best talent from bouquet of disciplines.

➢ KSV may design customized courses for Industry on time to time bases

➢ KSV may also adapt with industry requirement and relative changes in the syllabus may be introduced with the help of board of studies and inputs of industry representatives

➢ KSV may also depute students for Internships and Live project as per Industry requirement

➢ KSV holds four mega campuses (three at Gandhinagar and one at Kadi), with state of art infrastructure enabling the students and industry fraternity for wide and varied research.

➢ KSV also has incubation center where industry can send their real time problems and get feasible solutions with help of faculties and stdents

➢ KSV is also going to start simulation centers at four different campuses where replica of industrial practices will be taught to the students for hands- on- feel experience.

➢ KSV may also cater its infrastructure facility to industry on the basis of availability and proper requisition

4. SUGGESTIONS FOR BETTER COOPERATON

1. Academic and administrative autonomy may be granted to institute.
2. Institute should be provided with adequate transport facility, infrastructural and secretariat support for carrying out these activities.
3. Industrial training for students should be made compulsory for about one month in a year as a part of the curriculum and it should also be credited.
4. Sufficient funds for taking up industrial projects should be provided to institutions.
5. The course curriculum should be designed as per job profile and its revision has to be commensurate with requirements of the present and new emerging technological demand.
6. Adequate lab facility should be created and utilization has to be assured.
7. Teacher should be sent to industry for practical training for a short period. Benefits in appointments and promotions are given to teachers with good work in industry.
8. Institute should identify the problem of the industry around in his neighbourhood and should solve its problems involving students.
9. Institute should involve in R&D work and should take projects from established industry for updating its technology.
10. Institute should provide information to industry about the facilities available in Institute, which might be used by the industry for its benefit.
11. Curriculum of various courses be revised regularly.

12. Students should be encouraged to undertake the final year projects in Industry partly or fully with a joint supervisor from industry.

13. Industry should give R&D problems to Institute and also provide good training to students under training as they are going to be the important part of industry after completion of the studies.

14. Experts from the industry should be invited by the Institute regularly to share their practical knowledge with the faculty and students.

5. Future Plans of III Cell

1. To encourage Industry to collaborate for live corporate project for students, that can assign to Summer Interns or final year students.

2. To interact with research organization for collaborative research with the help of faculty and students.

3. To invite alumni as a member in III cell of the Institute

4. To start Faculty exchanges and industry exchange programme – getting professionals from industry as visiting faculty or adjunct professors for short or long periods and deputation of faculty to industry to gain industrial experience and/or work on projects in industry.

5. To invite industry experts in Curriculum development, it helps to update the curriculum as per industry requirements.

6. To start Personality development workshop for students relating with soft skills (communication skills / personality development).

7. To start the series of simulated corporate games for the institute's students and graduate students of Gujarat.

8. Inviting companies to conduct the MDPs and training programmes in association with S.V. Institute of Management, Kadi

9. In house training programme at the request of industries at their location

10. Inviting municipal government to offer live projects to the students.

11. To set up Innovation Centres and Centres of Excellence.

12. To start exploring the interested companies who want to sign MOU's with Institutes for setting technology parks in collaboration with alumni and industry for cost effective opportunity for R&D leading to marketable products.

13. Sharing the resources of the institute for the mutual benefit like Library, Computer Lab, Class room, Seminar room, Students' Projects etc.

14. To form advisory board for Institute I-I-I Cell.

15. To start tie-ups with HR Consultancy companies of India for the regular recruitment in graduation and post-graduation students.

