

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY



POLICY DOCUMENT OF CENTRE FOR TRAINING AND PLACEMENT

CENTRE FOR TRAINING AND PLACEMENT

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

GIRINAGAR PUNE-411025

MESSAGE



Dr. BHVS Narayana Murthy, FNAE, FIETE Vice Chancellor, DIAT (DU)-Pune

Defence Institute of Advanced Technology (DIAT), (Deemed to be University) under the aegis of Defence R&D(DRDO), Ministry of Defence (Govt. of India) came into existence on 1st May 1952 as Institute of Armament Studies at CME Dapodi, Pune which was later renamed as the Institute of Armament Technology during year 1967 and was shifted to its present location at Girinagar, Pune. DIAT acquired the status of Deemed to be University on 1st April 2006.

DIAT has a history of prestigious serving of the nation by preparing human resource for DPSU's and Tri-services since past 72 years. This institution of higher education and learning has immensely contributed to nation-building by providing intelligent talent possessing the latest analytical, design, practical and managerial skills.

Many of our Alumni are placed at senior/responsible positions, in the Defence Sector, Industry, Academia, PSUs etc. and serving the nation to buildup Atmnirbhar Bharat.

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 endeavors 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 an enduring and fruitful relationship with our esteemed recruiters.

Wishing all the best

MESSAGE



Dr. P. K. Sharma
Scientist 'F' & 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 their position of leadership in Engineering and Technology.

The Centre for Training & placement (CTP) of DIAT (DU)-Pune organizes Orientation Programs, Grooming sessions, and 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 with 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 November and will continue till May, the next year. Since our students are in demand, we appreciate the recruiters start visiting our campus at an early date.

I assure you to provide best talent to fulfill needs of your industry especially in the area of Defence Technology and other contemporary technologies.

With warm regards and wishes.

POLICY OF CENTRE FOR TRAINING AND PLACEMENT

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 optimize 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 on their technical knowledge and soft skills towards career planning, goal setting and to get suitable employment.
- 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 apply 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.

SPECIAL TASK FORCE FOR PLACEMENT

- ❖ A SPECIAL Task Force comprising of Faculty members nominated from each academic departments and schools to ensure effective placement. They will support students of their Department / School in coordination with CTP and participate in the entire placement activities of the academic year.

ELIGIBILITY

- ❖ All full-time registered students of DIAT (DU) are expected to complete degree in current academic year 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 before registering with CTP.
 - Hiding of any relevant information from CTP will result in cancellation of registration. Disciplinary action as per Institute guidelines may 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.
 - Students having active backlog at the time of placement will not be allowed to appear in the placement. Exceptional cases may be considered depending upon recommendation of the Department.
- ❖ Registration fee Rs. 1000/-.
 - Registration fee once paid is non-refundable.
 - Registration fee will be collected during registration of M. Tech. Prog at DIAT(DU).
 - E-receipts of the fee paid should be submitted with the registration form.

- ❖ Students can participate in the placement process only once during their stay at DIAT (DU).
 - More than one attempt can be allowed for placement per student. On receipt of a placement offer from a recruiter, the student can be allowed ONE MORE CHANCE in further placement process of a company offering job in higher tier.
 - 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 counsellor for placement-related activities**.
 - 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.
- ❖ Companies are divided into tiers given below:
 - Tier I : > 16 LPA CTC
 - Tier II: <= 16 LPA CTC & > 12 LPA CTC
 - Tier III: <= 12 LPA CTC & > 8 LPA CTC
 - Tier IV: <= 8 LPA CTC
 - A student having an offer in a higher tier cannot apply for a company in a lower tier i.e. if a student has an offer from a company in tier II then he/she may apply in tier I but cannot appear for a company offering job in tier III/IV for whatsoever reason.
- ❖ Students participating in placement activities **must Produce DIAT(DU) Identity Card** whenever asked during the process of the placement process.
- ❖ Students are restrained to have any direct interaction (phone calls, email, social media etc.) with the company officials prior to an interview, except for a Pre-Placement Talk (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 the contact information at any place, contact details of the CTP office should be provided (refer to the CTP portal on the DIAT website for details or contact information)
 - CTP office should be informed if students are asked to provide personal information by any company.
 - Any concern or query related to the company, or 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 is required to be sought from the Director CTP. Email requests with details/clarifications sought should be sent to placementcell@diat.ac.in, which will be further dealt by the CTP office.
- ❖ Attending the Pre-Placement Talk by the recruiting company is mandatory for students who have applied for a job opening in the company.
- Students must reach the interaction venue at least 15 minutes 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 before the start of the session.
- ❖ Exemption on attending interaction sessions:
- More than two unexcused absence from interactions will result in the student being de-registered from the placement session.
 - Prior approval (leave request forms available on the CTP website) for excused absences should be obtained from the CTP office at least 24 hours in advance of the scheduled PPT.
 - Exemption approvals will be given only on medical grounds/unforeseen circumstances that are beyond the control of the student. If on medical grounds, supporting 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 an excused absence.
 - Students should submit the details of the class and a copy of the class announcement for the particular time period (issued by the concerned faculty) as supporting documents 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 emergency, the student should send in an email to placementcell@diat.ac.in detailing the emergency. The appropriate document should be submitted to the CTP office within 24 hours for approval of the leave request.
- ❖ Failure to attend the interaction session will disqualify the student from participating in the 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 the first time) are required submit explanation for the absence and can participate in the next session only after approval of CTP.
 - The student will not be allowed to participate in the next interaction unless a formal explanation submitted to the CTP office and permission is granted.
 - Second non-excused absence will result in the deregistration of a 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 before the start of the process.
 - Entry gate will be closed 5 minutes before 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 from the session.
- ❖ An offer from any company would be considered as a placement until the offer is rejected. An offer once accepted cannot be withdrawn.

