

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(DEEMED UNIVERSITY)
GIRINAGAR PUNE-411025**



**POLICY DOCUMENT OF CENTRE FOR TRAINING AND
PLACEMENT**

CENTRE FOR TRAINING AND PLACEMENT

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(DEEMED UNIVERSITY)**

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Message from Dr. C.P. Ramanarayanan, Vice Chancellor, DIAT (DU)-Pune

Defence Institute of Advanced Technology (Deemed to be University) has vibrant, charming and prosperous past serving at large. This institution of higher learning has immensely contributed to the nation building by providing intellect talent possessing latest analytical, design, practical and managerial skills.

Many of our Alumni are placed in senior/responsible positions, the Defence Sector, Industry, Academia and PSUs with distinction and great pride.

I put on record and appreciate the efforts of our Training & Placement Centre who are in constant touch with Industries for the training and placement of our students. I am sure our recruiters find our students competent and they will be visiting our campus for placement regularly.

I wish all success in its endeavours to constantly cater to the contemporary needs in engineering and technology and to constantly strive for a symbiotic relationship with the Industry.

We look forward to enduring and fruitful relationship with our esteemed recruiters.

Wishing all the best



Message from Dr. D.G. Thakur, Director, Centre for Training & Placement

Defence Institute of Advanced Technology (Deemed to be University)-Pune is a leading Institution of higher technical education with an excellent track record of its performance over the years. DIAT (DU) has contributed immensely to the growth and development of our nation by providing avenues for continued and dedicated education and thus in particular to Defence Sector. The faculty and students always strive to maintain its position of leadership in Engineering and Technology.

The Centre for Training & placement (CTP) of DIAT (DU)-Pune organizes Orientation Programmes, Grooming sessions, Mock Interview sessions for students of each stream. Besides the above, the Centre organizes various skill based training and internship programmes for students to provide them hands-on experience and to inculcate professional competence.

CTP has a full-fledged Training & Placement Cell with all modern facilities to host the campus placement activities. Our campus placement activities begin in the month of August and will continue till May, the next year. Since our students are on demand, we appreciate the recruiters to start visiting our campus at an early date.

With warm regards and wishes.

VISION OF DIAT

To be a centre of Excellence of international repute for Education, Training and research in Advanced Technologies with a view to strengthen national security and self reliance.

MISSION OF DIAT

To evolve as an Innovative Unique Research University to develop indigenous contemporary Defence related technologies in Navigation Systems, Wireless Sensors, Efficient Propulsion Systems, Weapon Systems for DRDO and Defence Services, provide technological solutions to the Services to optimise combat battlefield effectiveness and above all produce qualified quality manpower which can truly become an instrument for building a strong indigenous technology base in the context of creating a performing Defence Industrial Base in India.

OBJECTIVES OF CENTRE FOR TRAINING & PLACEMENT (CTP):

- Motivate students to bring out their potential/inner strength and to focus their technical knowledge and soft skills towards career planning, goal setting.
- Develop mature interpersonal relationships.
- Develop team spirit and promote entrepreneurial skills
- Expose students to contemporary technologies, skills and knowledge.
- Establish Industry-Institution - society interface.

POLICY

This placement policy will be applicable to all registered students of DIAT and shall be followed scrupulously for the entire placement season. Placement activities of the Centre for Training and Placement (CTP) are services extended to graduating students and do not carry any guarantee to ensure a job opportunity.

ELIGIBILITY

- All full time registered students of DIAT (DU) are expected to complete his/her degree in due time period and are eligible to register with CTP for placement services. Exceptions for this are listed below -

- CTP Sponsored students, i.e. students who have signed any bond for pursuing studies at the DIAT (DU), **must** produce a **No Objection Certificate** from the concerned authorities/agencies prior to registering with CTP.
- With-holding of information from CTP will result in cancellation of registration. Disciplinary action as per Institute guidelines will be initiated against such students.
- Full time students enrolled for PhD research program **must submit a guarantee letter** from their academic/thesis advisor about the expected time of completion of research/thesis work to be eligible for registration.
- Registration fee Rs.500/-.
 - Registration fee once paid is non-refundable and is applicable only for the current academic year
 - Registration fee should be paid to Finance Section of DIAT.
 - E-receipts of fee paid should be produced at the time of filing registration
- Every student registering for placement through CTP **MUST** sign a contract stating his/her willingness to contribute Rs.500/- to CTP placement preparation account, on placement through CTP.
 - The money so generated will be utilised in expanding the services of CTP to graduating students.
 - The contribution money may be paid in/maximum of 3 installments, within periods of 3 months from the date of joining the company to which he/she is placed.
- Students can participate in placement process only once during their stay at DIAT (DU).
 - Only one attempt will be allowed for placement per student, even if the attempt is during his/her first year. After such an attempt, the student will be barred from subsequent attempt, if a placement offer is received from the recruiter.
 - Students should also register for Alumni Association along with registration for CTP.

