

## **OFFICE OF PLACEMENT AND TRAINING**

### **PSG COLLEGE OF TECHNOLOGY**

#### **VISION**

The Office of Placement and Training, PSG College of Technology aspires to provide the employers with human resources equipped with state-of-the-art professional skills, ethical values and societal commitment.

#### **MISSION**

To build sustainable relationships with industry by

- i) Facilitating smooth talent search for Internships and Full Time Employment.
- ii) Adding the industry expertise in the academic value chain of the college for staying relevant and
- iii) Utilize the network of senior alumni in industry and academic institutions available globally to reinforce the academic processes for life-long learning.

The Placement and Training office is headed by the Dean, Placement, and is supported by the Corporate Liaison Officer and Placement Officer. The recruitment drives and overall operations of the office is managed by the Lead, Placement. The Lead, Placement is also the Single Point of Contact (SPoC) for all the recruiting companies. Individual Coordinators manage Student Counselling, Internship, and Training related to placement. The Dean reports to the Principal of the college.

#### **PLACEMENT ACTIVITIES**

Office of Placement and Training facilitates recruitment drives in both in-campus and virtual modes, to enhance the placement opportunities of every graduating student.

With autonomous status, our institution ensures that students undergo a rigorous teaching and learning process, acquiring knowledge that makes them competitive for the modern times. **Around two hundred reputed National and Multinational companies visit our institution for campus recruitment annually.** PSG College of Technology has a very impressive placement record.

Though the activities are mainly intended to train the B.E/B.TECH students, students of PG programmes are also provided with all necessary support needed for placement /internships.

The office of Placement and Training is engaged in the following activities to support students towards acquiring internships and placement offers.

1. Recruitment drives for Full Time Employment (FTE) and Internships
2. Identifying the training needs and arranging to provide them through professionals.
3. Counselling students on academics and career.

Through online capabilities of the office and the latest ICT infrastructure of the college, students can register, submit all the documents, and undergo training/counseling/interviews using online mode.

## **I. ROLES AND RESPONSIBILITIES OF THE STUDENTS**

Students are the major stake holders for all the placement activities. The success of the office of Placement and Training is measured by the number of students securing good job offers of reputed industry leaders with attractive pay packages.

Students are expected to have good communication, problem-solving skills, algorithmic thinking skills, design thinking skills, strong technical knowledge, interpersonal skills and aptitude skills. The efforts for improving technical and general professional skills must start from early days in the college. Employers consider consistent academic performance with good grades from the students as a prerequisite. Our curriculum, competent faculty and the training sessions from the office of Placement and Training help students meet the stringent requirements of employers. With focus, enthusiasm and active participation, students can secure excellent jobs offered by reputed firms.

All our placement and training activities are carried out in virtual online mode owing to the pandemic. Students must attend all the recruitment drives and training sessions from remote locations. To participate effectively, students are expected to have access to a good PC/Laptop with microphone, camera and a high-speed internet connection. Employers may have additional requirements, such as updated browsing software for attending their drives, and students are to equip themselves for such situations.

During all Placement and Training activities, all students are always expected to uphold the integrity and maintain professional behavior, highlighting the values and legacy of PSG College of Technology. They need to wear the college ID card during all placement activities even in online mode.

The recruiting company decides the eligibility criteria and the selection process. They may change the criteria or process, even after the drive has started. Students MUST follow all the decisions made by the office of Placement and Training.

Students may contact the office of Placement and Training for any clarifications through their placement representatives. Grievances can be communicated to The Dean (Placement and Training)/ Corporate Liaison Officer/Principal.

### **Eligibility and Registration**

1. All students who are graduating by the end of the current academic year, and are seeking employment may register for campus placements with this office. Placement Registration is for ONE ACADEMIC YEAR ONLY.
2. Registration for all the programmes will be done during the month of August during the pre-final year.

## **Preparation of Resume**

Preparation of resume is very important and a resume while read by the employer is an interview in absentia. Students are advised to read the announcements made, go through the company website and apply only if interested.

Students are expected to follow the institution's resume template. Support will be provided in case students need clarifications.

The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

Students have to upload and submit their resumes to the office of Placement and Training through the portal well before the deadline.

Students are advised to avoid last minute uploading, as it may lead to delays and some may even be left out.

## **II. METHODOLOGY OF TRAINING**

### **Vision programme**

The VISION programme is a psychometric-based career orientation programme designed to help students to understand and reflect on some of their inherent abilities for improvement.

This programme provides necessary orientation for the freshers as well as a psychometric-test based counselling to ensure that they make the best use of their time in the institution. Based on the psychometric analysis of a student, a one-to-one counseling is initiated to assist in academic and career planning sessions that follow in the subsequent semesters.

