

Agnel Charities
Fr. C. Rodrigues Institute of Technology
(An Autonomous Institute Affiliated to the University of Mumbai)

Sector 9A, Vashi, Navi Mumbai, 400703, Maharashtra, India



**Training and Placement
Handbook**

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Chapter 1

Introduction

This handbook deals with Rules, Regulations, Process Flowcharts, Roles of Placement officer, Department staff coordinators, student coordinators of the Placement Cell of Fr. C. Rodrigues Institute of Technology, Vashi. The following chapters will lay down the framework of working of the Placement Cell and its functions.

VISION:

To provide quality placement to all eligible students.

MISSION:

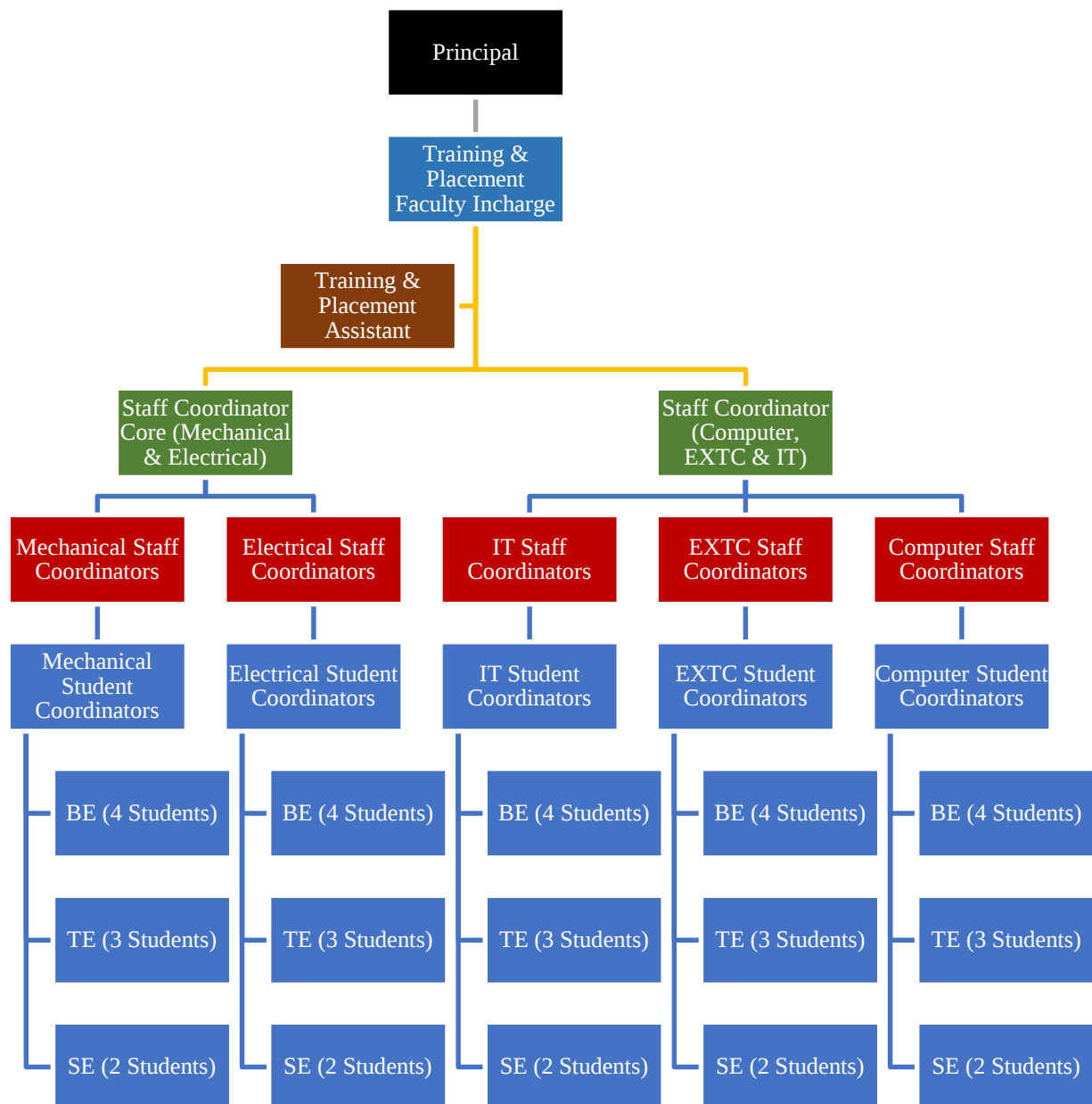
- To provide appropriate training to achieve highest possible percentage of placement.
- To establish a training model to develop practical and soft skills of students.

