

# CAREER DEVELOPMENT CELL

**Maharaja Agrasen Institute of Technology**  
**Sec-22, Rohini, New Delhi**

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## ABOUT CAREER DEVELOPMENT CELL

The Career Development Cell (CDC) of Maharaja Agrasen Institute of Technology (MAIT) with its dedicated team works tirelessly to provide students with the right career opportunities that align with their aspirations and help them achieve their professional goals. CDC strives to deliver the best possible outcomes by fostering strong relationships with recruiting and other organizations and fulfilling the expectations of all stakeholders involved.

The CDC policies have been refined over the years to ensure that highest standards are maintained. All students participating in campus placements or internships or other career domains are expected to understand and adhere to the guidelines throughout the academic session.

CDC Domains includes Trainings, Placements, Higher Studies, Entrepreneurship and other career related sectors.

### CAREER DEVELOPMENT CELL POLICIES

#### ❖ REGISTRATION PROCESS FOR STUDENTS:

Registration of students starts from second semester. All the educational and personal details are recorded by the CDC.

#### ❖ PLACEMENT POLICY FOR COMPANY:

- The company is required to share relevant details with the CDC via email.
- These details are then shared with the students with company information and students are enlisted for the mentioned drive.
- The company may request, and shortlist resumes of eligible students before the placement process.
- Slots and dates for Pre-Placement Talks (PPT), written/online tests are allotted and must be confirmed by a specified date.
- Final placement slots are allocated based on job profile, CTC, past recruitment records, and internships.

#### ❖ RECRUITMENT/SELECTION PROCESS:

##### On Campus Placement Rules:

- CDC will notify all recruitment opportunities through email, online portal, WhatsApp groups, or the Placement Notice Board.
- Eligible students must regularly check these platforms and apply on the respective Google forms, registration on portals etc., as per the requirements of the company. Students can take help from CDC in coordination with their placement cell coordinators.
- Withdrawal of applications is allowed only before the application deadline. After this, all rules, including absenteeism penalties, apply.
- 100% attendance in pre-placement talks is mandatory, and failure to attend will disqualify students from future placements.
- In case of high response, the CDC may limit applications as deemed necessary.

### **Off Campus Placement Rules:**

- Students usually need to inform the CDC whenever they are applying for off campus placement using 'Namankan Form' shared with them at the start of the placement season.
- Students must meet certain eligibility criteria, such as a minimum CGPA, academic standing, or specific coursework requirements, as set by the employer.
- Students should submit necessary documentation of job offers with the CDC as soon as they receive and keep communication lines open with CDC regarding their employment status and any related issues.

### **❖ TRAINING RULES AND REGULATIONS:**

- All students of MAIT are eligible to go for internship of four to six weeks as a part of their curriculum through the CDC.
- It can be done during summer break in the month of June-July & winter break in December for short duration of a week or two.
- Students must register for training sessions through the CDC within deadlines.
- Professional behaviour is required; students must adhere to dress codes and communicate respectfully.
- It will be mandatory for all shortlisted students to appear for the selection process / interview. Any withdrawal will lead to blacklist from placement assistance.
- Students can also enrol for off-campus Internships by themselves but it should be under consideration of the CDC and their concerned department.
- After completion of training/internship, the student must need to submit a Summer Training Report in their department, which will be the part of their semester examination.

### **❖ TRAINING POLICY:**

The Career Development Cell offers support and training to help enhance career prospects.

- Give leads of the training institutes that offer specialized courses and skill development programs.
- Partners with companies and organizations to provide hands-on training and professional development opportunities.
- Organizes fairs and events where students can explore internship opportunities and connect with potential companies/employers.
- Hosts workshops and seminars on relevant skills, industry trends, and career readiness to enhance students' competencies.

### ❖ HIGHER STUDIES POLICY:

The Career Development Cell can support students in pursuing higher education through a range of initiatives.

- Organizes sessions with alumni who share insights and experiences about their higher education journeys and career paths.
- Arranges for professionals and academic experts to provide guidance on choosing programs, application processes, and career planning.
- Partners with training institutes to offer preparatory courses and workshops for standardized tests and essential skills.
- Connects students with mentors, including faculty and industry professionals, for personalized advice and support.
- Hosts events that facilitate connections between students and potential higher education institutions or industry leaders.

