



# AJAY BINAY INSTITUTE OF TECHNOLOGY

## HANDBOOK



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## 1.0 DEFINITIONS

This policy document provides a comprehensive overview of the different aspects related to the placement opportunities offered to students enrolled in various academic programmes at Ajay Binay Institute of Technology, Cuttack. The following are the placement terms:

**BRANCH:**

Refers to the specific undergraduate or postgraduate programme in which a student is currently enrolled. Examples of the branches include CSE, ECE, EE, ETC, MECH, CIVIL, MBA & MCA.

**INSTITUTE:**

Denotes the institute Ajay Binay Institute of Technology (also referred to as ABIT) which offers the academic programs in which students are enrolled.

**COMPANY:**

Represents an organization that provides placement opportunities to students

**COMPANY REGISTRATION:**

The process through which students express their interest in participating in the selection process conducted by a visiting company.

**DEPARTMENT:**

Refers to the academic unit within an institute that offers a specific undergraduate or postgraduate program.

**ON-CAMPUS PLACEMENTS:**

Refers to job offers extended to students by companies that visit the institute premises for recruitment purposes.

**OFF-CAMPUS PLACEMENTS:**

Denotes job offers extended to students by companies that are not associated with on-campus recruitment activities.

**PLACEMENT DRIVE:**

The process through which a company selects students for employment opportunities, by the Training & Placement Office.

## 2.0 ABOUT THE TRAINING & PLACEMENT CELL

Training & Placement Cell has an important role to play in a student's future and is an indispensable pillar of the Institute. This cell continuously strives to help students in pursuing their career goals by acquiring employment-seeking skills and ultimately to attain desired employment. This is accomplished through building a strong partnership amongst students, alumni, faculty-members and industries.

At ABIT, we follow a centralized placement activity which gives each branch equal opportunity to make a growth in the students' careers through training & placement. Towards this, a Training and Placement Cell has been established with the following major objectives in order to assist students to develop their academic and career interests, and help them in achieving their short-term and long-term goals. It provides personal and career-oriented support to its students. The main motive is to enable the students to effectively cope- up with academics at college and for successful careers after graduation. Apart from the training provided during the regular course curriculum, the college also provides extensive training programs like Communication Development, Pre-Placement Training & Soft Skills Training in the 2<sup>nd</sup> and 3<sup>rd</sup> year of undergraduate and 1<sup>st</sup> and 2<sup>nd</sup> year of post graduate programmes.

The effectiveness of the training is evident from the consistent placement record. Last year, the highest offer made was 9.0 lakhs per annum. Over the years we have had companies from diverse sectors offering placement to our students.

## 2.1 VISION & MISSION

### VISION:

To groom students to achieve their career objectives through systematic training in soft skills and technical skills, arrange for suitable opportunities so that to secure jobs through different placement activities.

### MISSION:

1. To bridge the gap from campus to corporate.
2. To enhance the employability of the students and provide career opportunities.
3. To build confidence among the students and get ready for the job by preparing aptitude tests, presentations, communication skills and mock-interviews.
4. To equip competence among the students through pre-placement training.
5. To mould the students so as to meet the industry expectations in

## 2.2 OBJECTIVES

The Training & Placement Office aims to bridge the gap between academia and industry by facilitating career opportunities for students and the team operates seamlessly within the college, employing a student-centric approach to fulfill corporate expectations. Throughout the academic year, the Training & Placement Cell diligently expands the Institute's corporate network, enhancing placement opportunities for students. The objectives of the Training & placement Cell can be outlined as follows:

- To provide career guidance about avenues open after graduation, i.e, placements, higher education and entrepreneurship.
- To provide exposure to students and assist them to develop and implement successful job search strategies.
- Work with faculty members, department heads and administration to integrate career planning and Pre-Placement Training activities with academic curriculum.
- To provide recruitment to students by organizing various placement drives in the college and managing off-campus and pooled placement drives.
- To build a long-lasting relationship with the recruiters.
- To act as the interface between industry and academia.

## 2.3 SCOPE OF WORK

The scope of work of the Training & Placement Cell is as follows:

- Serving as the industry-academia interface for ABIT.
- Implementing different industry-specific training to equip students for the corporate environment.
- Facilitating the final placement of students in different companies.
- Arranging summer internships for students.
- Coordinating with different departments to facilitate industry visits to familiarize students with corporate environments.
- Coordinating with different departments and the Industry Institute Interaction Cell to help them conduct guest lectures by industry experts to supplement academic learning.
- Establishing collaborations with industries to foster partnerships and create mutually beneficial opportunities.
- Providing career Counselling services to support students in their career-related decision making processes.



**Mrs. Payal Mohapatro**  
**Director**

Dear Students,

As the Director of ABIT, it is my pleasure to welcome you to a promising journey towards career excellence. Our placement handbook serves as your guide for all the activities conducted by us. We plan to focus on teaching new technologies, engaging in varied projects and honing your skills through pre-placement training. Your participation in the different pre-placement activities will reflect your sincerity and dedication towards chalking out a meaningful career.

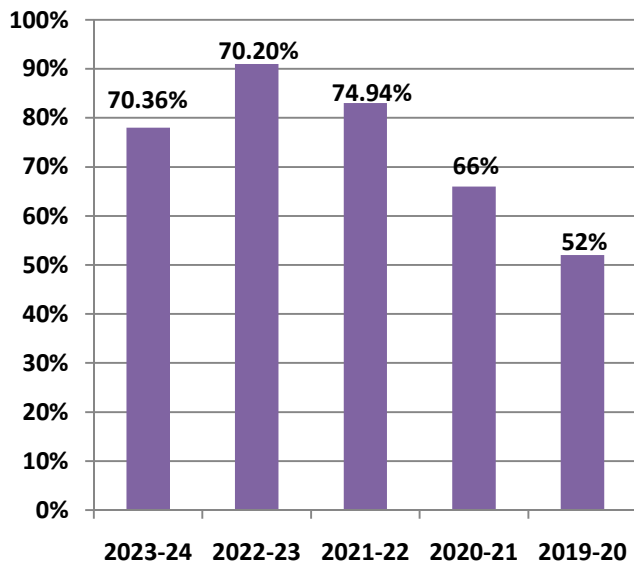
I sincerely hope that you will avail of all the different avenues presented to you during your program and understand the requirements of the corporate world. We hope to build all-round professionals with a strong ethics.

As you embark on this exciting journey, remember that success is a culmination of continuous effort and resilience. Utilize the resources available, stay informed, and approach every opportunity with enthusiasm.