OBJECTIVES OF TRAINING & PLACEMENT

- Counsel Students in developing / clarifying their academic & career interests.
- Assist Students in developing & implementing successful job search strategies.
- Empower the students with resources & activities to facilitate the career planning process.
- Support Employers to achieve their hiring goals.
- Encourage students in obtaining final placements in reputed firms.

PLACEMENT STRUCTURE

The Placement team structure is defined in the chart as shown below:



Placement Team for Year 2025-26:

Dr. Mahendra Rane	:	Training and Placement Officer
Prof. Amar Murumkar	:	Assistant Training and Placement Officer, Mechanical Placement Faculty Coordinator
Prof. Mritunjay Ojha	:	Assistant Training and Placement Officer, Computer Placement Faculty Coordinator
Prof. Prachi Verma	:	Computer Placement Faculty Coordinator
Prof. Arif Syed	:	Mechanical Placement Faculty Coordinator
Prof. Tejaswita Jagtap, Prof. Akshata Raut	:	EXTC Placement Faculty Coordinator
Prof. Abhishek Shiwalkar	:	Electrical Placement Faculty Coordinator
Prof. Suraj Khandare	:	Computer Science and Engineering Placement Faculty Coordinator
Ms. Smita Sahane	:	Placement Assistant

Chapter 2

Pre-Placement Training Activities

Training and Placement cell signed the MoU with **CAMPUS CREDENTIALS LLP** for conducting the training sessions, mock test and mock interview for the placement registered students.

- Training sessions commences from semester V of the students. Every Saturday Placement Training conducted for Third year students from 09:00 am-04:00 pm by **CAMPUS CREDENTIALS LLP**.
- Every Wednesday Practice Aptitude test conducted for Third year students. Students can give test between 06:00 pm-10:00 pm by **CAMPUS CREDENTIALS LLP (CC)**.
- At the end of third year, after conducting required number of training sessions, Placement Eligibility Test is conducted. This test comprises of General aptitude and technical test.
- General aptitude test conducted by **CC** and Technical test conducted by placement cell.
- Students who missed to give the Eligibility test need to appear for Eligibility Test-2.
- Students who clears the test only will be allowed to appear for upcoming placement drives which is commencing from Semester VII.
- Every Saturday practice test conducted for Semester VII students from 02:00pm-04:00pm. Students who could not clear the eligibility test need to appear compulsory and shows their performance for their participation in the placement drives.
- Company specific test also conducted by **CC** before starting the placement process.
- Every Saturday, placement cell conducts general aptitude test for Second year students to improve aptitude preparation.
- Dedicated placement hour is scheduled in the class time table for third and final year students. Practice test in Technical domain is conducted by department staff placement coordinator during placement hour.
- Department staff coordinator also conducts sessions on career guidance during placement hour.

- Special lectures are conducted by Faculty or Campus Credential faculty, before Campus Interview with specific preparation towards clearing the interview aptitude tests.
- Alumni students placed in the company are also invited to give a talk about preparation for the interview process and give current information about the company.

Chapter 3

Placement Guidelines and Rules

PLACEMENT GUIDELINES

- There is no restriction to all registered and eligible students on appearing in interviews till they secure a job.
- If the student appears for one company and the placement process is not completed (i.e., a final decision is not made), he/ she will be allowed to appear for the next company in line. In the case that he/she is offered by both companies, the candidate will have the choice to select any of the offers made.
- Once registered with the company, students are not permitted to back out with any excuses.
- Any written confirmation from the company about shortlisting will be considered the final document determining the candidates' selection.
- The student will have to accept the offer from the latest offered company, if he/ she receives multiple offers. In that case earlier offers stands cancelled.
- The Placement cell will be authorized to decide any exceptions about it.
- Students who wish to go for HS are permitted only to appear for TCS Ninja.
- Students who got placed will not get any support from the placement cell for pursuing HS for a complete year effective from their passing date of graduation.
- Students have to mail all their queries only to tpo@fcrit.ac.in with proper details such as screenshots, etc.
- Students shouldn't communicate with company HR without placement cell permission.
- Even with placement cell permission, if they are communicating, they should keep placement@fcrit.ac.in as in CC.
- If a candidate refuses to accept a company offer or leaves the company within one year of the service period, he/she will be debarred from the placement process and will not be eligible to get the transcript for higher studies for the stipulated period.