GUIDELINES AND APPLICATION RULES

- The role of the Centre for Training & Placement (CTP) is of a **facilitator and counselor for placement related activities**. **CTP does NOT guarantee a job.**
 - CTP placement services are available only to students registered with CTP.
 - Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- **CTP follows a one student one job policy.**
- Students participating in placement activities **must Produce Identity Card** whenever asked during the process of placement process.
- Students are restrained to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview, except for PPT presentation.
 - Students are not allowed to share their personal contacts (via any means) with the companies coming for campus recruitment (either during interviews or during the preliminary screening phase).
 - If asked to fill in contact information at any place, contact details of CTP office should be provided (refer to the CTP portal on DIAT website for details or contact information)
 - Please inform CTP office in case you are asked to provide personal information by any company
 - Any concern or query related to company, specific placements should be directed to the CTP Team who will clarify the matter with the company officials.
 - In case a student needs to contact a company (on account of any unforeseen circumstances) prior permission has to be sought from the Director CTP. Email requests with details/clarifications sought should be sent to director_tpc@diat.ac.in with a copy to dydirector_tpc@diat.ac.in, which will be further dealt by CTP office.
- Attending Pre-Placement Talk by the recruiting company is mandatory for students who have applied for a job opening in the company.
 - Student must reach the interaction venue well before time.
 - No student will be allowed to enter the venue after the start of the session.

- Attendance of the participating students will be taken by the CTP volunteers 10 minutes into the start of the session and a copy handed over to the company for records.
- Exemption on attending interaction sessions :
 - More than two unexcused absence from interactions will result in the student being de-registered from placement session.
 - Prior approval (leave request forms available on CTP web site) for excused absences should be obtained from CTP office at least 24 hours in advance to the scheduled PPT.
 - Exemption approvals will be given only on medical ground/unforeseen circumstance that are beyond the control of the student. If on medical ground, supported documents should be produced.
 - Leave approvals/leave requests submitted to the institute should be submitted as proof for exemptions' sought in any other cases.
 - Interactions missed due to academic clashes will be counted as excused absence.
 - Student should submit the details of class, a copy of class announcement for the particular time period (issued by the concerned faculty) as supporting document along with the leave request.
 - Proof of attending class may be sought from the faculty if the student is requesting for absence due to academic time clashes.
 - In case of failure to attend interactions due to any emergencies, student should send in an email to director_tpc@diat.ac.in with a copy to dydirector_tpc@diat.ac.in detailing the emergency. Appropriate document should be submitted to CTP office within 24 hours for approval of leave request.
- Failure to attend interaction session will disqualify the student from participating in selection process of the company (This does not apply to excused absence or absence due to academic clashes).
 - Student who fails to appear for a session (non-excused absence for first time) are required to meet CTP office prior to their next session and handover a written explanation for absence.

- The student will not be allowed to participate in the next interaction unless a formal explanation is handed over to CTP office.
- Second non-excused absence will result in deregistration of student from CTP. The student will not be allowed to re-register with CTP unless agreed upon by the CTP committee.
- Students appearing for any tests/GD/PPT's/Interviews etc. should be present at least 10 minutes prior to the start of process.
 - Entry gate will be closed 5 minutes prior to the scheduled start of the session.
 - No student will be allowed to attend the session after gate closure and will be considered as a non-excused absence to the session.

RULES FOR SUBMISSION OF JOB APPLICATIONS

Students are advised to **thoroughly check the profile and background of each company and take informed decisions BEFORE applying** to any company participating in campus recruitment.

- CTP will NOT be liable for any default from the company's end at any later stage.
- Once a student applies to a company, all rules as per CTP student policy will be applicable.
- Job applications for individual companies should be submitted to CTP Office only.
 - Applications should be submitted complete in all respects prior to the deadlines mentioned by the respective company.
 - No extension on application deadlines will be entertained unless requested officially by the respective company.
 - No student will be allowed to participate in the selection process of a company unless he has formally applied for that job in that company, to CTP Office.
 - No withdrawal of application will be allowed after the stipulated deadline.
- There is **no restriction** on applying/appearing in interviews **until the first job** is secured.
- Final selection of students may be based on Resume screening/Written tests/Group discussions/Interviews etc. and may vary as per the Company's requirement.
 - Participation in final interviews is mandatory for all short listed students.