RULES FOR SUBMISSION OF JOB APPLICATIONS

Students are advised to **thoroughly check the profile and background of each company and decide 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 completely in all respects before the deadlines mentioned by the respective company.
 - Extension of application deadlines will not be entertained unless requested officially by the respective company.
 - Student will not be allowed to participate in the selection process of a company unless he/she has formally applied for that job in that company, to CTP Office.
 - Withdrawal of application will not 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 shortlisted students.
 - Shortlisting of students for a final interview will be based on selection/cut-off criteria set by companies and may vary among the participating company.
 - Only those students who have applied for the job through CTP and were shortlisted by the company will be allowed to participate in the final interview.
 - Students should not engage themselves in any discussion with the recruiters regarding the final selection list and/or selection process during personal interviews.

RULES AND REGULATIONS ON WITHDRAWAL OF APPLICATIONS

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

STUDENT CONDUCT AND DISCIPLINARY ACTIONS

- ❖ Only formal dress with leather shoes is allowed for the interview, casual dresses are strictly prohibited.
- ❖ Students should be properly groomed i.e. facial hairs should be properly trimmed and hair should be neatly done in such a manner that makes a person presentable.
- ❖ If a student is not properly dressed or groomed, he/she will not be allowed to sit in the placement-related process.
- ❖ Cheating/attempting in any form during the selection process (PPTs, 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 will be cancelled.
 - No concession in any form shall be provided in such cases.
- ❖ Students are expected to transact with the companies professionally and courteously.
 - Refrain from asking inappropriate questions/queries during PPT or interviews.
 - Do not argue with the recruiters.
 - Maintain decorum even under provocation.
- ❖ In case of any misbehavior on part of the recruiter, during the 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, PPTs, group discussions, personal interviews etc.
 - The sanctity as in the case of the Institute examinations, apply to the placement process as well.
 - Institute recommended disciplinary action against students carrying a cell phone to the examination hall will be imposed on a student who was found using a cell phone during the placement process.
 - Additional disciplinary action as recommended by CTP will also be imposed for

repeat offences which may even lead to the deregistration of students from the 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, PPTs, group discussions, personal interviews etc. are strictly prohibited.
 - Students found attempting/presenting falsified information during the CTP process will be reported to Institute authorities for disciplinary action.
 - Students involved in such violations will be deregistered from placements with immediate effect. Students will be escorted out of the examination centre and will not be allowed to participate in the 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 a student makes any false claim in their resume, submitted for the job application,
 - Job offer will be revoked at any stage.
 - Such a 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 a dual degree), registration at CTP will be cancelled immediately and would lead to further disciplinary action as per the decision of the Director CTP.

FOLLOWING SHALL BE CONSIDERED AS MALPRACTICES

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

PENALTY STRUCTURE

- ❖ A student may be allowed to be exempted from compulsory attendance for pre-placement talk (PPT) for a maximum of two companies with a valid reason.
 - ❖ 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).
 - ❖ Any sort of misbehavior on the part of the student which affects the decorum of the PPT or the selection process or the reputation of CTP attracts a severe penalty as per the discretion of Director, CTP and as per the severity of the situation. (For example, asking inappropriate questions during PPT or interviews.)
 - ❖ 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 the approval of the Director, CTP. PPT missed due to academic clashes will not be counted among the two absentees.

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