

PLACEMENT POLICY

FOR

**GATEWAY INSTITUTE OF
ENGINEERING & TECHNOLOGY (GIET)**

**GATEWAY COLLEGE OF
ARCHITECTURE & DESIGN (GCAD)**

Approved



23 Aug 24

Dr. (Col) A Garg
Director General
Gateway Education

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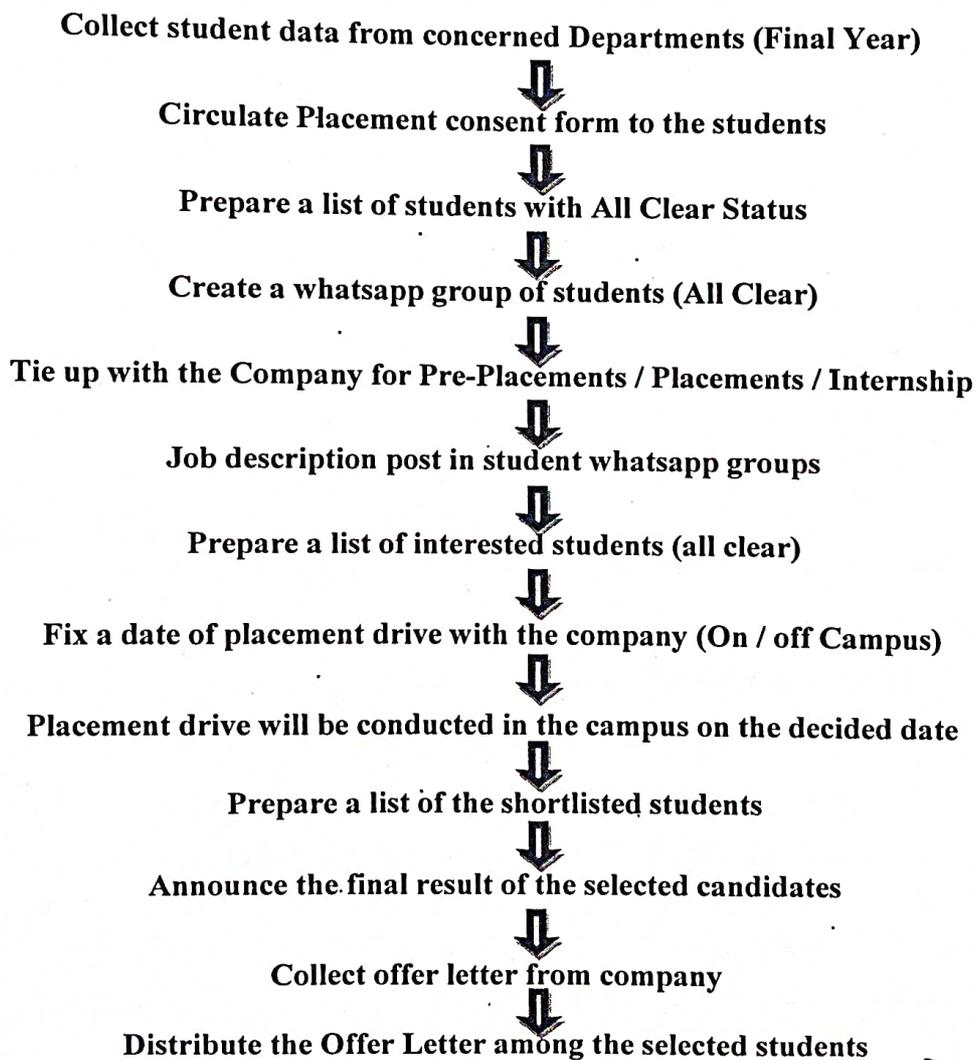
INTRODUCTION

This policy document details the organization and management of placements and training opportunities provided to the students enrolled in various academic programs at Gateway Institute of Engineering and Technology (GIET) & Gateway College of Architecture and Design (GCAD) Sonipat.

ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the Training & Placement cell of the institute and the students seeking placement and internship assistance from the Training & Placement cell. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture at the institute.