16. To start SVIM's own Human Resources Consultancy in Ahmedabad.

6. Expected Outcomes of III-C at KSV

1. Improvement in Placement scenario- Final Placement, Summer Placement, Project Placement
2. Ease in obtaining experts from industry in guest lecture series/ seminars/work-shops/symposium
3. Obscure research areas may be unveiled with help of industry
4. Joint publications by Industry-Institute
5. Consultancy assignments with different scale and capacity
6. Innovations and entrepreneurship may get boost with industry exposure
7. Government, NGO and Social projects may be jointly handled by IIIC
8. Focus on SME will boost growth of stake-holders of IIIC
9. Patents and IPR may be filed jointly by Industry and institute

7. Code of Conduct III Cell

Institutes need to conduct following activities throughout the year.

a) Organize expert sessions series
b) Organize seminars and workshops in association with industry
c) Conducting IQ tests
d) Arrangement of Personality Development Workshops
e) Students trains students in aptitude tests, interview techniques, group discussions
f) Arrangement of mock interviews
g) Organizing industrial visits
h) Guiding students wishing to pursue Higher Education, The T&P cell looks after all arrangements to be made for the purpose of conducting campus interviews including everything from, the Pre-Placement Talk, to the written tests, to the final interviews.
i) Sign Memorandum of Understanding with industries

8. CAUSES OF POOR INTERACTION

1) Lack of interest from both sides.
2) Curriculum is not planned as per as the job profile
3) Education imparted is not job oriented.
4) Examination system puts emphasis on the reproduction of memorized facts.
5) Insufficient teaching time and learning time because of late admissions and more number of holidays.

6) Obsolete lab facilities do not attract industry to interact with the institute.

7) Lack of work recognitions in the institutions.

8) Rigidity of rules and regulations and lack of autonomy.

9) Passive response from Industries regarding the assessment procedure of the students.

10) Goals and objectives of education system and the Industrial system do not match fully.

11) Both the system have not fully realized about the problem of interaction and partnership.

12) Government regarding interaction & partnership between the industry and institute does not giving proper attention.

9. Working of III Cell

A. Institute to Industry

1. Student visit to the Industry as a part of their course

2. Industrial tour of students: – This gives them good organizational experiences.

3. Practical Training / Student internship:–This gives students good industrial exposures.

4. Student Project in Industry:– Some students may be encouraged to undertake their final year project in industry partly or fully with a joint supervisor.

5. Teacher Deputation to Industry:– Teacher should spend the two months of vacation in the Industry. Teacher must work on a specific project at industry and submit a report to institute on return and deliver a seminar talk.

B. Industry to Institute

1. Depute Persons for higher degrees to Institute

2. Continuing education of their staff must be a continuing activity of any progressive industry.

3. Assign Consultancy Jobs to Institute.

4. Sponsor R&D Projects to Institutes.

5. Industry sponsored short term course or depute industry staff in institute.

6. Resource persons from industry to institute.
   a. Adjunct faculty from industry.
   b. Expert Lecture from Senior Industry Personnel.

C. Industry–Institute Joint Efforts

1. Jointly Conducting Training/Awareness Programme for Industry / Institute People.

2. Organizing seminars/Symposium/ Awareness Programme for Industry/Institute People.

3. Undertaking Any Social Responsibility.

4. Industry–Institute merger / adaptation of institutes / programmes by industry.

10. BENEFITS OF INDUSTRY INSTITUTE INTERACTION

A. To Institute

1. Greater resource generation.
2. Improved quality of faculty.
3. More relevant curriculum.
4. Better Placement of students.
5. Better utilization of expertise and facilitated industry.

B. To Industry

1. It can have access to the latest technological and management developments.
2. Industry can keep their workforce updated in terms of skills and knowledge through refresher courses and other training programmes conducted by the institutes.
3. It is able to get fresh and well trained technical personnel.
4. Industry can get their research work done through institutions and save cost of R&D.
5. Reduction in recruiting costs. Cost effective productivity.
6. Better communication with higher learning centre.
7. Collaborative research opportunities.

C. To Faculty

1. It gives good understanding of the industry and helps in building up of useful case studies for improving the quality of future teaching.
2. It provides an ability to identify research programmes of industrial importance.

D. To Students

1. Gaining real life experiences.
2. Application of theoretical knowledge.
3. Enhancement of oral and written skills.
4. Decision making on career choice.
5. Paid pre-employment (on-studies training).
6. Gaining access to sophisticated instrumentation.
7. Understanding the work culture of industries.

