

Establish Interest from applicants and provide them full information regards the conditionality's for employment:

1. Establish Interest of cadets by circulating Google Form and asking them to respond within given time limit. Eligibility criteria of the company to be clearly mentioned, including advising that no arrears means that they should not have earned any (not cleared afterwards).
2. The cadets will be clearly advised that they would be considered at most only for three companies and if they fail to turn up for interviews after final shortlisting, they would be blacklisted for future placement assistance.
3. Google form will have declaration from cadets regards the truthfulness of their arrears data, reading of the Placement Policy, truthfulness of the mark sheets and declared marks or grades and willingness to travel for interview and attend written test, mock interviews and mentoring and training sessions- the applicants need to sign the declarations. They should also be made aware of the consequences of directly contacting companies.
4. The declarations they sign will also include declarations about appearing for the mock interviews in uniform and well groomed, shaved (Boys) and with a proper haircut.

Shortlist at our end basis non-subjective, pre-approved, and agreed methodology:

5. Schedule a written test for the respondents (the test being chosen in consultation with the HOD, Placement & Training Centre (PTC) faculty and Placement Department and also agree on the minimum cut-off for the written test.
6. Select cadets scoring above cut-off for a mock interview round including representatives from Department (including Placement Co-ordinators), PTC and Placement (For Mumbai- Mr. Anandh Tripathy, For Chennai- Mr. Prakash and for the rest- Mr.Yeshwanth). Cut-off for mock interviews to be pre agreed by AMET Placement coordinator bringing in the business and made known to the HOD and PTC.
7. Relative weightage of written test and mock interviews to be agreed in advance between Placement and PTC and HOD.
8. All scoring to be done across pre-agreed parameters and out of 100. The form to be designed by Placements and HOD and PTC.
9. Conduct mock interviews with a panel including PTC, Placement coordinators and selected faculty of respective Department for future batches of cadets. The following information will be made available to this panel:
 - Name (in capital letters)
 - Registration Number

- Roll Number
- Date of Birth
- Age
- 10th Grade Percentage
- 10th Grade English Percentage
- 12th Grade Percentage
- 12th Grade English Percentage
- PCM Percentage
- Diploma Percentage
- Course
- CGPA from Semester 1 to Semester 8
- Overall CGPA
- Number of History of Arrears
- Number of Current Arrears
- Year of Passing
- INDOS Number
- CDC Number
- Passport Number
- Mobile Number
- Email ID
- Parents' Mobile Number
- Parents' Email ID
- Input from Mentor
- Input from Counsellor
- Attendance
- Proctor and Physical Education Report
- Health Report
- Overall Report by HOD
- CES Test Marks (1, 2, 3)
- Mock Interview Marks (1, 2, 3)
- Feedback from Trainer
- Names of Companies Attempted (1, 2, 3)
- Name of the Company Selected

The shortlisted candidates to be individually assessed and approved by Vice President Academics (VPA). The approved list will be shared with the Company for the recruitment process.

10. For those who have already passed out or are about to pass out, we can have only the PTC, Placement & Departments.

11. Basis weighted average score of written test and mock interviews, number of arrears, Class XII PCM marks, English Marks and specific requirement of the company, Placement will draw up a semi-final shortlist.

12. These shortlisted cadets will be re-interviewed by Resident Director, Mumbai to draw up a final shortlist. The rule to follow is that maximum propose cadets would be either 3 times (no psychometric test) of four times the number of slots indicated by the company (if psychometric included).

13. This last shortlist will be proposed to the company by Prakash along with the CV's and data requested for further shortlisting and interviews by the company. Concurrently, the same shortlist will be shared by Prakash with PTC and CCPD and any third party agency involved in mentoring and recruitment related training.

Mentoring and Training before the Employers' Selection Procedure:

14. A detailed question bank, subject wise would be made available to/by the PTC by the HOD's and used to train the shortlisted cadets.

15. Training material will be developed by the PTC in consultation with the HOD's.

16. Mentoring, revision, aptitude, technical, language, soft skills, group discussion training would be provided by PTC or pre-approved and contracted third-parties.

The above process will be used for planned requirements from Employers where they give us at least a week to execute the SOP.

Urgent requests from Employers:

17. Cadets from Year 2 &3 in case of B.Sc. and 2,3 and 4 in case of B.E. would be pre-shortlisted basis the most stringent criteria known to Placements and kept ready for such cases (following the same steps 1-15 above).

18. For urgent requests, Placement Department will have the final say in proposing cadets with Resident Director, Mumbai having the last say.

Management Interventions and Escalation Scenarios:

19. Management to advise decision, if after following the above process we either have no one found suitable or number found suitable is far below the requirement of the company or the number of slots available.

20. What do we go back to the company with and are we ready to lose market share to other MTI's who may be able to satisfy the employers criteria?

In order that AMET may not end up losing market share or be affected by dynamic intake, we must also discuss and agree pointwise and with timelines on the suggestions for improvement of placements as shared in an earlier email-particularly age, arrears, CGPA, exit exams, diploma and lateral entry admissions and admissions for those below DGS criteria.

Placement Statistics and Analysis:

21. Lastly, I suggest that percentage placements should be calculated only from amongst the cadets found “eligible” after the above process.

22. Additional Recruitment:

- Four aptitude trainers and three English communication trainers will be recruited.
- The aptitude and communicative English courses will be taught starting from second year onwards for all UG DGS approved courses and first semester onwards for GME.
- At the end of each year, a comprehensive objective-type test will be conducted. Those who pass the test will be considered for placements.
- Any cadets who fail should meet with the Placement Coordinators.
- Faculty handling these subjects will need to submit a multiple-choice question bank.