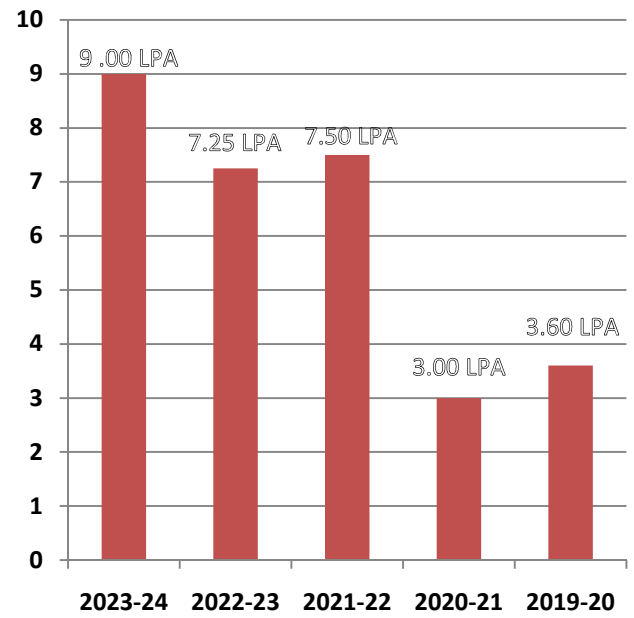
Wishing each one of you the very best in your pursuit of a fulfilling and successful career.