- Short listing of students for final interview will be based on selection/cut-off criteria set by companies and may vary among participating company.
- Only those students who have applied for the job through CTP and shortlisted by the company will be allowed to participate in final interview.
- Students should not engage themselves in any discussion with the recruiters regarding final selection list and/or selection process during personal interviews.

RULES AND REGULATIONS ON WITHDRAWAL OF JOB APPLICATIONS

- Student will not be allowed to withdraw a submitted job application AFTER the last day of application deadline mentioned by the company.
- Once a student withdraws his application for a job offered by a company, he/she will not be allowed to re-apply for the same job opening.
- If a student withdraws job application (not appearing for PPT or interviews) after the last date of application, all rules and regulations as mentioned in disciplinary actions section will apply.

STUDENT CONDUCT AND DISCIPLINARY ACTIONS

- Cheating/attempt in any form during the selection process (PPT's, written exams, group discussions etc.) is a serious offence.
 - Students involved in such cases will be subject to Institute/CTP disciplinary action as per prevailing rules of the Institute.
 - CTP registered students found indulging in such activities would be debarred from further placement process immediately and the registration cancelled.
 - No concession in any form shall be provided in such a case.
- Students are expected to transact with the companies in a professional and courteous manner.
 - Refrain from asking inappropriate questions/queries during PPT or Interview.
 - Do not argue with the recruiters.
 - Maintain decorum even under provocation.
- In case of any misbehavior on part of recruiter, during interview process -

- Please do NOT retaliate under any circumstance, even under provocation.
 - Please report the matter to CTP volunteers/Office immediately.
- Mobile phones are not allowed during any placement related activities. This includes written tests, PPT's, group discussions, personal interviews etc.
 - The sanctity as in the case of the Institute examinations, apply to placement process as well. Institute recommended disciplinary action against student carrying cell phone to examination hall will be imposed on student found using cell phone during placement process.
 - Additional disciplinary action as recommended by CTP will also be imposed for repeat offence which may even lead to deregistration of student from placement process. The penalty may be decided on a case by case basis and the decision of SPC on this will be binding on defaulters and will not be reconsidered under any circumstances.
- Malpractices of any kind, during written tests, PPT's, group discussions, personal interviews etc. is strictly prohibited.
 - Student found attempting/presenting falsified information during CTP process will be reported to Institute authorities for disciplinary action.
 - Student involved in such violations will be deregistered from placements with immediate effect. Student will be escorted out of the examination centre and will not be allowed to participate in placement process.
 - Cancellation of registration of such students will not be revoked unless cleared by SPC and SSAC.
 - Students involved will also be subject to Institute/CTP/SSAC disciplinary actions as per prevailing rules of the Institute.
 - If student makes any false claim in resume, submitted for job application,
 - His/her job offer will be revoked at any stage.
 - Such Student will be deregistered from placement with immediate effect.
 - Further disciplinary action as per the decision of the CTP/SPC will also be imposed on the students.
 - If a student is found to have hidden the nature of his/her enrolled programme (for example, conversion to dual degree), his/her registration at CTP will be cancelled

immediately and would lead to further disciplinary action as per decision of the Chairman, CTP.

- Student, if found to have violated any of the rules and regulations of CTP other than those mentioned above or indulging in conduct unbecoming of DIAT student or any behavior that may affect the relationship of the Institute with a company.
- Student found to have engaged in any discussion with the recruiters regarding final selection list during personal interviews will be debarred from participating in placement process.
- Any sort of misbehavior on the part of student which affects the decorum of the selection process or the reputation of CTP attracts a severe penalty as per discretion of CTP.
 - The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.
- **In case of discrepancies, all decisions taken by Director, CTP would be final.**

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PENALTY STRUCTURE

- A student will be allowed to be exempted from compulsory attendance for PPT for a maximum of two companies due to genuine reasons* by filling a leave application form (which can be downloaded [here](#) within two days after PPT).
- Student will not be allowed to participate in the selection process of the company for which he/she has missed the PPT (Exempting the 2 companies missed due to genuine reasons).
- Opting out of the selection process of a company after a student has applied for is not allowed.
- Any sort of misbehavior on the part of student which affects the decorum of the PPT or the selection process or the reputation of CTP attracts a severe penalty as per discretion of CTP and as per the severity of the situation. For example, asking inappropriate questions during PPT or Interview.
- Cheating in all forms or marking proxies during the selection process is strictly prohibited and those found indulging in such activities would be debarred from the placement process. Also note that no concessions in any form shall be provided in such cases.

* Genuine reasons include health problems or other reasons subject to approval of Chairman, CTP. PPT missed due to academic clashes will not be counted among the two companies. Attendance will be marked on submitting the PPT leave application form.

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