PLACEMENT FLOW CHART



PLACEMENT GUIDELINES FOR STUDENTS

- Students are advised to submit their preferred area of specialization where he/she would like to pursue his/her career in the Placement Consent Form.
- It is compulsory for all clear students of final year from all streams to attend the pre-placement talks, as and when conducted by T & P Cell.
- Students who have not attended placement presentations during placement drive and corporate meet would be relegated to last priority for placement assistance from the Institute.
- Once a student has applied for a particular company after attending pre placement talks /orientation given by the company it would be assumed that he/she is interested in the company and hence the excuse of not liking the profile of the company or the job description / role would not be entertained later.
- Campus placement is first job of a student. In order to progress fast in professional career, it is expected that the students also look job profile and benefits including salary.
- Once placed, the students should continue with it reasonably to gain the best advantage in terms of experience and also create good repo for institute–industry relationship. In case of any unavoidable circumstances, the students must contact and seek necessary advice from training and placement cell before communicating their decision to the company.

SELECTION OF COMPANIES

Companies will be selected by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment with GIET.
- d) Feedback from the Alumni's regarding the company.

ELIGIBILITY CRITERION FOR STUDENTS:

- a) Student should get an aggregate of 60% & above marks with all clear status.

RULES FOR PLACEMENT:

1. The placement cell is strictly enforces ONE STUDENT THREE JOB OFFER (1*3) policy.
2. Categorization of companies: The companies visiting the campus are divided in the following four categories:

A) Category-A: Companies offering	Rs 10 LPA to 15 LPA,
B) Category-B: Companies offering	Rs 07 LPA to 10 LPA,
C) Category-C: Companies offering	Rs 04 LPA to 07 LPA,
D) Category-D: Companies offering	Rs 02 LPA to 04 LPA,
3. As soon as the student secures a Job in Category-A, he/she will be out of the Placement in that Session and will not be allowed to appear for any other company.

4. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted for future interviews.
5. Once student is placed in a company (after 3 options) of his/her choice, he/she cannot attend any other interview directed from Institute whether off campus or on campus. But it is their liberty to search for another better job by his/her own effort.
6. Any student who doesn't want to participate (opt out) in the placement drives should write a letter to the placement cell about the reason.
7. Students should be ready to attend any screening programs conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
8. Placement cell cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
9. Once the students are placed in a company, they have to submit the photocopy of the offer letter to the placement department for future reference.
10. Candidates must carry at least 04 copies of their latest Resume and 04 passport size photographs for the GD/Interview round of a company.
11. Students should maintain discipline and decorum in every activity during the placement drive on campus / off campus.
12. It is compulsory for every student to attend the Pre-Placement Talk of a company in college dress for which he/she has applied otherwise he/she will not be allowed to sit in the placement process of that company
13. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable for disciplinary action.
14. Students are not allowed to use mobile phones in the vicinity of a company official, during Interview, PPT, GD round, and orientation and also are interested not to carry the question paper out of the examination hall after the written exam.

PLACEMENT PROCESS

- Placement at GIET is student-driven. The placement cell will make a plan at the beginning of the Academic Year and a placement brochure will be disbursed to the companies.
- The date/ time/ venue of the interviews may change at a short notice. Students must keep themselves well informed in this regard.
- It is also important for students to be in touch with the Placement Cell for consultation and any specific individual issues.