## 2.5 PLACEMENT STATISTICS

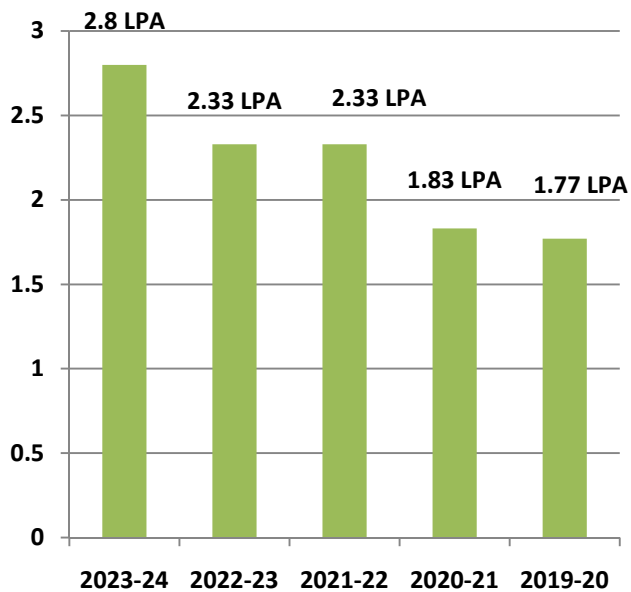
### % of Students Placed



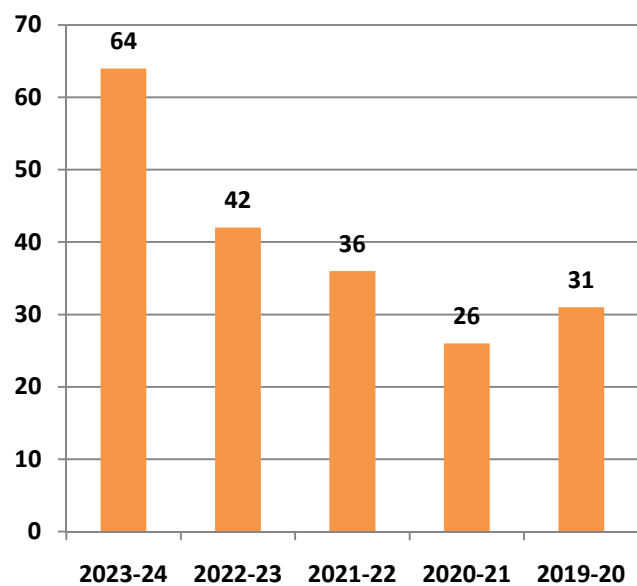
### Highest Package



### Average Salary

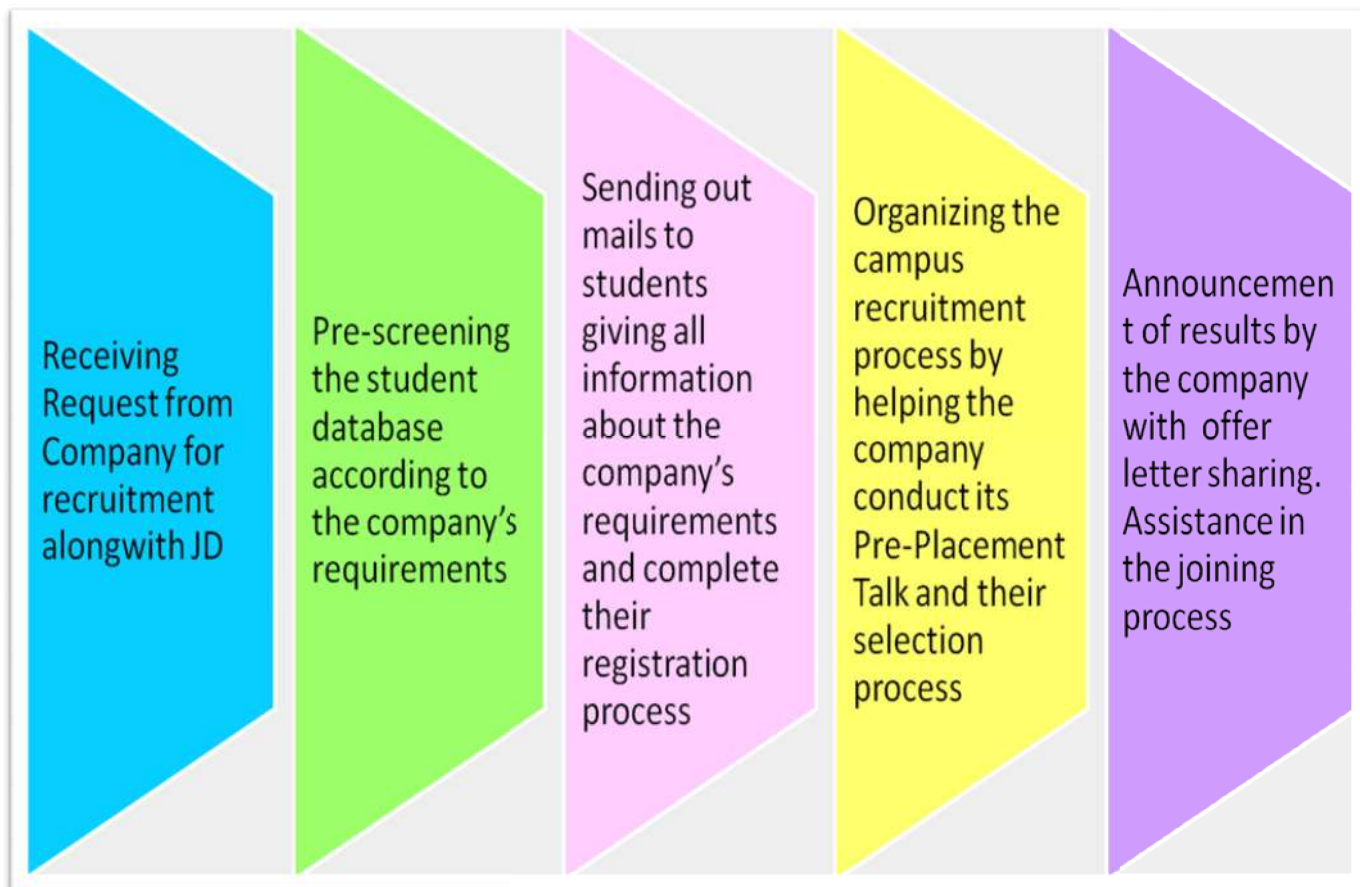


### No. of companies visited



## 2.6 PLACEMENT PROCESS

- The Training and Placement Department invites prospective organizations /industries in every Academic Calendar, along with all relevant information to participate in the campus recruitment at the institute.
- The organizations can also contact T&P Cell for their requirement.
- The details of the respective final year students opting for placement is sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
- The company/organization may confirm the date or discuss a mutually convenient date, with the T&P cell. The organizations will have an option to go for the campus recruitment to the Constituent Colleges / Institutions/ Schools / Departments of the Institute.
- After confirmation by the organizations, a Pre-placement talk (PPT), will be arranged on the date. The company will conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.
- The organization will then interview the short listed students for final selection and will announce the results as soon as possible (preferably on the same day), once the selection process is over. The organization that is unable to finalize the results on the same day and wish to have one more rounds of interviews at their office may do so and give results later.
- The institute also has a MoU with different consultancies who can help them be a part of on/off campuses.



### 3.0 POLICY

The objective of the policy is to ensure that the placement opportunities for the students at ABIT are governed by fair and consistent principles along with effective administration. The aim is to provide a just and positive outcome for all the stakeholders involved.

### 3.0 AIM OF THE PLACEMENT POLICY

The main goals of this placement policy are as follows:

- Establish a clear and transparent framework for the processes related to student placements and internships at the institute.
- Define the roles and responsibilities of students participating in the placement & internship process.
- Maximize the placement opportunities for registered students.
- Ensure high-quality placements in terms of salary packages and the reputation/ brand of visiting recruiters to the campus.

### 3.2 SCOPE OF PLACEMENT POLICY

This policy is applicable to all students of the institute who have registered with the Training & Placement Office for placement assistance. It covers the following aspects:

- Student registration for placement and internship assistance.
- Facilitating processes for placements and internships support.
- Processes related to facilitating interactions between students and companies in the context of placements and internships.

This policy does not apply to: Internships, projects, or industrial engagements that fall outside the approved curriculum of the program, Off-campus placements and internships.

### 3.3 ROLE & RESPONSIBILITIES

The **Training & Placement Cell** has the following responsibilities:

- Ensuring that appropriate procedures are in place to support the implementation of this policy.
- Contacting and inviting companies for placements.
- Collaborating with the institute's academic departments and administrative units to ensure

the policy's implementation.

- Maintaining a list of nominated members from faculty & staff involved in placement and internship matters.
- Facilitating proper communication among all parties involved in student placement activities.
- Conducting regular reviews to ensure adherence to the institutes placement policy, documenting any necessary updates as required.

The **Students at ABIT** have the following responsibilities:

- Understanding and adhering to the placement policy established by the Training & Placement Cell.
- Providing all necessary and relevant information to the Training & Placement cell, in a timely manner when requested.
- Maintaining professional conduct at the highest possible standards, which does not harm the reputation of the Training & Placement Cell, the institute, or the recruiting companies.
- Attending mandatory sessions organized by the Training & Placement Office for skill enhancement.
- Participating in mandatory briefing sessions organized by companies offering placements.

## 3.4 PLACEMENT POLICY

The Placement policy aims to establish the roles, responsibilities, structure, and processes of the Training & Placement Cell of ABIT. This policy is designed to maximize the number of students who secure placements through campus recruitment.

The Placement Policy guidelines are as follows:

### ELIGIBILITY & REGISTRATION:

- All students of the ABIT group of Institutions who are seeking employment are required to register for campus placements at the start of their pre-final year.
- It will be assumed that the students not registering for Campus Recruitment are not interested in Placement & will not be allowed to sit in any Campus Drives throughout the year. Only registered students are allowed to appear in the campus recruitment process.
- The eligibility criteria of the company which will have precedence while shortlisting students.
- Students must register with accurate details and submit the required documents before specified deadlines.

### PRE-PLACEMENT TALKS (PPT):

- Information regarding the PPT will be communicated in advance, and attendance is compulsory.
- All those students who register for a company have to fully participate in the process.
- Students can seek clarifications regarding job profile, salary, location etc. during the PPT.

- Students need to be dressed in formals for any recruitment process.

### **PLACEMENT PROCESS:**

- Students are responsible for checking emails and different announcements and being punctual.
- Discipline and ethical behaviour are expected to be maintained.
- The college reserves the right to refuse permission if eligibility criteria are not met.
- The college does not interfere in the selection process, and the number of offers is solely the company's discretion.
- The employer or institute may cancel the candidature of any candidate engaging in in-disciplinary activities.

### **JOB OFFERS:**

- The Training and Placement Cell will provide opportunities to all its registered students to secure one job at the first instance, and pursues a **one student- one job** policy.
- The one-job policy can be relaxed under very specific circumstances. A student will be allowed the chance to sit for another company even after getting placed only if the brand and package of the company is substantially higher than his / her current offer. This will be decided on a case to case basis. The T&P Cell reserves the right to be the sole deciding authority.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Cell immediately.
- Offers received from companies must be collected from T & P Cell / Company as per instructions provided through mail. The students must go through the offer documents properly before signing and accepting. The responsibility of sending the acceptance to the Company lies entirely on the student.
- In case offers are received directly by the student from the company, the copy of the same must be submitted to the Placement Office.
- 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 T & P Cell updated regarding his/ her progress in the Company.
- For all matters not covered by the policy document, the Management of the Institute/ the Training & Placement Cell will use its own discretion to take appropriate decisions from time to time and case to case. Moreover, the Institute has full discretion to change/modify the rules from time to time and case to case.