### ❖ POLICY FOR ASSISTANCE TOWARDS GOVERNMENT JOB:

Career Development Cell assists with government job preparation:

- Arranges sessions with experts, including former government officials and career coaches, to provide insights into government job requirements and application processes.
- Collaborates with training institutes to offer specialized courses and workshops on competitive exams, interview preparation, and government job skills.
- Organizes talks by alumni who have successfully secured government positions to share their experiences and tips for navigating the application and selection process.
- Conducts mock interviews and practice tests to help students prepare effectively for government job exams and interviews.

### ❖ ENTREPRENEURSHIP POLICY:

Career Development Cell assists with entrepreneurship through various initiatives:

- Arranges for experienced entrepreneurs, industry experts, and business consultants to provide guidance and mentorship.
- Collaborates with organisations to offer workshops and courses on business planning, start-ups management, and entrepreneurial skills.
- Organizes talks by successful alumni who share their experiences and insights on starting and growing a business.
- Hosts events where students can interact with entrepreneurs, investors, and business leaders to gain valuable connections and advice.
- Tech for Change Programs: Partners with organizations like NASSCOM Foundation to provide access to tech-driven entrepreneurial programs and innovation challenges.
- Facilitates access to start-ups incubators that offer resources, mentorship, and funding opportunities for new ventures.

### **Student Conduct:**

Students must adhere to the following conduct and disciplinary rules:

- Absenteeism from any test, interview, or selection process requires a valid reason submitted to the CDC.
- Withdrawal during the recruitment process will lead to immediate deregistration.
- Impersonation or malpractice is a serious offense, leading to deregistration and disciplinary action.
- Declining an offer after selection is a serious misconduct. Students will not be allowed to sit in other companies even if they fulfill the required eligibility.

### **Student Guidelines:**

- Students must regularly check the CDC emails, notice board and other communication channels for updates.
- Providing false information or late submissions can lead to strict action.
- Students should only apply to companies they are eligible and interested in and must research on time in the campus/company office for the selection process.
- Queries should be clarified during company presentations.
- Formal dress code and carrying ID cards, resumes, and certificates are mandatory for tests and interviews.
- Students must maintain decorum, follow placement procedures, and avoid direct communication with company officials for any poaching.
- Any indiscipline may lead to blacklisting from future placement activities.

### **Selection and Duties of Student Coordinators:**

- New Student coordinators are selected by CDC and senior coordinators by the rigorous interview process.
- Student coordinators of second year are selected at the starting of a new academic year.
- They should educate students about CDC rules and general company policies.
- Assist in creating and maintaining a student database for placements.
- Establish a WhatsApp & Email groups for quick updates on placement activities.
- They need to mark student attendance during campus drives.
- Recommend companies for training and placement invitations.
- Resolve students' queries regarding placement rules.

### **Selection and Duties of Departmental Faculty Placement Coordinators:**

- Departmental Faculty Placement Coordinators are suggested by the HODs and approved by the CDC.
- They need to oversee all the CDC activities.
- Encourage student participation in CDC activities.
- Ensure availability for campus drives and arrange substitutes if needed.

- They may attend and participate in placement PPT, learning sessions whenever required.
- Maintain student discipline during pre-placement talks, tests, GDs, interviews etc.
- Respective faculty coordinators should follow CDC schedule and instructions.
- Help in maintaining decorum in all related areas and report any indiscipline to the CDC.
- Maintain all placement, higher studies, and training related data of their department.
- To address and resolve any violations or misconduct during placement activities.
- Ensure fair treatment of all students and impartial decision-making in disciplinary matters.
- Provide regular reports on disciplinary issues and actions taken to the placement cell and relevant authorities.

**Feedback from Company:**

- Recruiters shall provide feedback on student performance during the selection process.
- The CDC will analyze this feedback, and shall implement the suggestions.

**Prof. (Dr.) Neelam Sharma**  
**Director**

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