PLACEMENT POLICY - GCAD

DEFINITION

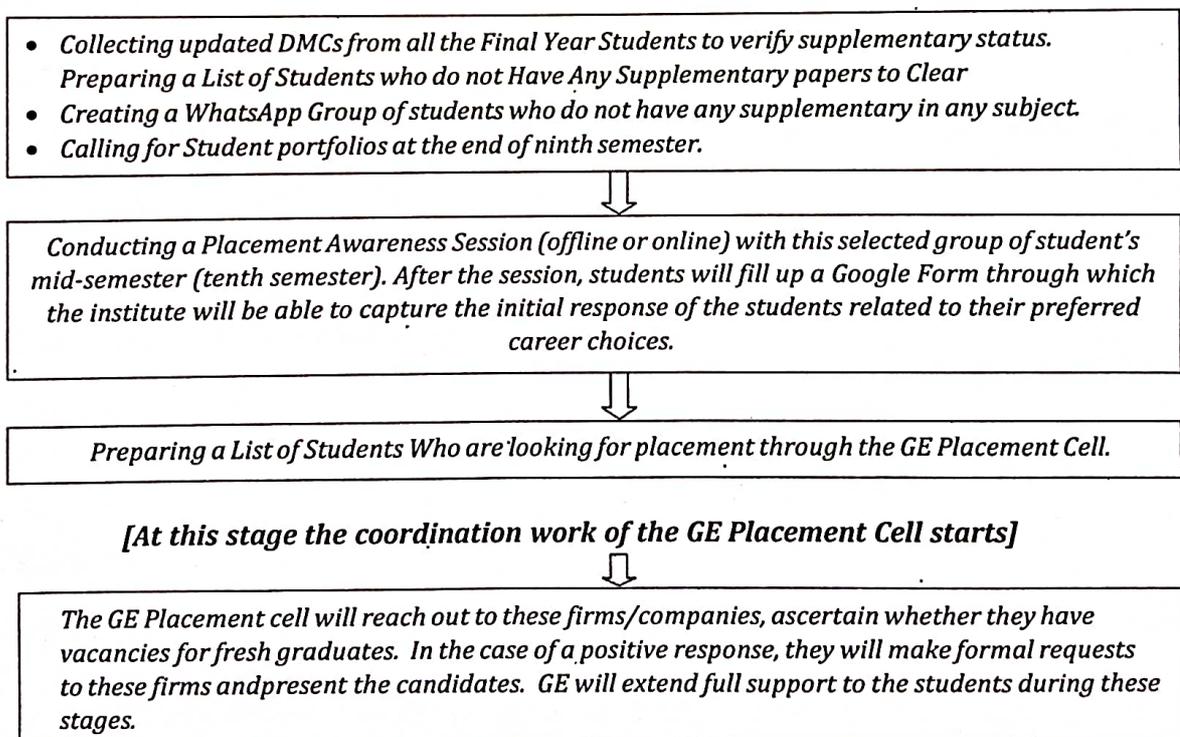
This policy document details the organization and management of placement opportunities provided to the students enrolled in Gateway College of Architecture & Design, Sonipat.

ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the GE Placement cell of the institute for the final year students seeking placement assistance. A clear identification of the roles and responsibilities shall ensure that the placement activities are run successfully and also indicate that these activities are integral part of the work culture of the institute.

- All records of results, student information, students' preferences regarding their plan of action will be the sole responsibility of the GCAD Placement Coordinator.
- GE Placement Cell will be responsible for approaching/engaging with architectural practices to promote maximum placements of the students. They may do so in consultation with the GCAD Placement Coordinator.

Please find below Placement Activities to be performed by GCAD Placement Coordinator as explained by the workflow chart shown below.



PLACEMENT POLICY

Basic objective of preparing this policy is to align a students' skills with career opportunities in the field of Architecture. It is also about the support the institute can extend to the students in their transition from academic life to professional. Placements of students in reputable firms/organizations/companies also help in building the reputation of the institute.

BROAD OVERVIEW OF THE PROCESS FOLLOWED:

- Candidates will have submitted a placement registration (Google) form during semester - IX. As a part of this form, they will provide their updated resume, design portfolio and any other required documents. In this form, candidates will also mention their preferences in terms (a) Organizations/Companies/Architects (b) Specific type of Architectural practices, niche areas, allied disciplines and so on.
- The placement process starts during semester-IX and gains momentum after successful completion of the Internal Evaluation of Thesis Programme and the Final jury (Practical Examination).
- Based on the information received from the candidates, GE Placement Cell will reach out to the candidates who have already given their consent and connect them with Firms/Offices/companies of their choice (based on the feedback forms submitted by candidates – if any).

SELECTION OF COMPANIES

Companies/Firms/Organizations selected by the Placement Cell on the basis of the following parameters:

- a) Type & scale of Projects handled.
- b) The package offered.
- c) Past record of recruitment with GCAD (if available).
- d) Alumni Feedback (if available).

GE Placement Cell shall have the support of GCAD Placement Coordinator for information related to the above.

ELIGIBILITY CRITERIA:

- a) Students who are officially willing to avail themselves of the support of the GCAD Placement cell.
- b) Students should have an average aggregate of 60% & above.
- c) Students should not have any supplementary papers to clear.
- d) Students who have a clean record.