- If a candidate gets the placement off-campus, he/she has to inform the placement cell immediately so that his eligibility for the campus placement will be null and void. Placement cell will not have any responsibility towards this off-campus offer.
- If training is scheduled and the student has committed to come and the student will not come then he will be debarred for the next placement activity.

RULES TO BE FOLLOWED DURING PLACEMENT PROCESS:

- Candidate should be available for the process well in time as specified by the placement cell.
- Candidate should follow all the instructions provided by the cell.
- Formal clothes to be worn. Full Sleeve shirts, formal pants, formal shoes and well-groomed for gents. For Girls - formal clothes, no party wear.
- 2 copies of resume and passport photos and pen pencil and calculator should be always available with the students appearing for placement process.
- Company announcement will be through WhatsApp and/or Email.

PROCESS OF REGISTRATION FOR STUDENTS

- The process of registration starts in the end of Semester 4.
- The placement facility is available to all students interested to join for placement drives, irrespective of their academic performance.
- Students interested in going for higher studies need to give declaration during registration process and requested not to register for the placement process.
- Any Student if not registered for placement, is not eligible for Placement opportunities.

ACCEPTING AN OFFER

- The company shall provide selection list and/or offer letters to the Placement Office and not directly to the students.
- When the Cell receives an offer letter from a company for a student, it shall communicate the same to her/him.

- If company shares the offer letter directly to students and asked for acceptance directly, students need to send the acceptance by mailing signed copy of the offer letter keeping placement@fcrit.ac.in as in CC.
- A student who has accepted an offer is expected to join on the given joining date.

STUDENT CODE OF CONDUCT

- It is mandatory for all students appearing for any process of campus drive to come in formals.
- Students must keep their Identity Card with them at the time of Pre-Placement Talk (PPT) / Test /Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or TPO staff.
- Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placements.
- All post job-offer communication between student and Company should be channelized only through the placement cell.
- Direct communication with the company officials is Not Allowed.
- It is mandatory for students to register for the company to participate in the placement process of the company.
- Attendance in PPT is mandatory after registration, to be eligible for further placement process.
- Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between the process, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student has a fair chance to inform their decision of not continuing for the placement process to TPO, but final decision is with TPO.
- For the Pool campus drives in other college or if the company conducts any round outside the campus, the students who have registered / selected should compulsorily participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities.
- Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.

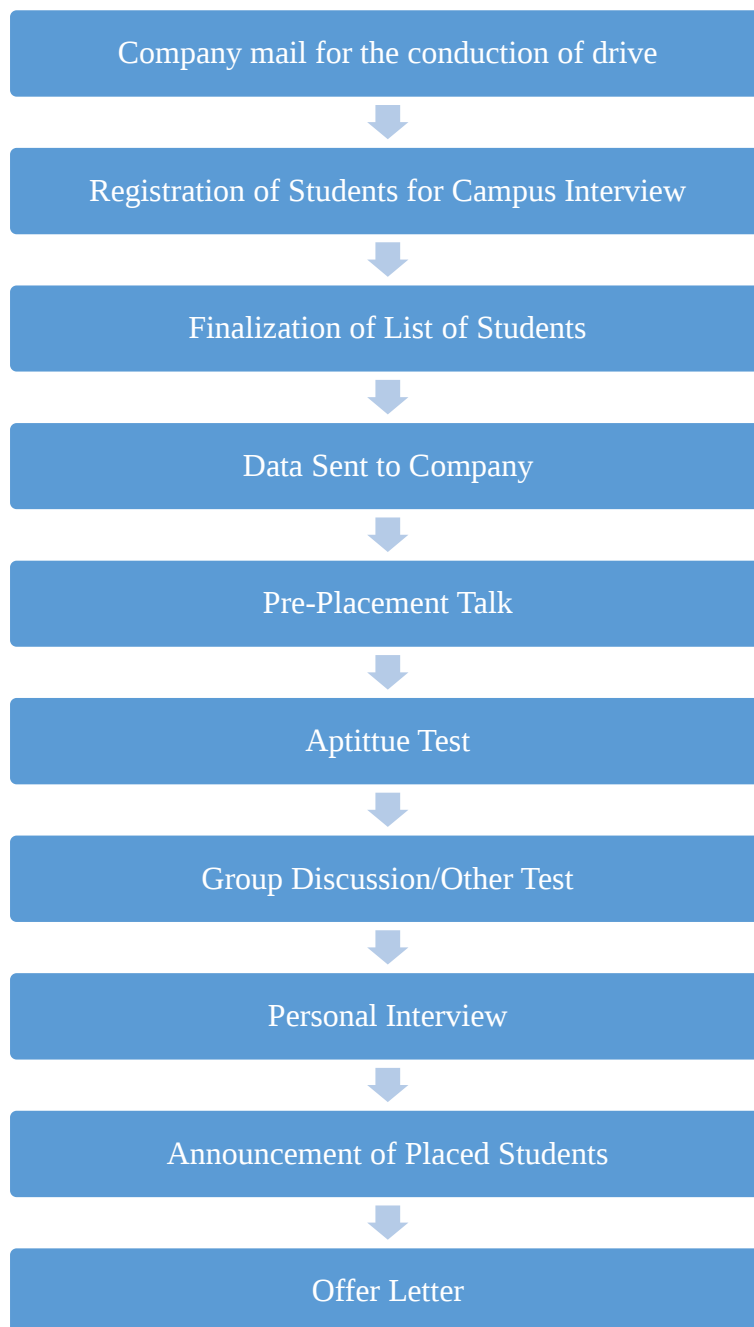
- If student is blacklisted then he/she can approach placement committee to make formal request for removal from blacklist.
- Entire placement committee should attend the meeting as and when called by placement in charge with prior information.
- On the regular basis placement committee can meet on last Wednesday of each month at 4 PM without any prior information.