### **MISCELLANEOUS:**

- Students are prohibited from contacting companies directly for results as all communication will happen through the Training & Placement Cell.
- Students need to clear all their backlogs in four years.
- Students need to carry their identity cards during all off-campus processes.
- For all matters not covered by the above stated, the Management of the Institute/ the T&P Department will use its own discretion to take appropriate decisions from time to time and case to case. Moreover, the Institute has full discretion to change/modify the rules from time to time and case to case.

## 3.5 INTERNSHIP POLICY

Industry internship is an integral part of the academic curricula. The main aim is enhancement of the employability skills of the students passing out from technical institutions. Satisfactory completion of internship is a requirement for getting the degree awarded by the University. The institute offers multiple internships based on programme curriculum & course structure of various departments. The student will be assigned academic credits/grades after completion of internship(s).

The internships provide an opportunity to the students to gain hands-on industrial or organizational exposure, to integrate the knowledge & skills acquired through the coursework, interact with professionals/co-interns, to improve their presentation, writing and communication skills. The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture. Internship often acts as a gateway for placement for many students.

### OBJECTIVES:

The aim of internship is to:

- Expose the students to the industrial environment (viz. various materials, processes, products and their applications along with relevant aspects of quality control which cannot be simulated in the classroom) for application of existing engineering knowledge in industrial situations.
- Provide possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
- Understand the social, environmental, economic and administrative considerations that influence the working environment.
- Expose students to the engineer's responsibilities and ethics.
- Get acquainted with the working styles of industries at different hierarchy and learn to work in a team.
- Gain experience in all types of professional communications (viz. pre- internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills).
- Provide the linkages of future job/research opportunities to students in the organization.

### DURATION:

As mandated by the University, all students have to undergo Internship for a duration of 4 – 6 weeks. Internships have to be completed during the summers breaks and the same will be graded/evaluated in the following semester.

**Summer Internship – I** carried out during summer vacation between II semester & III semester and evaluated in III semester.

**Summer Internship – II** carried out during summer vacation between IV semester & V semester and evaluated in V semester.

**Internship** – carried out in the entire term of the VIII semester (minimum 90 days) and evaluated in VIII semester

## ELIGIBILITY:

1. The student applicant must be a valid enrolled candidate of a program at the institute.
2. Internship is allowed to UG/PG programme students during respective semester breaks/summer vacations, only when the student has successfully completed the previous semester examinations and the student should not have undergone any disciplinary proceedings/charges. in the institution throughout the program.
3. Students with a SGPA/CGPA equivalent to 5 or higher without any backlogs and fee dues will be considered for internship assistance. Those having poor attendance record may not be permitted to participate in the internship process.
4. Students are required to have 75% attendance in the academics, value added courses and placement related workshops.

## GUIDELINES:

1. The placement cell alongwith the placement coordinators from each department are responsible to take-up internship initiative such as visit to industry, LOU/MOU for internships/placements processes in the beginning of the semester/year.
2. All the students have to collect a Request Letter from the T&P cell to ask permission for undergoing internship.
3. The students going in for summer internships need to collect the Internship Diary from the college and submit it to the department after duly filling it up.

The following general procedure shall be adopted for execution of internship:

**Step1:** Students have to ask for a request letter to the T&P Cell which will be issued and sent to the concerned company.

**Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via confirmation letter/ email. In some situations, the confirmation letter will be submitted by the students to the T&P Cell. The institute encourages students to work in a family owned setup or freelancing venture in lieu of industry internships, once they are formally approved by the T&P Cell.

**Step 3:** Students need to collect the Internship Diary from the T&P Cell.

**Step 4:** Students on joining training at the concerned industry / organization, will intimate their proctor and the proctor will let the T&P cell know in case of any discrepancies.

**Step 5:** After students will submit internship diary / report (in case of 8<sup>th</sup> semester) in the format provided by the institute after completion of internship along with certificate obtained from the industry.

## INTERNSHIP DIARY:

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The Student's Diary should be

submitted by the students which contains the attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

- Adequacy & quality of information recorded
- Regularity in maintenance of the diary
- Drawings, sketches and data recorded
- Thought process and recording techniques used
- Organization of the information

### **INTERNSHIP REPORT:**

After completion of Internship in 8<sup>th</sup> semester, the student should prepare a comprehensive report to indicate what he or she has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. The training report should be signed by the Internship Supervisor and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

- Originality
- Adequacy and purposeful write-up
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience
- Practical applications, relationships with basic theory and concepts taught in the course

## 3.6 STUDENT UNDERTAKING FORM



### **AJAY BINAY INSTITUTE OF TECHNOLOGY** **TRAINING & PLACEMENT CELL** **UNDERTAKING FORM**

NAME : \_\_\_\_\_ BRANCH: \_\_\_\_\_

REGISTRATION / ROLL NO: \_\_\_\_\_

ARE YOU WILLING TO SIT FOR PLACEMENTS: YES: \_\_\_\_\_ NO: \_\_\_\_\_

HIGHER STUDIES: ☐ ENTERPRENEURESHIP: ☐ ANY OTHER: \_\_\_\_\_

ARE YOU WILLING TO ATTEND THE PRE-PLACEMENT TRAINING (PPT)?

YES: ☐ NO: ☐

IF YES THEN AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

- 01) I will be attending all PPT Classes regularly and will have regular attendance in these classes.
- 02) If my attendance falls below the required percentage then the College has the authority to delete my name from T&P data base which will lead to non-participation in campus placement drives.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Guardian

## **4.0 KEY RESPONSIBILITIES OF THE TRAINING & PLACEMENT CELL**

The Training & Placement Cell is responsible for various functions that will ultimately shape the career of the students and boost the image of the Institute. Some of its key responsibilities are given below.

### **4.1 CAREER COUNSELLING CELL**

- We have a career counselling cell which guides students in choosing their career. assists students to develop/clarify their academic and career interests, and their short and long-term goals through individual Counselling and group sessions.
- Provides guidance and insights to students by inviting industry experts from various domains.
- Conducting mock assessments, group discussions and interviews to prepare them for different selection processes.
- Organizing different personality and communication development sessions from 2<sup>nd</sup> year onwards.
- Identifying the competencies of each student and guiding them accordingly.
- Upgrading the skill sets of the students as per the expectations of the industry.