### **Training on "Building Effective Communication Skills"**

Training on "Building Effective Communication Skills" is conducted at the end of first academic year and help students improve their communication and focus on placement preparation.

This course includes training for building major career skills such as, workplace communication, language skills, and reasoning and critical thinking abilities. Preparation of the profile of students is also included in this training. Students are also trained on strengthening their resume in a continuous manner, by adding relevant activities and projects.

Similarly, the following courses are added in the curriculum for all B.E/B.TECH programmes. The office of Placement and Training arranges for the successful conduct of the courses that enrich students with capabilities as needed by the corporates. These courses are conducted by well trained professionals.

### **Soft Skills Development (Fourth Semester)**

This course includes training on interpersonal skills, team management, change management, stress management and impression management.

### **Business and Managerial Communications (Fifth Semester)**

This course includes training on Advanced Group discussion, Advanced Resume writing, Mock Group discussion, Advanced Personal Interview, and Professional Written Communication. Emotional Intelligence is necessary to be aware of, control, and express emotions. Cultural Intelligence is necessary to manage professional relationships well with global teams. A professional with emotional and cultural intelligence is likely to be successful in managing business relationships. This course includes 6 hours of training on Emotional Intelligence and Cultural Intelligence.

### **Quantitative and Reasoning skills (Sixth Semester)**

This course includes training on quantitative reasoning, reasoning from data, and visual reasoning skills, to improve the analysis and interpretation of real-world quantitative information for business decision making.

## **III. FACILITIES AND RESOURCES**

In recent times, Office of Placement and Training has been expanded with additional resources and facilities. All students of the college can use these facilities to get assistance on their career planning and placement preparation.

| <b>Name</b>     | <b>Designation</b>                                   |
|-----------------|--|
| Mr. J. Yesvanth | Training Coordinator and Career Counsellor           |
| Ms. M. Sharmila | Assistant Training Coordinator and Career Counsellor |
| Mr. N. Suriya   | Internship Coordinator                               |

### **Training Coordinator and Career Counsellor**

A dedicated training coordinator of the office of Placement and Training carries out the following tasks. Further they provide counselling services to students from the early days in college so that students are clear about their career goals.

- Identifying appropriate training needs in coordination with the academic departments and arranging training programmes well aligned with academic calendar of the college.
- Preparing training plans and schedules
- Envisaging requirements from recruiters for the years to come and update the Dean (Placement and Training) on the needs.
- Monitoring the training programmes and collect feedback from students for improvement
- Maintaining documents and data and preparation of periodical reports.
- Guides incoming students to settle for campus life.
- Helps students in resolving issues that lead to learning difficulties.

- Assists students in exploring career pathways that suit them.
- Drives students towards setting and achieving career and academic goals.

### **Internship Coordinator**

Many of the recruiters have started focusing on an Internship-to-Full-Time Employment model rather than directly recruiting students. To facilitate this transition, most of the programmes at PSG College of Technology have provisions for 2-3 internship opportunities. The academic curriculum provides scope to accelerate the courses of study and the final semester can be used exclusively for project work that can be carried out in a suitable industry.

The internship coordinator helps the recruiters and students by catering to the following needs:

- Being a gateway between Internship providers and Students.
- Fostering an internship culture among the students and facilitate the same.
- Maintaining Data regarding Internships and preparing necessary reports to improve the process and outcomes.
- Communicating and coordinating with the academic departments on the opportunities for internships with various organizations in the country
- Collecting data on internships from AICTE/UGC and other government agencies and communicate effectively with students and academic departments.
- Visiting internship providers in their organizations and interacting for feedback and improvement. (online/offline)

### **IV. ENGAGEMENT WITH ALUMNI**

PSG College of Technology has a well-connected network of alumni holding eminent positions in leading industries in India and abroad. Many of them hold senior positions in the academic institutions and research centers of Govt of India.

Alumni support the placement activities of the college by continuous interaction with the academic departments. These interactions include engagement of alumni in academic processes such as Board of Studies, project guidance and reviews, activities of Innovation Cell, and technical talks. There are regular reunions and get-togethers held by alumni of various batches. These activities strengthen and sustain the alumni interaction.

### **V. ONLINE RESOURCES**

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| PSG College of Technology        | <a href="http://www.psgtech.edu/">www.psgtech.edu/</a>   |
| Office of Placement and Training | <a href="http://www.psgtech.edu/placements/index.php">www.psgtech.edu/placements/index.php</a> |
| Placement Calendar               | <a href="http://www.psgtech.edu/placements/proc.php">www.psgtech.edu/placements/proc.php</a>   |