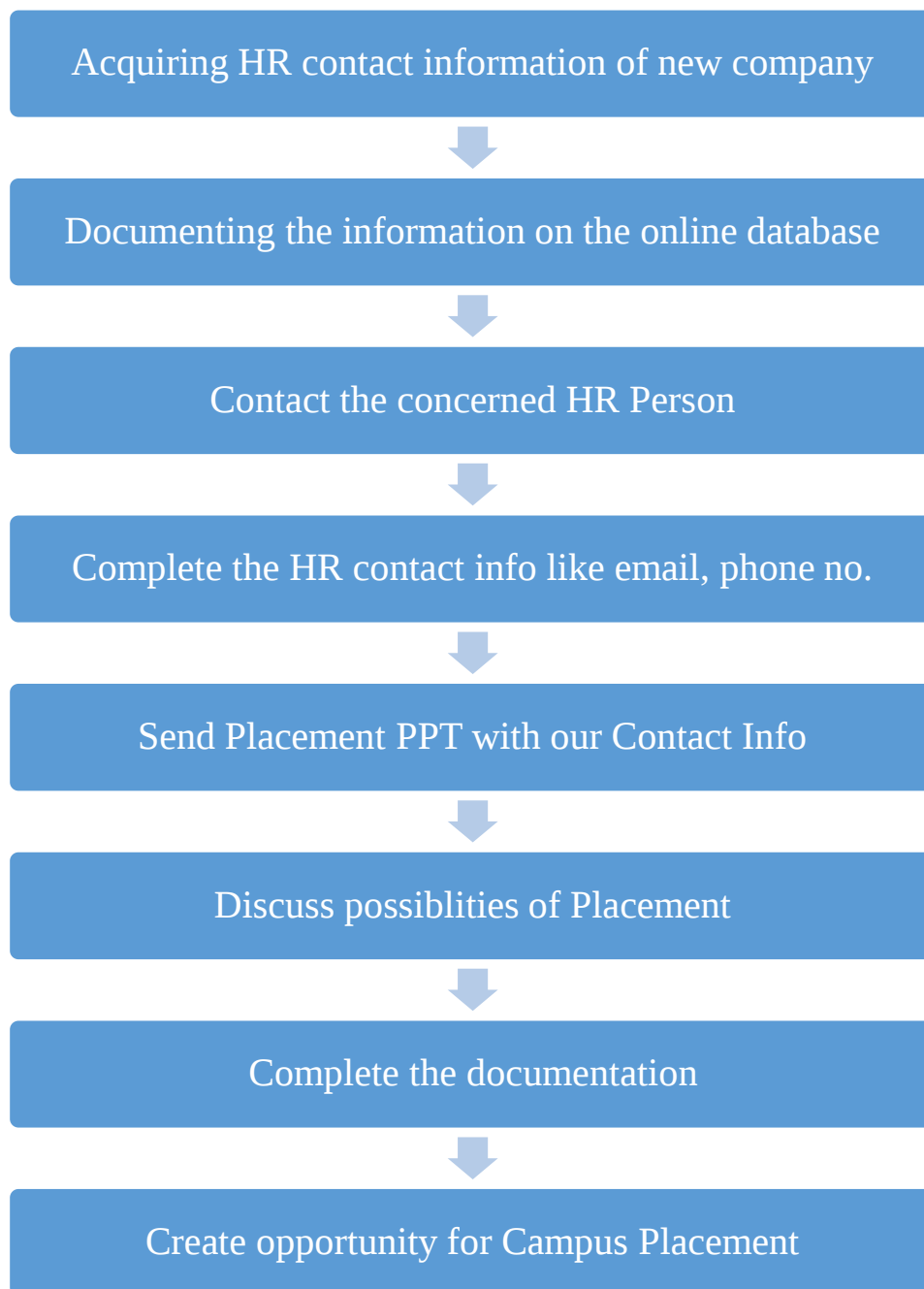
Chapter 4

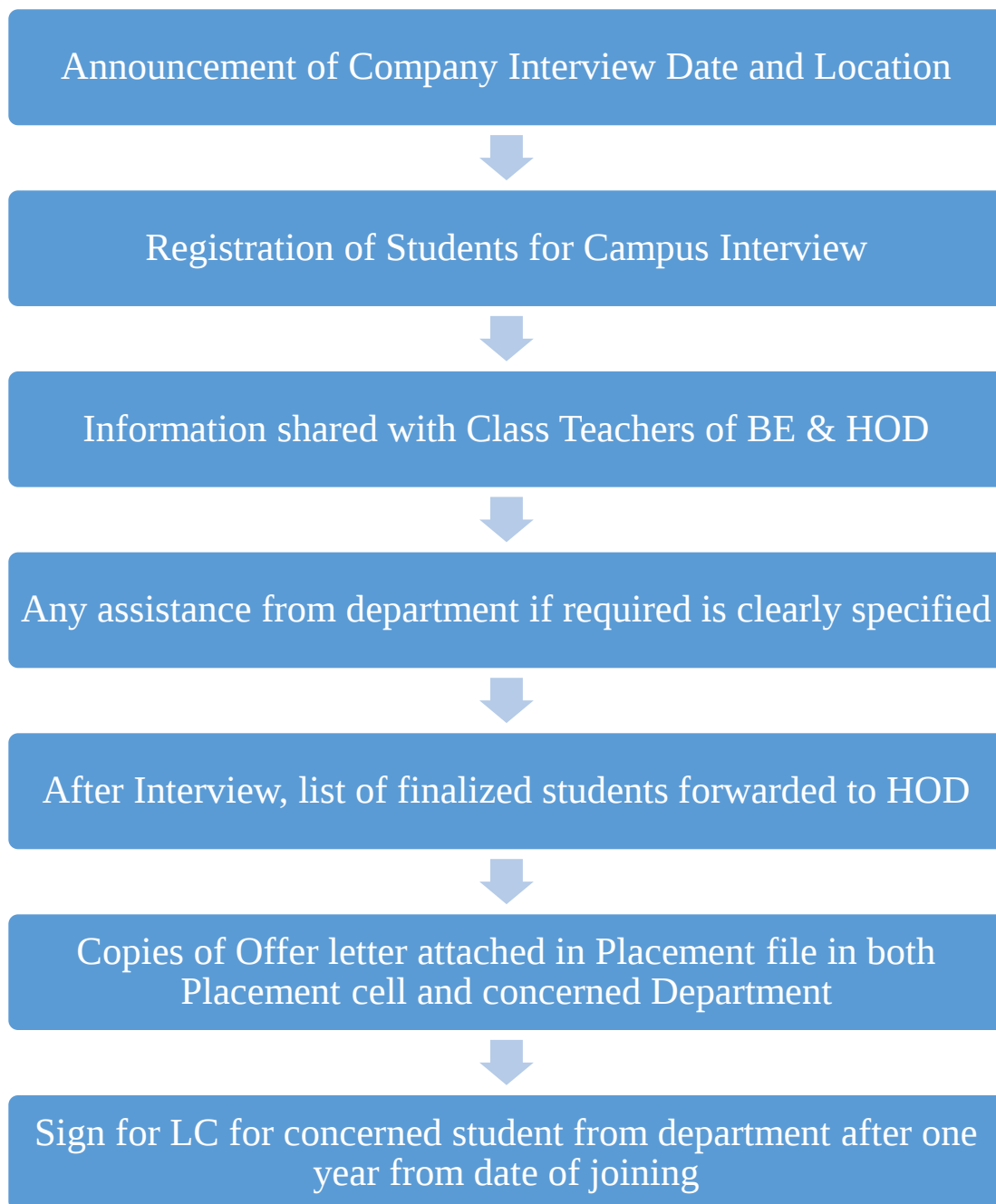
Process Flowcharts

This chapter deals with the Process flowcharts relating to important activities of the Placement Cell like, Interview Process, New Company Contact, Interaction with Institute departments.

PLACEMENT PROCESS



NEW COMPANY CONTACT PROCESS

INTERACTION WITH INSTITUTE DEPARTMENTS PROCESS

Chapter 5

Student Database and Online Interaction

The Student database for applying for Placement drives in their final year is created in the online Portal on the institute website to access the data remotely from anywhere. This chapter deals with the details of the student database and how the placement cell interacts with the students online.

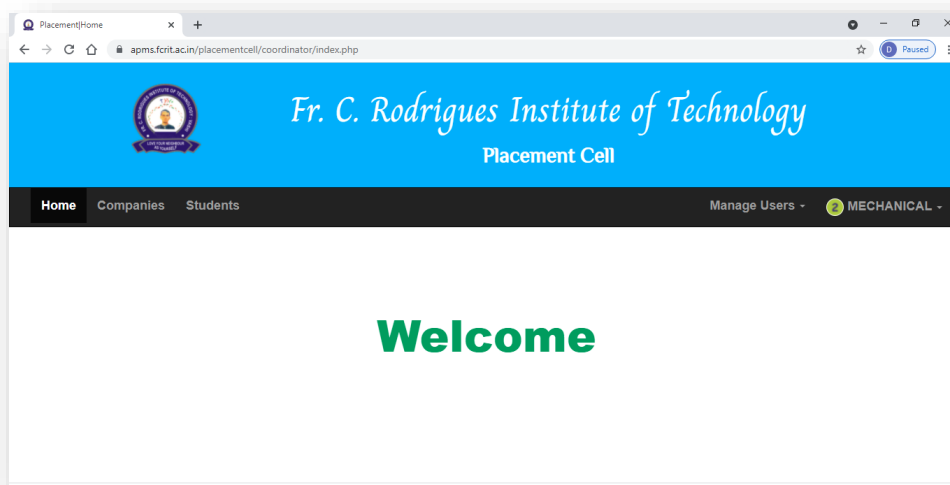
Online Placement Portal: <https://placement.fcrit.ac.in/>

Placement Website: https://fcrit.ac.in/placement_home

ONLINE PORTAL:

There are two aspects to the portal: one is the staff side where admin login is provided for TPO for tracking and accessing the student database and the second is the student's view, where they can enter their academic details and apply for new campus interviews. The student's data can be viewed, edited, and downloaded from this side. New campus interview positions can be created using the portal. The placement cell can then track the students who were placed during the campus interviews and then block them from appearing for future interviews as per the placement policy of the current academic year.

1. After login, it shows a welcome window, with access to five department data to view and process.



Welcome Screen

The screenshot shows a web browser window with the URL https://apms.fcrit.ac.in/placementcell/coordinate/all.get_students.php. The page header features the institute's logo and name, "Fr. C. Rodrigues Institute of Technology Placement Cell". The navigation bar includes "Home", "Companies", and "Students" (which is active). On the right, there are links for "Manage Users" and a dropdown menu showing "2 MECHANICAL".

On the left sidebar, there are three buttons: "All students" (selected), "Reset students", and "Higher Study". The main content area is titled "All Student of Passing Year : 2020" with a note: "Note : Hover on data cells to know the column name after scrolling". Below this is a search bar with the placeholder text "Search any details of the student..".

Sr no.	Edit	Verify	Reject	Block	Roll Number	First Name	Last Name	Father's Name	Mother's Name	Email Id
1					2020	ADY	MATHIAS	MATHIAS	ADY	adymathias24@gmail.com

Portal: Student data

2. A new company can be created based on their selection criteria, CTC offered, and stages of the drive process. Any company-specific data required can be collected by embedding MS form data link in the company page itself so that only eligible students can view and submit the company data.

The screenshot shows the "Add Company" page with the URL <https://apms.fcrit.ac.in/placementcell/company/add.company.php>. The page is divided into two main sections: "Company Details" and "Criteria".

