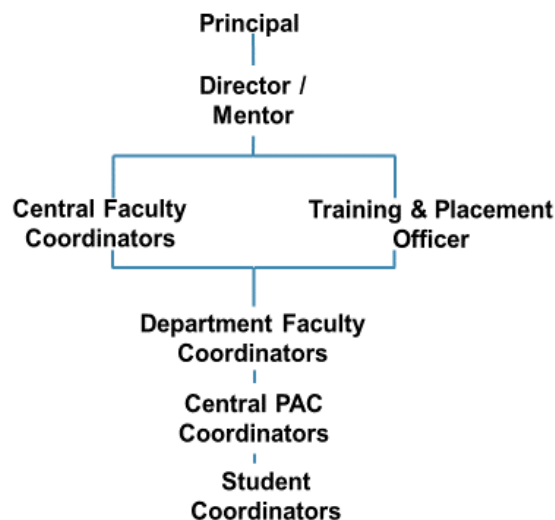


Placement Assistance Cell 2022-23 Report

The Placement Assistance Cell (PAC) is a system designed to simplify the processes prior to placing our students under healthy employers. From facilitating trainings for all phases i.e., aptitude, group discussions and interview classes to grooming and resume preparations, the placement cell does it all for a thriving career for the students.

After placing 168 students in the year 2020-21 which is nearly four times than that of 2019-20, the Placement Assistance Cell began working for the year with even stronger thrust, that the conversion rates outtake the previous year's . And to enhance the interface, we planned to target recruiters that offer higher salaries and also those specific for each department.

Structure



Principal- Fr Reji P Kurian

Director- Dr Joseph Job

Placement Officer- Mr. John K George

Central Faculty Coordinator- Prof. Anish K Joseph & Dr Sebastian KS

Department Faculty Coordinators- A staff from each department of the college.

Central PAC Coordinators- A team 10 students

Student Coordinators- Individuals chosen from each department

Placement Cell Policy

1. Students who wish to get placement assistance from the college must respond promptly to the registration call and must register with the Placement Assistance Cell (PAC) of the college within the stipulated time.
2. It is mandatory that all who register with the PAC should adhere to the guidelines provided by it.
3. The registered students must participate in all the training sessions and workshops conducted by the cell. Failure to do so may lead to the cancellation of registration with the cell.
4. The candidates should pay a nominal registration fee which will be used to bear the cost of the training conducted by the PAC which may involve the service of external entities such as recruiters, professional trainers, online aggregators, etc.
5. It is the sole responsibility of the candidate to regularly check their emails in the registered email ID and the broadcast messages from the college and also be in contact with the student PAC coordinator of each class, so that, they do not miss any placement

opportunities provided by the cell. Complaints arising out of the negligence of such information will not be entertained.

6. Students must read the placement notices/advertisements carefully, check the links provided (if any,) and apply only if seriously interested in the company and job profiles. In case of any doubts with regard to the notification, a query can be directed to the PAC.
7. During the recruitment drives duly furnished resume/CV (in pdf format) should be submitted in time. Deadlines will not be extended under any circumstances.
8. If a student has applied via the placement cell of the college, all communications should take place via the cell, and in case the student is in direct contact with the firm, the student must inform the cell about the status of the placement immediately after the completion of the process.
9. If a student has applied for a job in a firm and gets shortlisted for an interview, it is mandatory for the student to appear for the same.
10. If a candidate after accepting a job offer through the placement cell backs out of it on the grounds of pursuing academics, the candidate will not be permitted to attend further placement drives conducted by the cell and disciplinary actions may be initiated.
11. If a student gets placed in a firm through campus recruitment, a courtesy copy of the appointment letter should be forwarded to the PAC for the purpose of documentation.
12. If any student confirms to join any firm for any position, he/she should join the firm on the proposed date. Any change or rejection after confirmation should be communicated to the cell well in advance. Also in case, the student is not able to provide a

satisfactory reason for the same, the candidate will not be permitted to attend further placement drives conducted by the cell and disciplinary actions may be initiated.

13. Each student will be allowed to acquire a maximum of two job offers through campus placements. The student is supposed to accept any one of the two and will not be allowed to participate in later placement drives.
14. In case of any violation of the above-mentioned rules, a ban may be imposed on the defaulter, at the complete discretion of the PAC.
15. PAC will not be responsible for any recruiter cancelling their recruitment drive or delaying it.
16. PAC reserves the right to periodically update the rules and regulations.

Trainings

The placement cell always works with a vow to the motto of the college; '*college with potential for excellence*'. And for that we understood that acute training needs to be given to the students. Taking this into consideration, we have been working on to give students a very early idea on how placements can be realized.

1. Barclays GTTF aptitude training

In the month of June, through Global Talent Track Foundation (GTTF) and its trainers, students were offered a week's intense aptitude training sessions, hosted by Mr Karthik J and Dr Karthik M. The foundation also conducted an online interview

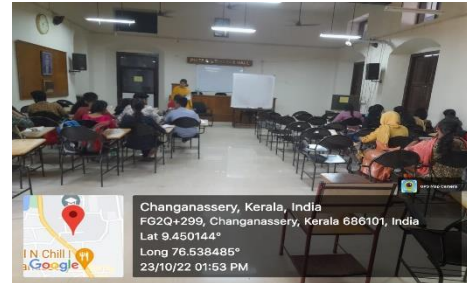
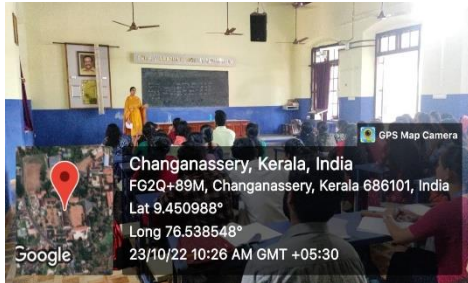
and resume preparation hosted by Mr Sudevan. The trainers were successful in making the sessions interactive and very student inclusive. They were able to cover a wide variety of topics within a limited span of time.



2. Aptitude training by TIME India Pvt Ltd.

Beginning from mid-October, we held a 10-day aptitude training session administered by the all-India level entrance exam trainers, Triumphant Institute of Management Education (TIME). We partnered with the Kottayam branch of the institute for which they sent skilled personnel for developing the aptitude flair of the students belonging to both UG and PG divisions. To facilitate smooth classes the many departments were grouped into batches. The two-hourly sessions were conducted on Saturdays and Sundays so that the students' academics go unaffected. The trainers covered an array of

aptitude test topics within a limited timeframe, taking keen interest in ensuring that the students understood what taught and clarifying their doubts.



3. Group Discussion Training

Once a candidate clears the aptitude test, the next level is the group discussion. Being an ace of this stage, with an intimate familiarity of it and the first-hand experience on several occasions, our chief placement officer Mr John K George led the group discussion session. He not only detailed on the topics and the manner to think and tackle with a response, but also on the way to present oneself within the group and emphasized on the qualities that recruiters find laudable.

4. Interview training and Resume preparation

The final stage a candidate has to go through to meet the dream job, the interview. Understanding the weight of this stage, PAC organized a systematic tri-level interview training for all the yearning candidates. The sessions were led by Ms. Athira S and Ms. Divya Gijo, who are proud pass-outs of SB College. The first level of the interview training was basically a teaching session on the a-z of interviews, beginning with resume error corrections, followed by the dos and don'ts of body mannerisms and speech, then with grooming and dressing instructions. The second level was a much more serious session wherein the candidates enacted based on the previous teachings and was shot with professional interview-style questions. Doubts clarified and prepared in presentability, onto the third level where the candidates were asked to come dressed professionally to face an exact replica of a recruitment interview. At this stage, candidates got to know the

5. Banking and Economic awareness training

In cooperation with the economics department, we conducted a banking and economic awareness training. Dr Binu Mathew of the economics department led the session on the 3rd of December 2022. Placement aspirants were given exposure to key banking terms and economic jargons necessary for anybody wanting to get recruited into banks or other jobs of similar nature.

6. One to one mentoring

Apart from personal interview trainings, Dr Richie Dileep Kurian, professor of the economics department along with Mr. John K George directed online one on one mentoring sessions for candidates needing additional confidence boost. They focus on improving the candidates' zeal and composure while facing tense stages.