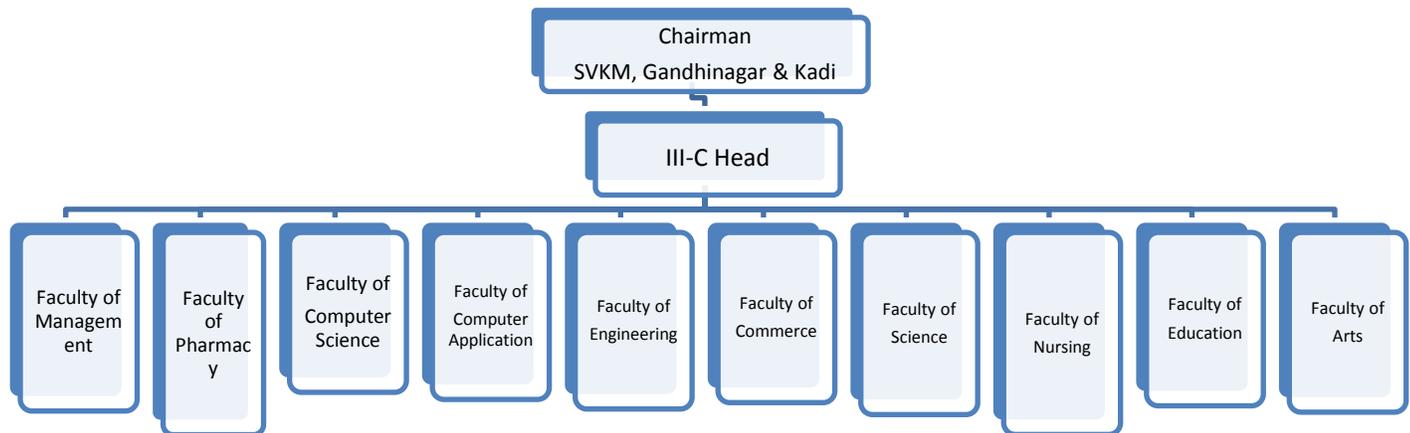## E. For Nation

1. Effective harnessing of the resources, talents and experience within the country.
2. Greater efforts at self-reliance and indigenousness.
3. Greater financial support to institutions and R&D organizations.
4. Greater employment of R&D personnel.
5. Generating sense of pride in the nations among Indians all over the world by providing excellent research findings.

11. Administrative Body

The teamofIII Cell of the university will be as follows;

Structure of III–C

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                        │        Chairman          │
                        │  SVKM, Gandhinagar & Kadi │
                        └─────────────────────────┘
                                   │
                        ┌─────────────────────────┐
                        │       III-C Head         │
                        └─────────────────────────┘
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| Faculty of Management | Faculty of Pharmacy | Faculty of Computer Science | Faculty of Computer Application | Faculty of Engineering | Faculty of Commerce | Faculty of Science | Faculty of Nursing | Faculty of Education | Faculty of Arts |

- III–C would operate with three layer structure; further time to time revision may be there upon requirement of various faculties.
- In every III C meeting only these ten coordinators will make the presentations
- Ten coordinators will report to III C head and III C head will report to Hon. Chairman Sir.
- Ten coordinators will be appointed by III C head & individual placement coordinators of particular faculty
- Individual colleges will prepare report on their contribution to Industry Institute Interaction and submit it the coordinator every month.
- Coordinator will compile the data and make common report as per the prescribed format of report.
- Course coordinator needs to conduct the meetings with individual placement in charges at least twice in a month.

12. Activities and Role of Placement Committee

1. Maintain liaison and good relationship with the company executives from the Corporate.
2. Act as liaison between the companies and the T&P at the college.
3. Compileandmaintainaqualifieddatabaseofpotentialplacementcompaniesandtheircontact information, converting that in to suspects, prospects and schedule s leading to selection and documentation. The detailing shall be done separately to the Place Com.
4. Visit the companies and get the written and signed requisitions for placements

(RFPs,i.e. Scheduling)and forward the same to the Chairperson, Training and Placements at the college.

5. AnnounceandcommunicateselectionprocessesandfollowupwiththeT&Patthecollegefor nominations

6. Keep a record of the number of selection processes attended by each student.

12.1 Commencement of Placements

Registration of students is done during the month of August. The Placement process commences from fourth week of October.

12.2 Eligibility

All students who are expected to pass out from the Institute by the end of the academic year and are seeking employment should register for campus placements with the PLACEMENT TEAM SVIM. However, following shall not be registered.

1. Non-payment of fees or any other dues
2. Result being <50%
3. Non completion of Summer Internship Programme
4. Attendance <75%
5. Faculty Poor Feedback
6. Poor Feedback from Trainer
7. Breach of discipline and general misconduct
8. Student Nominated for an Interview if does not attend interview also shall be "Out of Placement"
9. Having opted out or having been declared as 'deemed to have opted out' in black and white.

Besides, the above mentioned criteria, an individual student profile shall be prepared with the help inputs received from the trainer and faculty members to determine the suitability for placement. If the student dossier (student profile prepared) shows poor performance of the student, the student shall be withheld from placement process until appropriate improvement takes place in him/her.
Campus recruitment is primarily meant for final year students in MBA but pass-out students will be beneficiaries whenever an opportunity comes across.

12.3 Registration

Registration consists of two phases.

First, all students shall fill up Placement Registration Form. **Second**, students shall prepare resume and get it approved by their faculty mentors. Resume shall highlight their achievements in summer projects and extra-curricular activities which enhances the employability of thestudents. Students areadvised tosubmit 5 copies of their resume. Thedetails of theresumehaveto begenuine and anystudent found violatingthis rulewillbediscarded from theplacements forthe rest of theacademicyear.

12.4 Application Procedure

1. Interested students will apply in response to the jobs announced by T&P and submit copies of bio-data to Placement Coordinator at for onward submission to the respective organizations.
2. Students shall prepare their bio-data in supervision with the faculties of the college. Highlighting their achievement in Summer Internship (SIP) in the bio-data enhances the employability of the students.
3. No applications from students in response to the press advertisements or to the organizations which have not notified the T&P about their requirements shall be forwarded by the T&P
   a. However, students are free to correspond directly with the organizations in response to such advertisements.
   b. If these organizations announce jobs to the Institute's T&P at a later date, then the students should inform the T&P about their having earlier applied for positions in these organizations.
   c. If a Company has approached the T&P or is in the process of approaching the T&P for placements, no student shall approach any of these Companies on their own, except through T&P.
4. The students should submit their bio-data within the prescribed time limit which the T&P will not accept/ forward CVs/ Resumes submitted beyond the deadline.
5. Students are advised to keep sufficient copies of the CV/ Resume, passport size photos, etc. ready so as to submit it as per deadlines announced.

12.5 Short listing of Bio-Data

1. The college reserves the right to shortlist the bio-data of the students on the basis of eligibility parameters mentioned in clause (2) and any other criterion it determines later.
2. Companies may also do short listing of students themselves on the basis of information supplied by

the students in their registration profile or CVs/ Resumes.

3. Hence all those who apply may not get short listed.

12.6 Number of Attempts

1. Maximum number of interview attempts for placement shall be two to each of the students. If he or she fails in cracking the interview, the priority of placing them shall be moderated in favor of those who have not got chances of appearing in interviews. Further such cases shall be subject to reviews by the institute.
2. If a student has been recruited by a company, the concerned student will not be allowed to appear for any other interview for placement arranged by the college.
3. Students will have to submit copies of their bio-data in advance to the T&P at the college for forwarding to the organizations which have notified about their requirements.

12.7 Pre-Placement Talk

Pre-Placement Talks (PPT) will be announced through the notice board. It is the responsibility of the student to check announcements/notices/updated information etc. displayed on the notice board.

1. Students should occupythevenue15 minutes before the scheduled start of the PPT.
2. Attendance will be taken and only those students who have attended a particular PPT will be eligible to sit for rest of recruitment process of the said company.
3. If not clarified in advance by the recruiting company, students must clarify details regarding salary break-up, job profile, place of work, bond details etc. with the companies during Pre-Placement Talks (PPT).
4. Student cannot drop out from selection process once he/she has been through a screening round on his own unless not shortlisted by the company.
5. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc. with the companies during PPT (pre-placement talk)

12.8 Short listing of Students

The college reserves the right to shortlist the bio-data of the students on the basis of eligibility parameters mentioned in communication by recruiting company and any other criteria felt suitable by Placement Head.

