



# ARMY INSTITUTE OF EDUCATION



Affiliated to Guru Gobind Singh Indraprastha University, New Delhi

Awarded 'A' Grade by NAAC & JAC | NCTE Recognized | Approved by RCI | ISO Certified Institute

'Institute under the aegis of Army Welfare Education Society (AWES)'

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## TRAINING AND PLACEMENT CELL (TPC)

### Placement Policy and Process

#### B.Ed. & BEd.Spl.Ed. Programme

*(Version 4.0 created in Jan. 2024 for Academic Session 2023-24 onwards)*

**AIE shall aim to provide placement assistance to all graduating student-teachers.**

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. Students will be given placement opportunities only after the clearance of College fee and Hostel fee of both the academic years.
2. If students join any school when the semester is going on than it will be responsibility of that student to complete his/her attendance, assignments, syllabus and appear for internal and external exams.
3. If they miss internal exams or viva than they have to pay the extra exam fee for re-appear as per the rules of University.
4. Once a student-teacher secures a job, the career placement cycle is complete for the individual. No additional opportunities will be made available.
5. 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.
6. 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 principal, AIE.
7. Principal AIE or her designee on her sole discretion can allow exceptions to the policy requirements.
8. A student-teacher will be allowed to appear in maximum 3 selection interviews, on- campusor, off-campus or online that are scheduled by the TPC, AIE.
9. Pre Placement Offer (PPO)/ confirmation mail is equivalent to a job offer and hence the same policy shall be applicable.
10. TPC will not provide any finances to appear in off campus interviews.
11. All students need to report back at campus during the summer break after the joining the school in semester IV.
12. The institute will offer max. 3 placement opportunities to students. However, if a student chooses not to participate and join the school without providing any valid reasons, they will be automatically categorized as not seeking placement.
13. Upon securing placement through AIE, students cannot hold the Institute responsible for the school environment and work culture.
14. If students insist on placement only in a specific region and miss all the opportunities offered by the Institute within the laid timeline, they will be solely accountable for it and will be classified as non-seeking.



## **2. Placement Process**

1. Registration on or before 01 Feb of the year 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 organizations for on-campus/off-campus/online for interviewing the student-teachers.
3. Student-teachers must carry a proof of identity with them at all times during on-campus/ off-campus/online recruitment process.
4. Student-teachers must carry 2 copies of the approved resume along with 2 passport size photographs/ soft copy in JPG format, 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, however they have to submit their digital LP's /PPT's to TPC in-charge beforehand. For online interactions/interviews please adhere to netiquettes.
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.
8. Students should discuss with their parents/guardians regarding placement before applying in the interview.

### **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.

## **Undertaking for Placement Assistance of Batch 2022-24**

**(For student-teachers who are seeking Placement Assistance during 2023-24 kindly fill this google form)**

<https://forms.gle/KjqmjGATmBgPAdp57>

## **Undertaking for Not Seeking Placement Assistance of Batch 2022-24**

**(For student-teachers who are not seeking Placement Assistance during 2023-24 will fill this google form)**

<https://forms.gle/Wt8SL6X6JGt8t3Zq7>

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