## 4.2 CAREER COUNSELLING FORM



**AJAY BINAY INSTITUTE OF TECHNOLOGY**

**CAREER COUNSELLING CELL**

**CAREER COUNSELLING FORM**

**Name:** \_\_\_\_\_

**Branch** \_\_\_\_\_

**Registration no:** \_\_\_\_\_

**Semester / Batch** \_\_\_\_\_

**Academic and Career Background**

**% of Marks Secured in 10<sup>th</sup>:** \_\_\_\_\_ **12<sup>th</sup> / Diploma:** \_\_\_\_\_ **Graduation:** \_\_\_\_\_

**Career Counselling Preferences**

• **Type of career counselling you are seeking? (Select all that apply)**

☐ Career Exploration & Guidance

☐ Resume & Interview Preparation

☐ Higher Studies & Scholarship Guidance

☐ Entrepreneurship & Start-up Assistance

☐ Exam Preparation for Government Job

☐ Scholarship Guidance

☐ Others: \_\_\_\_\_

**Future Career Plans**

• **Do you plan to pursue higher studies?** ☐ Yes ☐ No

• **Preferred Career Path (Tick the most relevant option):**

☐ Government Sector

☐ Corporate/Private Sector

☐ Entrepreneurship

☐ Academia/Research

☐ Freelancing/Consulting

☐ Others: \_\_\_\_\_

**Advice & Guidance Offered by Counsellor:**

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**Additional Remarks:** \_\_\_\_\_

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Signature of the Counsellor: \_\_\_\_\_

Date: \_\_\_\_\_

### **4.3 CREATING AWARENESS ABOUT MARKET TRENDS**

- The Training & Placement Cell identifies the skills, abilities and requirements of the industry and matches them with its students.
- Creates awareness in the students regarding the future options available to them.
- Keeping track of advertisements relating to placements and job opening in different forums that are appropriate to the profile of the students.

### **4.4 PROVIDING CAREER SERVICES TO STUDENTS**

- Assisting students in creating resumes & cover letters and applying for jobs in different forums.
- Registering for assessments platforms which are related to placements.
- Conducting mock group discussions.
- Conducting mock interviews.

### **4.5 NETWORKING WITH LOCAL EMPLOYERS**

- Establishing strong relationships with local employers.
- This enables referrals, industrial tours, summer internships etc.

### **4.6 PLANNING HIRING EVENTS**

- Responsible for organizing campus hiring events and pooled campuses to expose students to potential job opportunities.
- Catering to the hospitality of the recruiters and looking after all aspects of the event.

### **4.7 SCREENING POTENTIAL CANDIDATES**

- Providing an authentic list of eligible candidates to the companies as per their requirement.
- Responsible for mentoring students to obtain the right fit between employer and candidate.

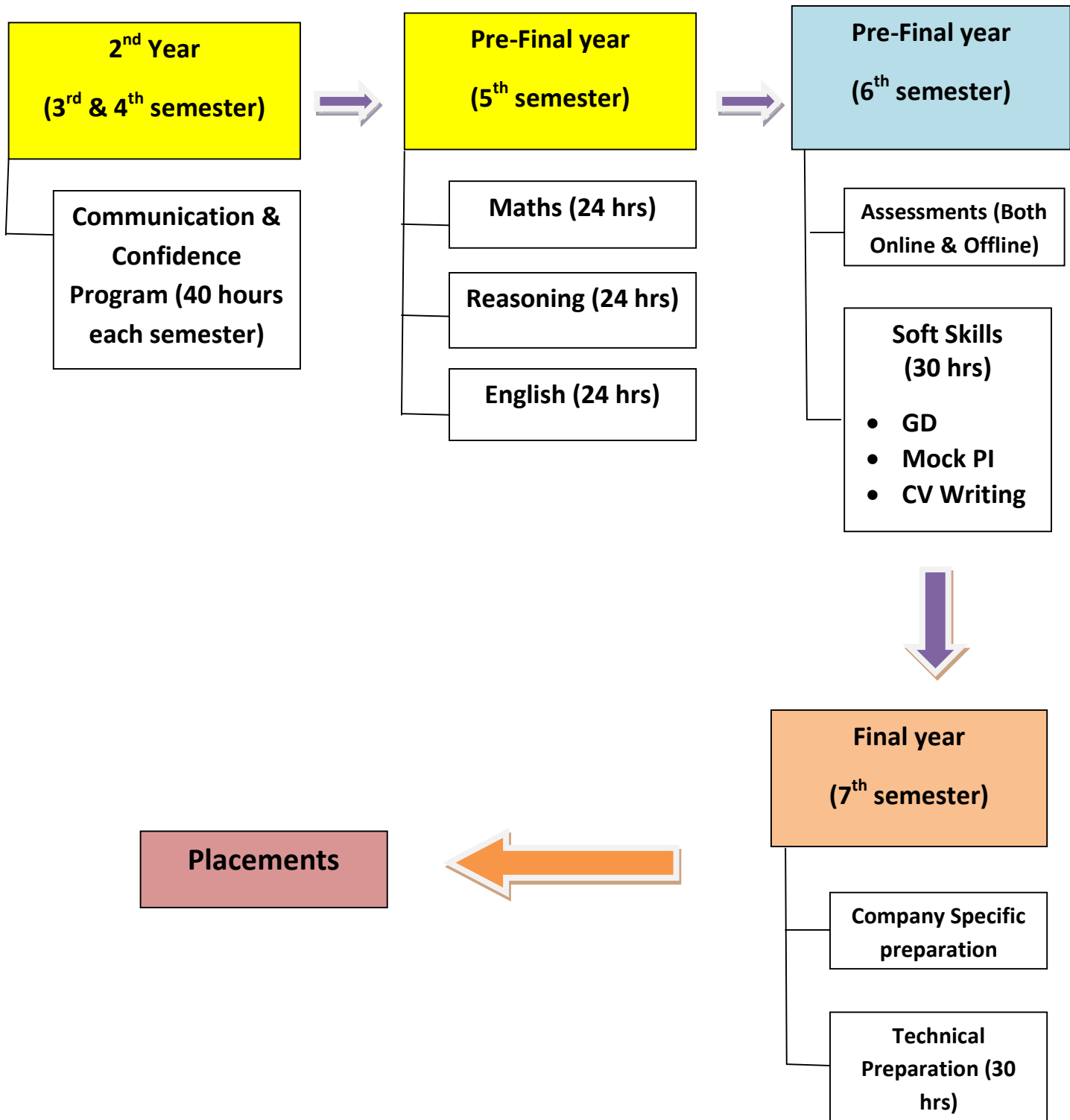
The Training & Placement Cell is responsible for ensuring compliance with different rules and regulations pertaining to registration and eligibility.

- Students need to register for placement by submitting their information in the required format to the Training & Placement Cell.
- Each student can accept only one job offer. However, students who have already secured a job may be allowed to participate in the selection process for their “Dream Company.” Once a student accepts the job offer from their dream company, they cannot participate in any further campus recruitment process.
- The eligibility criteria set by the company will be followed rigorously.
- Students are encouraged to apply for passport and PAN card as these are basic requirements for many companies.
- The details for different on-campus and off campus activities like venue, timings etc will be informed well in advance to the students.
- The students need to carry their ID card, copy of their resume, photocopies of all the certificates and marksheets and passport size photograph for any recruitment event.
- The students need to dress professionally and anyone in casual attire will be disbarred from the recruitment event.
- ABIT aims to provide placement assistance to the students but placement is to be considered as a privilege and cannot be considered as a right.