Companies may also do short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes.

Hence, all those who apply may not get short listed.

12.9 Attendance & Punctuality

A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.

Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the rest of the academic year.

LATECOMERS FOR APTITUDE TEST/GD / INTERVIEW may not be allowed to appear for the selection process.

12.10 Code of Conduct for the Final Placement

1. Usage of cell phones/laptops, ringing of cell phones, sleeping, talking, eating, or walking out during the PPT or any inappropriate behavior is prohibited.
2. Present yourself in neat and pressed formal dress and polished formal shoes. Nails ought to be trimmed.
3. All students are expected to dress formally and maintain decorum.
4. Redressal of grievances with any issue regarding the placement process should be referred to placement committee by means of email only. Any such email should not be copied to any e-group, social networking site or any other email ID.
5. In case a student encounters personal or ethical issues with the process, the student concerned has to communicate the same to placement Committee well in advance.
6. In case of violation of any of the above guidelines, the final action will be taken by the placement committee.

Discipline

1. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disqualified from the placements for the rest of the academic year.
2. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

12.11 JOB OFFERS

MULTIPLE OFFERS:

Each student is eligible for only one job offer.

a) If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

b) If the results are declared on the same day, the student may choose from the offers in hand and in form the placement office of his choice, within 24 hrs of announcement of results.

Every student who is selected by a company is out of placement thereafter i.e. deregistered from the placement office.

If a student has been recruited by a company, the concerned student will not be allowed to appear for any other interview for placement arranged by the college. However, placed students may be considered to sit for another drives on a visit of big brands or a core stream company.

The student will be debarred from receiving support for placement on account of any breach of trust or general misconduct during the campus process.

Failure to read the notice board / emails will not be accepted as an excuse.

Students not meeting the eligibility criteria asked by the company, are not allowed to sit for the campus event.

12.12 Offer/Appointment Letter

In case, offer letters or appointment letters are given to the student from the company, the same must be intimated to the Placement office immediately.

Offers received from companies must be collected as per timings in circular/ notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.

12.13 Miscellaneous

JOINING STATUS:

In case, students decide not to join the company, they should inform the company in writing with reasons. They are also required to submit a copy of that letter to the Placement Office.

DRESS-CODE:

Students must be formally dressed whenever they participate in any sort of interaction with a company. This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

IDENTITY CARDS:

Students must bring their identity cards with them whenever they go through a placement process.

BELONGINGS:
1. Bring all the relevant articles which are required for interview/test.
2. Always keep 2 passport size colour photographs, original/attested copies of certificates & 2 copies of 'resume' with you.

For all matters not covered by the above regulations, the Training and Placement Office will use its discretion to take appropriate decisions.
1. Any violation on the above said rules will make you disqualified from attending the present and further placements.
2. The decision of the TPO will be final in all these matters.

S. V. INSTITUTE OF MANAGEMENT, KADI

UNDERTAKING FOR PLACEMENT SUPPORT

Student'sName: Enrollment Number:

I hereby undertake, in seeking Placement Support from SVIM, to abide by the Placement Rules 2020-21,the modified rules, if any and the ones stipulated by T&P for placement from time to time during Placements-2020-21.I shall also honour the efforts of the college by joining the organization that has offered me a job of my choice through the placement programme.

Date: (Signature of the Student)

(Head, Placements)

S. V. INSTITUTE OF MANAGEMENT, KADI

UNDERTAKING TO OPT OUT OF PLACEMENT SUPPORT

Student's Name: Enrollment Number:

I hereby undertake voluntarily to opt out of Placement Support from S VIM.

I thank SVIM authorities for having offered support through our institute's placement programme.

Reasons for opting out, if any:

1. …………………………………………………………………………………………………
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2. …………………………………………………………………………………………………
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Date: (Signature of the Student)

(Head,Placements)