RULES FOR PLACEMENT

1. Students will need to formally apply or seek support from GE placement cell through a consent form.
2. Students will officially submit their a) portfolios b) preferences related to particular Firms / practices to the GCAD Placement Coordinator who will forward it to the GE Placement Cell.
3. Based on the students' feedback on their choice of firms/areas of interest, the GE Placement Cell will shortlist relevant firms/companies/organizations and officially reach out to them, share portfolios of interested candidates and facilitate further interactions (including conducting interviews in the campus) between the firm and interested candidates.
4. When an interview date is fixed (arranged by the placement cell) and the student fails to attend the same, the student will become ineligible to receive further support from the institute.
5. Once the students are placed in a company, they have to submit the photocopy of the offer letter to the placement department for future reference.

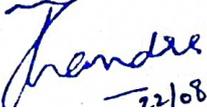
IMPORTANT NOTES

- Workshops / PD classes will be held from time to time on developing skills required toward facing interviews, general communication and so on.
- It is also important for students to be in touch with the Placement Cell, for consultation or any specific individual issues.

Team Training & Placement Cell


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Chandee
22/08/2024

GATEWAY COLLEGE OF ARCHITECTURE & DESIGN, SONIPAT
Gateway Campus, Sector – 11, Sonipat

PLACEMENT CONSENT FORM FOR THE SESSION

Name:.....

Father's Name:.....

GCAD Roll Number:.....University Roll Number:.....

Date of Birth:.....

Email Address (personal):.....

WhatsApp Number:.....Emergency Contact Number:.....

Contact Address:.....

.....

Future Plan after Graduation:.....

Want to avail Placement Facility by GCAD Placement Cell:.....

Declaration by Student:

I agree to abide by all the terms or conditions notified by the Training & Placement Department with regard to availing placement opportunities through the Training & Placement Department of GCAD.

Declaration By Parent:

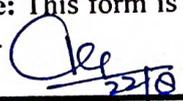
We fully agree with the decision of our ward that he/she does/doesn't want to avail himself of placement opportunities through the Training & Placement Department of GCAD.

Name of Parent:.....

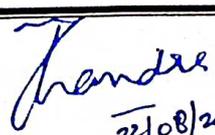
Signature of Parent:.....

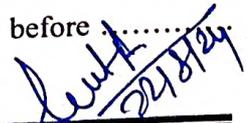
Acknowledged by GE Training & Placement Cell
Signature

Note: This form is to be submitted to the Training & Placement Cell, GCAD before


22/08


Placement Policy


22/08/2024


22/08/24

ENTREPRENEURSHIP POLICY - GCAD

A. Vision and Objectives

Vision: Empowering students of GCAD with entrepreneurial skills and opportunities to create, innovate and lead in the field of Architecture.

Objectives:

- ❖ To provide the necessary tools, knowledge, and resources for developing viable architectural businesses.
- ❖ To integrate entrepreneurial learning with architectural education.
- ❖ To support students in transforming ideas into sustainable ventures.

B. How to Integrate with Existing Curriculum

➤ **Introducing Entrepreneurial Talks/One-day workshops:**

- **Business Basics:** Organize talks on business planning, financial management, marketing, and legal aspects – relevant to architectural practice.
- **Design Thinking:** Teach methods to approach architectural problems innovatively.
- **Technology and Innovation:** Organize talks on emerging technologies and their applications in architecture.

➤ **Conducting Workshops and Seminars:**

- Workshops on topics like pitching new ideas, securing funding and managing projects.
- Seminars by successful architect-entrepreneurs and industry experts and alumni.

C. Recognition & Awards

- Recognize and reward innovative projects and successful student ventures through awards and exhibitions.

D. Policy Implementation and Review

➤ **Implementation Plan:**

- Develop a phased approach to introduce the policy, starting with pilot programs and gradually scaling up.
- Assign a dedicated team or committee to oversee the implementation and management of the policy.

➤ **Review Mechanism:**

- Regularly review and update the policy to reflect the evolving needs of students and the architectural profession.

Dee
22/8

Christina
22/8/2024

4.8. Placement, Higher Studies and Entrepreneurship	40	<p>Assessment Points = $40 * \text{average of three years of } [(X + Y+Z)/N]$, where, X= Number of students placed/involved in projects in Professional Bodies /Government sector through on/off campus recruitment or offices of private architectural practices Y= Number of students admitted to higher studies with valid scores in various qualifying exams. Z= Number of students opted for entrepreneurs N= Number of students in final year</p>
Exhibits/Context to be Observed/Assessed: ❖ Data to be verified for at least one of the assessment years		