Company Details:

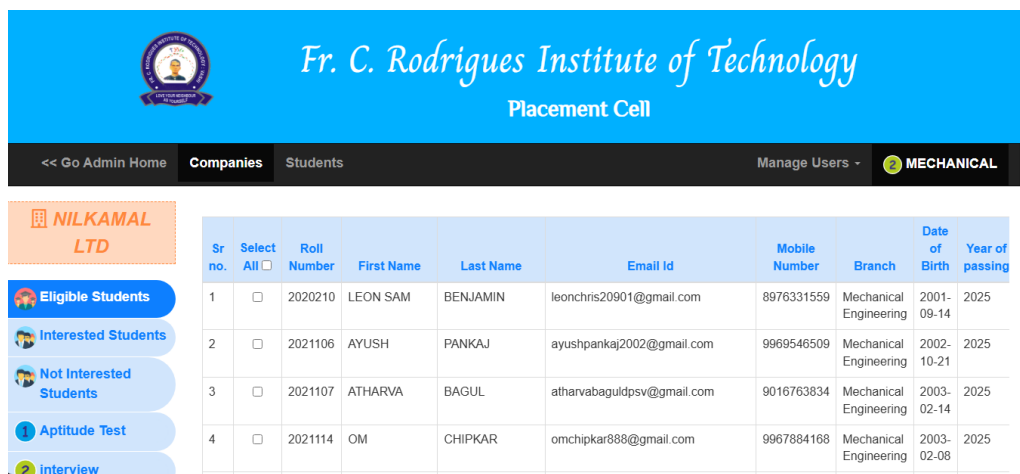
- Company Name* :** Text input field.
- Campus type* :** Radio buttons for "On Campus" (selected) and "Off Campus".
- Tier* :** Dropdown menu showing "Tier 1".
- Package* :** Text input field with a "Package in lakhs" label.
- Venue* :** Text input field with the example "eg. FCRIIT, Vashi".
- Link:** Text input field with the placeholder "Any link of company or other details".
- Confirmation link should be active for (after sending mails)* :** Dropdown menu showing "12 hours".

Criteria:

- Batch(Year of Passing)* :** Dropdown menu showing "2020".
- For which branch? * :** Checkboxes for:
 - ☐ Computer Engineering
 - ☐ Mechanical Engineering
 - ☐ Electronics & Telecommunication Engineering
 - ☐ Electrical Engineering

Portal: New Company drive Creation

3. Once the company is created, only eligible students as per company criteria will appear in the window as shown. Only these students can be selected to which drive registration mail goes in their institute domain email ID.



Fr. C. Rodrigues Institute of Technology
Placement Cell

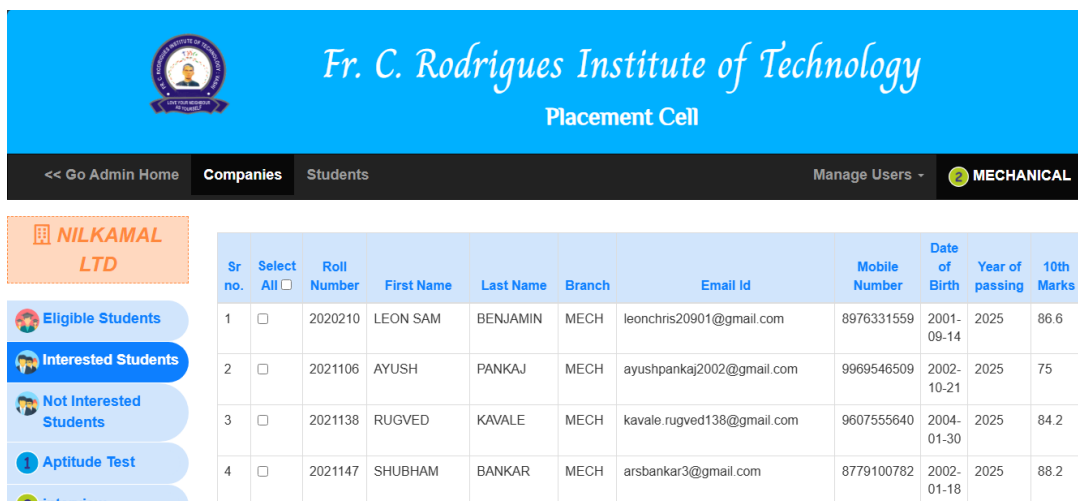
<< Go Admin Home **Companies** Students Manage Users - **MECHANICAL**

