



## THE TRAINING AND PLACEMENT CELL LOYOLA COLLEGE

Dear Students,

Greetings from Loyola Placement Cell!

Hope you are doing well and are keeping safe.

This is to inform the students of Final Year Undergraduates and Postgraduates of the Batch 2020-2021, that the Placement Season will be starting from the End of August 2020. Owing to the Current Scenario, the Placements for the Odd Semester is going to happen in the virtually mode only. And therefore, we would request to get yourself prepared for the new scenario and methodology of Campus Recruitment.

In order to take part in Virtual Mode Campus Recruitments, you would be required to make arrangements for the following.

- Desktop or Laptop with Webcam.
- Active Internet Connection.
- Microphones.

The guidelines for the procedure of Campus Drives are mentioned in Annexure 1. These would help them to have an understanding as of what should be done.

In addition to the above, there are certain rules and regulations that the Students have to follow during the Virtual Campus Drives, which are mentioned in Annexure 2. Kindly adhere to the regulations mentioned.

Students are asked to check with the **Training and Placement Cell's page** in the College website regularly for updates about Campus Drives.

For any queries or clarifications required, kindly drop us a mail at [placement@loyolacollege.edu](mailto:placement@loyolacollege.edu).

***#Stay Home #Stay Safe***

Thanks & Regards

Dr. V. Durga Rajulu,  
Director, Training and Placement

## ANNEXURE 1

**Irrespective of whether the Student is opting for Placements or Higher Studies, students have to log into the Student Portal and provide their options.**

**If the student opts for Placements, he will be given access to apply for Campus Drives.**

**If the student opts for Higher Studies, he will be helped with various workshops, seminars to embrace his knowledge for future purpose.**

### **Registration for Placements:**

All final year students will be displayed of an Option in their Student Portal for choosing either Placements or Higher Education.

Students who have opted for Placements alone will be allowed to register for Campus Drives, of their preference and eligibility, via the Student Portal in the future.

Kindly note that, once a student has chosen his/her option, it cannot be undone.

The date and timing for choosing the option will be intimated shortly by the Training and Placement Cell.

### **Registering for Campus Drives:**

As Companies approach for Campus Recruitment, students will be intimated via the Student Portal. According to the Criteria set by the Company, eligible students alone will be allowed to register for the Campus Drive via the Student Portal.

Kindly note that the option to register for Specific Campus Drives will be allowed only for a shorter period. Date and time will be informed.

Students can view all information regarding the company and the job profile in the Student Portal itself.

### **Campus Recruitment Preparation:**

As mentioned above, students can view the information about the Company and the Job profile in the Student Profile. Students are asked to research about the Company and the Job profile more to be comfortable and confident during the Campus Recruitment.

### **Campus Recruitment Process:**

1. There will be a Pre-Placement Talk hosted by the Company to explain in brief about the Company and the opportunities available with it.
2. Most Companies begins the Campus Recruitment process with an Online Aptitude/Psychometric/Behavioural tests as applicable to the job profile.
3. Shortlisted students will be forwarded to the Group Discussion round, where students will be arranged in groups and would be asked to discuss about a topic assigned. (Students appearing for Teaching profiles will have a Demo session where he/she has to teach a concept in front of the recruiter).

4. Shortlisted students will face either one or two rounds of Technical Interview and HR Interview.

Students after registering will receive notification via mail and text message. Therefore, students are asked to update their current mobile number and mail id in the Student Portal.

**KINDLY NOTE THAT THE MOBILE NUMBER AND MAIL ID PROVIDED IN THE STUDENT PORTAL ALONE WILL BE USED FOR COMMUNICATION BY THE PLACEMENT OFFICE.**

**THEREFORE, STUDENTS ARE ASKED TO MAKE SURE THAT THEIR CONTACT DETAILS ARE CORRECT IN THE STUDENT PORTAL. IF NOT, ARE ASKED TO CONTACT THEIR DEPARTMENT.**

## ANNEXURE 2

The following rules and regulations apply to both Virtual and Physical form of Campus Recruitments at Loyola College.

### **DRESSCODE:**

Students are asked to follow the dress code for Campus Drive informed priorly by the Training and Placement Cell via Mail. The general dress code for Campus Interviews is *Business Formals*.

### **ABSENTEEISM:**

Students registering for the Campus Drives are asked to attend those drives without fail. Under emergency or reasonable circumstances brought to the notice of The Director, exemptions will be provided. Failing to either inform priorly or absenteeism will have the following actions.

#### ➤ **Suspension:**

Students Failing to attend the drive (without taking prior permission from the director) after registering themselves for Campus Drive will be temporarily suspended for Placements. The **SUSPENDED** students will be allowed for Placements only after providing a letter duly approved by the Vice Principal.

#### ➤ **Blacklisting:**

Students found skipping or making themselves absent for any rounds of interviews (after getting shortlisted) scheduled for a Campus Drive will be **BLACKLISTED** permanently for any further Campus Interviews to be held at Loyola College.

### **ONE STUDENT ONE OFFER:**

Considering the code set by the College Management and the Welfare of every Loyolite, each and every student are allowed to acquire only One Job Offer (Placement). Once a student is placed, he/she will not be eligible to appear for any further Campus Drives at Loyola.