Batch	Value of X	Value of Y	Value of Z	No. of Students in Final Year (N)	$(X+Y+Z) / N$
2017 - 2022	39	22	2	66	0.95
2018 - 2023	92	15	1	115	0.94
2019 - 2024	73	15	0	93	0.95
SUB-TOTAL				274	2.84
Assessment Point Calculation (As per Clause 4.8)	$40 \times [\text{Average of } (X + Y+ Z)/N]$				
	40 X	$2.84/3$ =	37.87		

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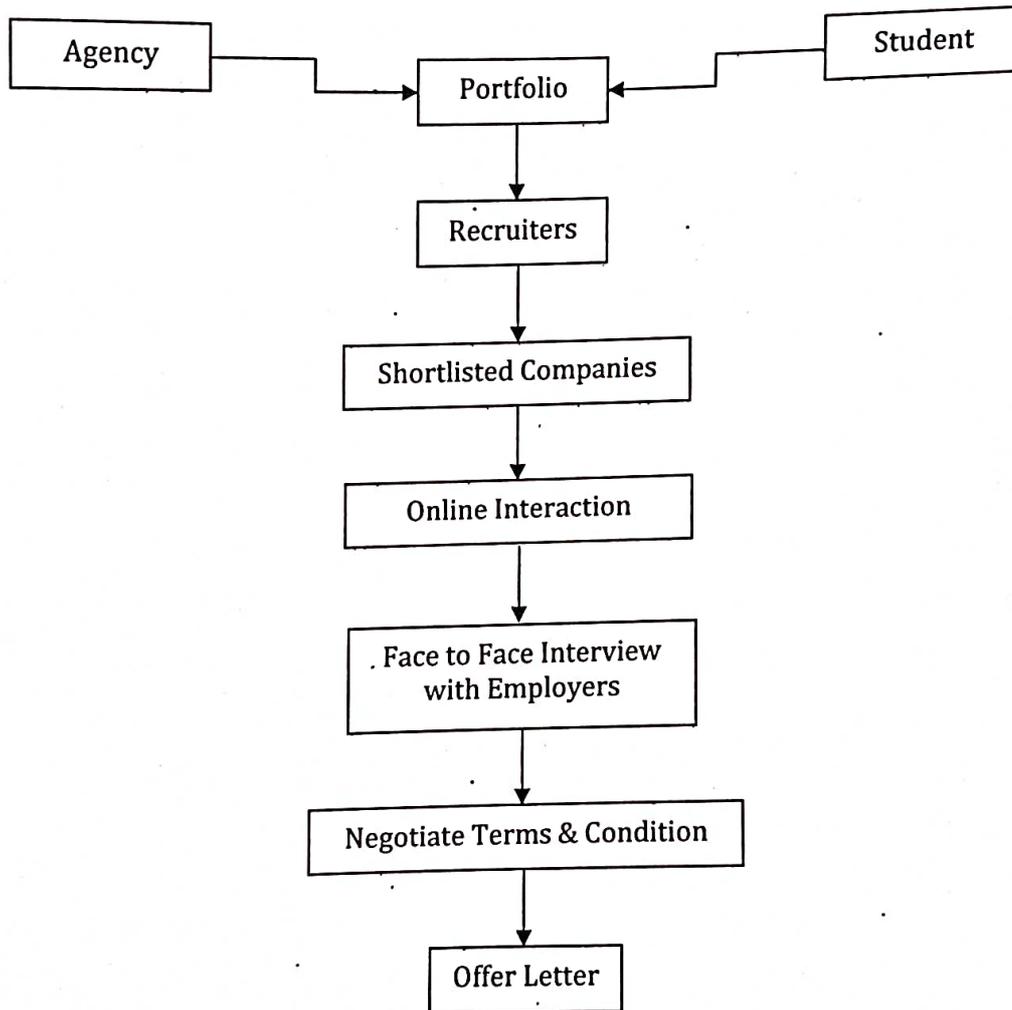
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Punit
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PLACEMENT FLOW CHART-GCAD

- Agency will help students make a professional portfolio as per current domain requirements.
- Faculty will provide recommendation letter on what have been the subject and personality strengths demonstrated by the student.
- Placement cell will contact various employing agencies and match skill sets with job requirements.
- Placement cell will share link to uploaded student portfolios with companies and arrange for a zoom meeting/ appointment with shortlisted companies.



Ok
22/8

[Signature]

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22/08/2024

[Signature]
22/8/24