## 5.0

## ROAD MAP OF PRE-PLACEMENT TRAINING

### For B.Tech Students



## 5.1 SYLLABUS OF PRE-PLACEMENT TRAINING

### MATHS 22 HRS / 22 CLASSES

SI.NO	TOPIC	N0. OF CLASSES
1	PERCENTAGE	2
2	PROFIT & LOSS	2
3	DISCOUNT	1
4	SIMPLE INTEREST	1
5	COMPOUND INTEREST	2
6	RATIO & PROPORTION	2
7	PATNERSHIP	1
8	AVERAGE	1
9	MIXTURE & ALLIGATION	1
10	TIME & WORK	2
11	PIPES & TANK	1
12	SPEED, TIME & DISTANCE	2
13	BOATS & STREAM	1
14	DATA INTERPETATION	3

### REASONING 24 HRS/ 24 CLASSES

SI.NO	TOPIC	NO. OF CLASSES
1	VENN DIAGRAM	2
2	DISTANCE & DIRECTION	2
3	CODING – DECODING	2
4	SYLLOGISM	2
5	BLOOD RELATION	2
6	ALPHABETICAL SERIES	1
7	DICE	1
8	CLOCK	2
9	CALENDAR	2
10	CUBES & CUBOID	1
11	COUNTING OF FIGURE	2
12	SITTING ARRANGEMENTS	2
13	ANALOGY	1
14	MISSING NUMBERS & SERIES	2

**5.0****SYLLABUS OF COMMUNICATION DEVELOPMENT**

Sl. No.	Topic	No. of hrs.
1	Vocabulary Building Introduction, Paragraph writing	3
2	Memory Test + Vocabs	1
3	Book Reading + Vocabs	4
4	Favourite food (Recipe writing) + Vocabs	3
5	Giving Direction + Vocabs	1
6	Likes & Dislikes + Vocabs	1
7	Guess the emotion + Vocabs	1
8	Favourite Place & Why + Vocabs	3
9	Book Reading + Vocabs	3
10	Pictorial Story Writing + Vocabs	2
11	JAM (Writing one word within 1 minute) + Vocabs	2
12	Newspaper Reading + Vocabs	1
13	Who is your Inspiration + Vocabs	3
14	Book Reading + Vocabs	1
15	"If I were...." (10 lines) + Vocabs	1
16	Situational conversations + Vocabs	1
17	Truth & Lie + Vocabs	1
18	Know your partner + Vocabs	1
19	Blindfold (Direction) + Vocabs	1
20	Newspaper Reading + Vocabs	2

## 5.3 SYLLABUS OF SOFT SKILLS PROGRAM

Sl No	Content	No of Hrs.
<b>Module-1 Personality Development</b>		
1	Self-Introduction	1 hr
2	Greeting/wishes	1 hr
3	Saying and responding to sorry and Thank you	1 hr
4	Identifying Hobbies/ Interest, Difference between hobbies & interest	1 hr
5	Identifying Strength & Weakness	1 hr
6	Dressing Sense, Walking Style & Body Language	1 hr
<b>Module-2 Email Writing</b>		
1	Letter Writing/Application	2hrs
3	E-Mail & CV	2hr
<b>Module-3 Power Point Presentation</b>		
1	Introduction to PPT	5 hrs
2	Importance of PPT, types of PPT	5 hrs
<b>Module: 4 Group Discussion</b>		
1	Group Discussion	10 hrs
<b>Module-5: Personal Interview</b>		
1	Types of interview (telephonic, panel, stress, virtual, structured, unstructured)	2 hrs
2	Emphasis on different job roles in Industry & self-suitability	2 hrs
3	Do's & Don'ts of Interview	2 hrs
4	Opening Formalities	2 hrs
5	Closing Formalities	1 hr
6	Negotiation skill	1 hr

**Sambit Mishra**

**Mobile:-** 9843125487

**E-mail id:-** sambit.mishra@gmail.com



**Career Objective:** *(Write 2 to 3 lines)*

**Educational Qualification:**

Examination	School /College	Board/University	Year of Passing	CGPA/Percentage Secured
<b>B.Tech (CSE Engg.)</b>	Ajay Binay Institute of Technology, Cuttack	Biju Patnaik University of Technology, Orissa	2023	6.92 (up to 4 <sup>th</sup> semester)
<b>12<sup>th</sup></b>	Rajendra Junior College, Balangir	Council of Higher Secondary Education, Bhubaneswar	2019	64.00%
<b>10<sup>th</sup></b>	Prithwi Raj High School, Balangir	Board of Secondary Education, Orissa	2017	81.00 %

*(The above information can be given in bullet points also).*

**Technical Skills :**

C, C++, Python, Java, dot net  
AutoCAD

*(Write whatever skills you have)*

**Summer Training :** *(Write whatever you have done in the following format)*

**Organization –**

**Duration –**

**Description – (3 to 4 lines)**

**Projects Undergone:** *(Write whatever you have done in the following format)*

**Title of the project -**

**Duration –**

**Team Size -**

**Description - (3 to 4 lines)**

*(If you have both of the above the mention both or else mention either of summer training or projects undergone)*

**Certifications:**

**Achievements: / Extracurricular Activities:**

**(Write your academic or extracurricular achievements)**

**Personal Information:**

- Father's Name : Mr. Baikuntha Nath Behera
- Mother's Name : Mrs. Sanjulata Mandal
- Date of Birth : 25<sup>th</sup> August, 2005
- Gender : Male
- Language skills : English, Hindi, Odia
- Current Address : (Wherever you are staying currently)
- Permanent Address :
- Hobbies : Singing, Cooking

**Declaration:-**

I hereby declare that all the above-mentioned information provided by me is true to the best of my knowledge.

Date : \_\_\_\_\_

Place : Cuttack

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**(This template provides a starting point for crafting your CV as a fresher. Feel free to adjust and expand sections as needed to showcase your unique qualifications and experiences.)**

## 7.0

## GUIDELINES FOR GROUP DISCUSSION

In a GD, candidates are observed for their communication, teamwork, problem-solving, and leadership abilities.

