



*Tagdu Singh Charitable Trust's (Regd.)*

## THAKUR SCHOOL OF ARCHITECTURE & PLANNING

(Approved by COA, AICTE, DTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

• Recognized under Section 2f of UGC Act, 1956 • ISO 21001 : 2018 Certified

### PLACEMENT POLICY

#### AIM

To assist students in securing Executive and Summer Placements.

To up-skill and prepare students for attaining success at the selection rounds held by potential recruiters.

#### PURPOSE

This policy articulates the procedure and rules for training and placing students. Students who wish to avail of the placement assistance are expected to adhere to these rules and procedures.

#### SCOPE

The policy defines the role of the employees and students of TSAP in the TSAP Career Advisory Cell (TCAC).

#### The placement policy is as follows:

1. At the beginning of the academic calendar, students will be subjected to an aptitude test or counseled to chalk out their career plan- whether to pursue higher education / entrepreneurship and freelancing / or to seek employment.
2. Students will be asked to fill the undertaking form which will highlight the career path a student wishes to take up in advance. *The forms should be submitted on time - as per attached schedule of activities or academic calendar.*
3. Based on the choices of students for the career path, students opting for placement will be asked to specify the field in which they wish to apply, candidates will be updated about the availability of opportunities based on their specific fields.
4. The students who wish to apply to a particular type/field of practice are required to submit their willingness to the TCAC before *the specified deadline - as per attached schedule of activities or academic calendar.*
5. Students not attending events of training and placements will not be considered for placement assistance. Students below the academic threshold (below 75% attendance) will not be considered for placement assistance.
6. Students are required to accept the placement as they receive it and will be considered as placed. It is obligatory on the part of these students to attend all the interviews.
7. The students selected through campus interview will complete all the necessary formalities (e.g. medical test) asked by the employer and will join the organization within stipulated time frame. He/ she will keep the TCAC update regarding his/ her progress in the Company.
8. TCAC can obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students will work at least for a duration of two year in that Organization. In case they need to quit before the aforesaid duration same has to be closed amicably with the employer and institute to be informed.
9. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the two year period, he/she must inform the company concerned through the TCAC immediately.
10. Students will have to complete all the formalities within the given deadline - *as per attached schedule of activities or academic calendar*, failing which a student will be considered opted out and will have to submit the form accordingly.
11. Duly filled undertaking Annexure 1, shall be submitted within the stipulated time.

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### PLACEMENT POLICY

#### UNDERTAKING FOR STUDENTS APPLYING FOR CAMPUS PLACEMENT

I hereby state that I am interested in Campus Placement. I state and abide myself by the followings:

1. I will attend all the training sessions/programmes arranged by the company in which I am getting placed or by the institute on behalf of a company with minimum 75% attendance.
2. I will register myself for the company's/campus recruitment/process as per the information and guidelines provided by TCAC from time to time.
3. If the campus placement is offered to me, will/accept it as per the instructions of TCAC.
4. I am ready to relocate (if required) as per the company requirements.
5. I assure at least two years of working with the company after successful completion of training or will not opt for higher studies or will not switch jobs till fulfillment of company policy.
6. I assure that No Direct Communication will be made by me with the Company in any circumstances. All the Communication to the company will be done through TCAC only.
7. I will be submitting the following to TCAC:
  - a. Offer letter received from the company via mail.
  - b. Date of Joining the company received via mail.
  - c. Any other communication from the Company received online/offline.
8. I have complete awareness, that the institute's decision will be the final decision in this regard.
9. If I do not abide by the decisions, rules and regulations of TCAC then I am ready to accept the action taken by the institute and TCAC.
10. I assure to maintain 75% attendance in all T&P/ training activity, failing which i may be debarred from participating in TCAC activities.
11. A minimum of 2 years to be completed in the firm selected. In case they need to quit before the aforesaid duration same has to be closed amicably with the employer and institute to be informed.

I am aware that in case I fail to deliver on my commitments made above I will not be eligible for any placement support. I agree and accept that the institute's decision will be the final decision in this regard. I have read the policy and abide by it and will submit a printed copy of this form within the stipulated time, failing which I may not be allowed for campus placement activities.

**I agree and accept that the institute's decision will be the final decision in this regard.**

Place: Mumbai

Date:

Details	Student	Parent/Guardian
Name & Sign		
For Institution Use Only		
TCAC		HOI