NILKAMAL LTD

Eligible Students
Interested Students
Not Interested Students
Aptitude Test
Interview

Sr no.	Select All ☐	Roll Number	First Name	Last Name	Email Id	Mobile Number	Branch	Date of Birth	Year of passing
1	☐	2020210	LEON SAM	BENJAMIN	leonchris20901@gmail.com	8976331559	Mechanical Engineering	2001-09-14	2025
2	☐	2021106	AYUSH	PANKAJ	ayushpankaj2002@gmail.com	9969546509	Mechanical Engineering	2002-10-21	2025
3	☐	2021107	ATHARVA	BAGUL	atharvabaguldpsv@gmail.com	9016763834	Mechanical Engineering	2003-02-14	2025
4	☐	2021114	OM	CHIPKAR	omchipkar888@gmail.com	9967884168	Mechanical Engineering	2003-02-08	2025

4. Interested students will give their consent as a response to the mail which will be reflected as interested students in the window. This will be the database of the interested students to download and submit to the company. If a company asks students to resume anytime during the process, it can be easily downloaded from their database and can be submitted instantly.



Fr. C. Rodrigues Institute of Technology
Placement Cell

<< Go Admin Home **Companies** Students Manage Users - **MECHANICAL**

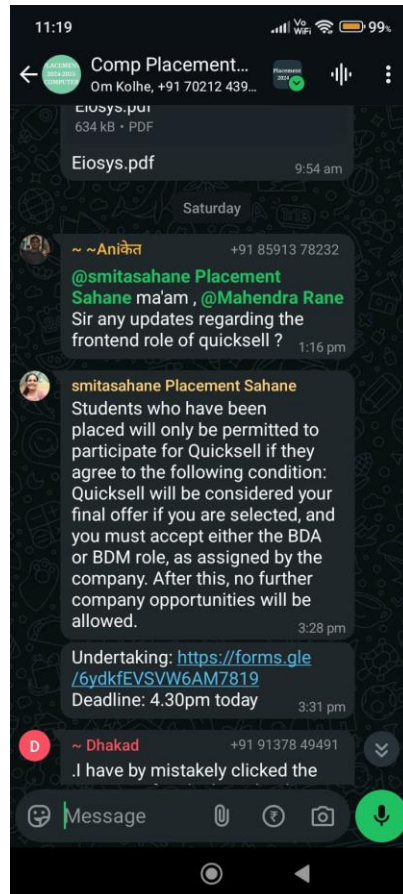
NILKAMAL LTD

Eligible Students
Interested Students
Not Interested Students
Aptitude Test
Interview

Sr no.	Select All ☐	Roll Number	First Name	Last Name	Branch	Email Id	Mobile Number	Date of Birth	Year of passing	10th Marks
1	☐	2020210	LEON SAM	BENJAMIN	MECH	leonchris20901@gmail.com	8976331559	2001-09-14	2025	86.6
2	☐	2021106	AYUSH	PANKAJ	MECH	ayushpankaj2002@gmail.com	9969546509	2002-10-21	2025	75
3	☐	2021138	RUGVED	KAVALE	MECH	kavale.rugved138@gmail.com	9607555640	2004-01-30	2025	84.2
4	☐	2021147	SHUBHAM	BANKAR	MECH	arsbankar3@gmail.com	8779100782	2002-01-18	2025	88.2

5. Information for registering the company, update on drive process, students queries are addressed on WhatsApp students placement group. Department wise student's

placement group created for each year so that information can be available instantly to the students.



Chapter 6

Placement Related Venues & Locations

The placement cell conducts their activities in various locations around the institute depending on the requirement for the task. Some of the main interactions between the Placement staff and Company representatives are held at the Placement Cell itself. The other locations are mentioned below.

Interview Venues & Locations:

1. New Building – Seminar Hall, First Floor (AX - 116).
2. New Building – Seminar Hall, Second Floor (AX - 216).
3. New Building – ME Tutorial Rooms, Fifth Floor (AX - 501, AX - 505B, AX - 514B and AX - 515B).
4. New Building – Computer Labs from departments (AX - 502, AX - 504, AX - 506, AX - 507, AX - 508, AX - 510, AX – 512 and AX - 516).
5. Old Building – Computer labs from CSE and Humanities departments (104, 112, 309, 310, 311).
6. New Building - Class Room, for pen and paper test from any department (AX -107, AX - 109, AX -111 and AX - 115).