Here are ten **key skills** assessed in a group discussion and how they are evaluated:

1. Communication Skills
2. Teamwork
3. Leadership
4. Problem-Solving
5. Knowledge and Awareness
6. Time Management
7. Persuasive Skills
8. Stress Management
9. Critical Thinking
10. Adaptability

### Rules for a GD

- Try to be the first one to speak or last one to summarize.
- Let everyone speak.
- Do not be aggressive.
- Don't pester others with your point of view.
- Respect everyone's view.
- Carry a notepad with you.
- Be clear about what you say.
- It's a discussion, not a debate!

### Common Mistakes to Avoid in a GD Round

- Deviating from the subject.
- Losing neutrality and making personal attacks.
- Focusing on quantity rather than quality.
- Dominating too much.
- Quoting too many facts and figures.
- Analyzing a topic poorly or starting in haste.
- Staying tight-lipped.

## 8.0

## SAMPLE INTERVIEW QUESTIONS

1. Tell me about yourself?
2. Why should I hire you?
3. What is your strength and weakness?
4. Why do you want to work at our company?
5. What is the difference between confidence and over confidence?
6. What is the difference between hard work and smart work?
7. How do you feel about working nights and weekends?
8. Can you work under pressure?
9. Are you willing to relocate or travel?
10. What are your goals?
11. What motivates you to do a good job?
12. What makes you angry?
13. Give me an example of your creativity?
14. How long would you expect to work for us if hired?
15. Are not you overqualified for this position?
16. Describe your ideal company, location, and job?
17. What are your career options right now?
18. Explain how would you be an asset to this organization?
19. What are your outside interests?
20. Would you lie for the company?
21. Who has inspired you in your life and why?
22. What was the toughest decision you ever had to make?
23. Have you considered starting your own business?
24. How do you define success and how do you measure up to your own definition?
25. Tell me something about our company?
26. Where do you see yourself five years from now?
27. On a scale of one to ten, rate me as an interviewer?
28. Do you have any questions for me?

## 9.0 ETIQUETTES

The students are expected to conduct themselves in accordance with standard manners and behaviors. These mannerisms can be manifested through how they dress themselves, how they write emails, how they talk over phone and how they face interviews both offline and online.

### 9.1 DRESS CODE

#### Formal Attire for Men

Item	Do's	Don'ts
Shirts	Plain, light coloured shirts. To be tucked in.	Thick striped or check shirts
Trousers	Plain and dark shade. Pleated & non-pleated both allowed.	Jeans not allowed. No design on formal trousers.
Ties	Traditional tie without patterns. Contrast it with your shirt	No flashy ties with logos, designs etc
Socks	Black, brown, grey, blue	Avoid whit & light coloured socks
Shoes	Formal shoes, preferably leather. Black, brown. Neatly polished	Worn out shoes to be avoided
Belts	Formal belts with a steel buckle	No designer belts
Watches	Leather strapped watches preferred. If metal strapped then should fit the wrist	No designer watches

#### Formal Attire for Women

Item	Do's	Don'ts
Indian Formals	Plain cotton salwar kameez with a plain dupatta.	Avoid designer neck lines. Avoid loud colours
Western Formals	Plain coloured light blouse / shirt. Formal trouser, skirt (knee length) – dark shades	No sleeveless, designer, tight fitting clothes
Shoes / Sandals	One and a half inch heel. Or flats, polished	Avoid bling and designer shoes / sandals
Accessories	Small earrings, One bangle / bracelet	No to dangles, avoid heavy stuff

## 9.2 EMAIL ETIQUETTES

Email Etiquettes refers to a set of rules that a student needs to follow while communicating through mails or any other online forum.

### Email Etiquette Guidelines for a Formal Communication

1. **Formal Greetings:** Begin your email with a formal salutation such as "Dear [Interviewer's Name]" or "Dear Mr./Ms. [Last Name]".
2. **Clear Subject Line:** Use a clear and concise subject line that summarizes the purpose of your email, such as "Follow-Up on Interview Discussion".
3. **Professional Tone:** Maintain a professional and respectful tone throughout the email, avoiding slang or informal language.
4. **Introduction:** Briefly introduce yourself in the opening paragraph, mentioning your name, the position you applied for, and any relevant context if needed.
5. **Clarity and Brevity:** Keep your message clear and concise, focusing on the main purpose of your email. Avoid unnecessary details or lengthy explanations.
6. **Polite Inquiry or Follow-Up:** Clearly articulate your purpose for contacting the interviewer, whether it's to inquire about the status of your application, request additional information, or express gratitude for the opportunity to interview.
7. **Timeliness:** Respond promptly to any emails from the interviewer to demonstrate your professionalism and commitment.
8. **Proofreading:** Before sending the email, carefully proofread it to correct any spelling or grammatical errors. A polished email reflects positively on your communication skills.
9. **Closing:** End the email with a polite closing such as "Sincerely," "Best regards," or "Thank you," followed by your full name.
10. **Contact Information:** Include your contact information in your email signature, making it easy for the interviewer to reach you if needed.
11. **Attachments:** If you need to include attachments, mention them in the body of the email and ensure they are properly labeled and relevant to the conversation.
12. **Respect Boundaries:** Respect the interviewer's time and boundaries by refraining from sending multiple follow-up emails or contacting them outside of agreed-upon communication channels.

Adhering to these email etiquette guidelines will help maintain a professional and respectful communication between the two parties.

An individual need to follow a set of rules and regulations while interacting with the other person over the phone. These are often called as telephone etiquettes. It is important to follow the basic telephone etiquettes as our voice plays a very important role in creating an impression of our personality, education and family background as well as the nature of job we are engaged in.

**Please find below a list of various telephone etiquettes to adhere for a formal conversation.**

- Please ensure that the phone signal is strong to facilitate uninterrupted conversation.
- Always remember your voice must be very pleasant while interacting with the other person over the phone.
- Before starting the conversation use warm greetings like “good morning”, “good evening” or “good noon” depending on the time.
- While appearing for telephonic interviews, make sure you have your resume in front of you. Move to a quiet place and keep a pen and paper handy to jot down the necessary details.
- Make sure to keep the content crisp and relevant and do come to the point after formal greetings.
- Never put the Interviewer on hold. Always keep the information handy and do not run for things in between any call.
- Always end your conversation with pleasant words like “Take care”, “nice speaking with you” and a warm bye. Do not end the conversation with “Good Bye”.

