



# **TRAINING AND PLACEMENT CELL (TPC)**

## **Placement Policy and Process**

### **B.Ed. Programme**

(Version 1.0 created in December 2018 for Academic Session 2018-19 onwards)

AIE shall aim to provide placement assistance to all graduating student-teacher. Placement is a privilege extended to the student-teacher not a right.

The Training and Placement Cell reserves the right to change this document at any time. Changes will be communicated to student-teacher in a timely manner.



## **1. Placement Policy**

The placement and recruitment policy outlined is intended to provide every student-teacher an equal opportunity at getting the best job offer.

1. Once a student-teacher secures a job, the career placement cycle is complete for the individual. No additional opportunities will be made available.
2. When receiving 2 or more offers from schools/organizations that have parallel recruitment process (i.e.) [2 or more schools/organizations on a single day for campus recruitment], the student-teacher will make a decision on accepting 1 of them. This decision is final and binding on the student to maintain professional ethics.
3. Working on a full-time basis during the final semester of the B.Ed. programme may be allowed only under exceptional cases and requires the approval of the Chairman, AIE and recommendation of the Principal.
4. Chairman AIE or his designee on his sole discretion can allow exceptions to the policy requirements.
5. A student-teacher will be allowed to appear in unlimited selection interviews, on-campus or off-campus that are scheduled by the TPC, AIE.
6. Pre Placement Offer (PPO) is equivalent to a job offer and hence the same policy shall be applicable.



## **2. Placement Process**

1. Registration on or before 31 Jan 2020 with the Training and Placement Centre (TPC) is a requirement for all student-teachers. No unregistered student-teacher will be approved for a campus interview and it will be assumed that he/she is not interested for placement assistance from the TPC of the Institute.
2. It is mandatory for a student-teacher to appear in the Pre Placement Talk and recruitment process of the organization for which he/she is registered. Based on the number of registered student-teachers, TPC will take decision on calling organization on-campus or off-campus for interviewing student-teachers.
3. Student-teachers must carry a proof of identity with them at all times during on-campus or off-campus recruitment process.
4. Student-teachers must carry 2 copies of the approved resume along with 2 passport size photographs, during campus recruitment. No request of print out of resume will be entertained by the TPC.
5. Student-teachers will not be allowed to carry their mobile phones or laptops into the interview/group discussion/demonstration lesson room.
6. TPC will handle all communication with representatives of recruiting organization. Student-teachers are not allowed to contact the said representatives directly.
7. For all matters relating to campus recruitment, student-teachers should directly contact TPC.

### **2.1 Expulsion from Campus Placement**

The following scenarios are illustrations of cases that may require the expulsion of the student-teacher from the recruitment process:

1. Adopting unfair means/violating campus recruitment policy.
2. Withdrawing after being shortlisted by a school/organization at any stage.
3. Failing to appear in the registered schools/organizations for two times.
4. Misrepresenting information on their resume.
5. Acting unprofessionally with any member of the school/organization.
6. Not appropriately dressed during a school's/organization's selection procedure that he/she is participating in.
7. Non- completion of School Internship /Field Activities/other academic requirements.
8. Attendance less than 90% attendance in Practical Training sessions.
9. Failure to appear in Pre Placement Talk of the school/organization for which he/she is registered and other programs organized by the Training and Placement Cell, AIE.
10. If a student fails to appear for 3 consecutive placement opportunities (despite submitting the duly filled registration form), his/her Placement Assistance form will be treated null and void.



**ARMY INSTITUTE OF EDUCATION**  
**Plot No. M1, Pocket P-5, Greater Noida, U.P. – 201306**  
**Website: aiedelhi@gmail.com**  
**Contact No.:0120-2343741/42**

## **Undertaking for Placement Assistance 2019-20**

**(For student-teachers seeking Placement Assistance)**

Student- Teacher Name: \_\_\_\_\_ Enrolment Number: \_\_\_\_\_

Programme: \_\_\_\_\_ Batch: \_\_\_\_\_

Subject Specialization in B.Ed.:

Pedagogy Courses: I \_\_\_\_\_ II \_\_\_\_\_

Elective Course: \_\_\_\_\_

Class X (%)	Year of Passing	Class XII (%)	Year of Passing	Graduation (%)	Year of Passing	B.Ed. CGPA or % till last Semester	No of Backlogs till last semester

I hereby undertake, in seeking Placement Assistance from Army Institute of Education Greater Noida and to abide by the Placement Rules 2019-20 in particularly as drafted in Section 2.1 of the Placement Process that my Placement Assistance form. I shall also honor the efforts of AIE Greater Noida by joining the school/organization that has offered me a job of my choice through the placement program.

**INTERNSHIP DETAILS**

Internship done at the School (Name)	
Name of the Principal/Coordinator of the school	
Contact No of the Principal/Coordinator of the school	
Email Id of Principal/Coordinator of the school	

Note: Placement Assistance form will NOT be accepted unless the student-teacher produces a copy of resume and all relevant certificates and mark sheets.

Date:

Name and Signature of the Student-teacher

Contact No:

E-mail ID:



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**(For student-teachers NOT seeking Placement Assistance)**

Student- Teacher Name: \_\_\_\_\_ Enrolment Number: \_\_\_\_\_

Programme: \_\_\_\_\_ Batch: \_\_\_\_\_

Subject Specialization in B.Ed.:

Pedagogy Courses: I \_\_\_\_\_ II \_\_\_\_\_

Elective Course: \_\_\_\_\_

Please specify your reasons for opting out of campus placement

- Higher Education
- Marriage Prospects
- Any other (Please specify below)

\_\_\_\_\_

**INTERNSHIP DETAILS**

Internship done at the School( Name)	
Name of the Principal/Coordinator of the School	
Contact No of the Principal/Coordinator of the School	
Email Id of the Principal/Coordinator of the School	

Date:

Name and Signature of the Student-Teacher

Contact No:

E-mail ID: