



School of Management Sciences

Lucknow

**Code of Conduct of the
Training and
Placement Officer**

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Code of Conduct of the Training and Placement Officer

The Training and Placement Officer is a responsible position that acts as an interface between the Industry and the Institute and translates the outcome of education into eligible and worthwhile placements. In the discharge of its responsibilities the T&P Officer is required to perform the following duties:

- (1) Collection of data in the self-developed proforma, of all students eligible for final placement assistance, i.e. students in their IV Year for B.Tech, II Year for PGDM & MBA, and III Year for UG Courses.
- (2) Preparation of printed matter (placement Brochure) giving details about College, Department, Course Structure, Student Profile, etc and giving it to companies with the information to know about the students eligible for placement at the Institute.
- (3) Preparation of latest bio-data of all such students of the Institute, discipline wise, for selecting the students for appropriate placements.
- (4) Provide relevant training on aptitude, soft skills and technical skills required by the industry, to all the students in the professional programs.
- (5) Regular Industry Institute Interaction, and interaction with Professional Bodies like, LMA, PHDCCI, CII, etc.

- (6) Co-ordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for the students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and also provide company and job related information to the Students of the Institute.
- (7) Arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- (8) Keeping an up-to-date year-wise and program-wise data regarding the Institute students selected /joined in different companies.
- (9) Keeping an up-to-date year-wise data regarding the students going abroad or pursuing higher studies in India.
- (10) Arranging Industrial visit of students.
- (11) Arrange for expert lectures (Guest Lectures) and Workshops to update the students and the staff regarding recent developments in industry.
- (12) Co-ordinating with various companies for helping the students in their I, II or III Year for carrying out their Summer Training Projects / Internships as per the requirement of the Program.
- (13) Co-ordinating with various companies, for helping the students in their final year, for pursuit of the Major Project work, on current relevant areas.
- (14) Handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
- (15) Arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
- (16) Arrange entrepreneurship camps and to motivate the students for self employment.
- (17) Arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
- (18) Assist in providing resource persons from the Industry for conduct of Seminars / Conferences.
- (19) Adhere to the following principles in their dealing with the Industry and other Industry Associations:
 - Professionalism
 - Respect
 - Integrity
 - Trustworthiness
 - Excellence in Service
 - Pride of Brand and Belongingness
 - Concern for societal progress.