## 9.4 INTERVIEW ETIQUETTES

Interview etiquette refers to the codes of conduct that an individual must follow while appearing for interviews. Let us go through some interview etiquettes:

- An individual must be present at the interview venue before time. Start from your home a little early and allow a margin for traffic congestion, car problems, route diversions and other unavoidable circumstances.
- Check the route well in advance to avoid last minute confusions. If you do not have own conveyance, book a cab or ask your friend or family member to drop you right outside the venue. Avoid going by public transport that day.
- Be very particular about your appearance. Follow the professional dress code for an everlasting first impression.
- Wear something that looks good on you. Coordinate a light color shirt with a dark color well fitted trouser.
- Make sure your shoes are polished and do not make noise. It is essential to smell good.
- Enter the interviewer's cabin with confidence. Greet him/her with a warm smile. A firm handshake says that an individual is confident, positive and willing to take challenges.
- Do not sit unless you have been told to do so.
- Make an eye contact with the interviewer. Avoid looking here and there.
- Be honest with the interviewer. Remember a single lie leads to several other lies. Avoid fake stories. It might land you in trouble later.
- Take care of your pitch and tone. Be polite but firm.
- Stay calm. Avoid being nervous during interviews. There is always a second chance.
- One must sit straight for the desired impact. Avoid fiddling with pen and paper. It is important to have the right attitude as it helps you stand apart from the crowd.
- Keep your cell phone in the silent mode while attending interviews. Cell phone ringing during interviews is an offence.
- Chewing gum during interview is inappropriate.
- Do not fold your resume; instead keep it in a proper folder. Carry all other relevant documents which you might need during interview. Keep a passport size photograph handy.
- Slang and one-liners must not be used in interviews.
- Avoid cracking jokes with the interviewer.
- Once you are done with the interview, do not forget to thank the interviewer.

Nowadays virtual interviews have become very common and hence students should be aware of how they should prepare for it. Check the following points on the day of the interview:

- Find a quiet, private, well-lit place, free from possible interruptions.
- Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed.
- Clear the desk space, except for a notepad and pen/pencil for you to take notes.
- Have a copy of your resume and any other notes ready for your reference.
- Set out a glass or bottle of water for yourself.
- Eye contact is very important during an in-person interview, and you want to convey that same level of connection during a video interview.
- Ensure your internet connection is stable.
- Kindly ensure that your laptop is fully charged and make necessary arrangements for an alternative internet connection in the event of a power outage.
- Check that your computer's audio is working.
- Test your computer's web cam. Position the camera so that you are looking up slightly and centered on the screen.
- Set your phone to silent.
- Check that the background behind you is neutral and free from clutter.
- Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space.
- Close any unnecessary web browser tabs and applications and notifications.
- Dress professionally and avoid bright colors.
- When listening, nod and smile to show you are engaged.
- Use hand gestures when appropriate.

You also must have a backup plan to address any unforeseen circumstances.

- If your video or audio stops working just before the interview, ask the interviewer for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule.
- If noise interrupts the conversation If noises (sirens, construction, etc.) interrupt your video interview, apologize for the interruption, and ask for a few moments until the noise has subsided. You may want to mute the microphone if the noise is severe.
- If someone enters the room unexpectedly If family members, housemates or pets enter the room while you're interviewing, apologize to the interviewer, ask for a few moments, mute your microphone and turn off your camera, and then step away to deal with the interruption. Make sure that the room is secure before beginning the interview again.

## **10.0 FREQUENTLY ASKED QUESTIONS**

### **1. What is Campus recruitment?**

Campus recruitment refers to the process whereby employers undertake an organized program of attracting and hiring students who are about to graduates & postgraduates from universities through On-campus/Off-campus/Pool-campus/ Virtual mode. The objective of campus placement is to identify the talented and qualified students before they complete their education.

### **2. When does the campus recruitment season begin?**

Normally, the campus placement season begins at the pre-final/final semester. It commences in the month of August and goes on till the end of the academic year.

### **3. How can I register myself for a particular company's placement process?**

Once a recruiter's campus plan is confirmed, all eligible and placement registered students will receive a mail from the Placement Cell with the detailed Job description (Eligibility, company and job profile, Work Location, Salary Package, mandatory requirements and the respective company's registration link. The interested student must give his/her confirmation that he/she is willing to participate in the respective campus placements by filling up the required form. All students who thus confirm their willingness must attend the respective campus recruitment without fail.

### **4. What is Company short-list?**

At times, the recruiter may short-list the candidates from the willingness database sent by the placement cell

## **5. What are the stages of the recruitment process?**

The following are the typical stages of recruitment – elimination happens at every stage

- a. Pre-Placement Talk (PPT)
- b. Aptitude Test / Technical Test (On-line/Pen and Paper)
- c. Group Discussion (GD)
- d. Personal Interview (PI)
- e. Technical Interview (TI) & HR Interview

The above-mentioned stages may vary as per each company recruitment pattern.

## **6. Can one student get more than one offer?**

The placement policy of the ABIT is designed to benefit all campus eligible students so that maximum number of students get a real opportunity to secure job offers through campus recruitment.

- One offer is allowed for a student to provide an opportunity to pursue a career related to her discipline.
- Students who get selected in their dream company will not be allowed to participate in any further campus interviews.

## **7. How do I communicate with a particular Company?**

All communication should be routed only through the Placement Cell. No direct communication with company HR should be done. Any communication received from the company by the students should be forwarded to the GNITS Training & Placement Office for the records.

## **8. What is Aptitude Test?**

- Consists of Verbal Reasoning, Logical Reasoning and Numerical / Analytical sections.
- Duration of the test varies from Company to Company.
- Every company has minimum cut-off marks. (Section-wise and overall).
- Some companies may have negative marking also.
- Those that clear the Aptitude test will go to the next round of the selection process.

## **9. What is GD?**

GD stands for Group Discussion. GD is conducted to evaluate the students on the basis of knowledge on current affairs, communication skills, leadership qualities and group behaviour. Those who clear the GD will go to the next round of the selection process.

**10. What is personal interview (HR)?**

HR interviews are conducted to assess Attitude, Communication, Confidence level, Flexibility and Fitment of the candidate into the respective company culture.

**11. What is technical interview?**

- a. It is to assess technical knowledge of the students based on their core area of study.
- b. In case a student has done any certification course, knowledge in that area will also be evaluated

**12. Will the results be declared on the same day of the campus placements?**

Results will be declared on the same day by most of the companies, but a few companies might announce the results later.

**13. What are the documents to be carried by the students on the day of campus placements?**

- a. College identity card.
- b. Three sets of updated Resume, Photocopies of mark sheets & other certification if any.
- c. 2 recent passport size photographs.

**14. What is internship?**

The selection process for internship is similar to that of full-time recruitment process and the selected students must join as per the company decision. However, final placements are based on the performance during the internship tenure.

Student who are selected only for internship are allowed for full time placement Company process (Internship cum placement will not be allowed for full time placement)

**15. If I am awaiting results in one company, am I eligible to attend other company?**

You are eligible till the final results are declared by the earlier company. If you are selected it is mandatory to take earlier offer.

# COMPANIES THAT HAVE RECRUITED ABIT STUDENTS



## CONTACT US

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