



ARMY INSTITUTE OF EDUCATION

Affiliated to Guru Gobind Singh Indraprastha University, New Delhi



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ISO 9001:2015 Certified Institute*

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TRAINING AND PLACEMENT CELL (TPC)



SOP: PLACEMENT POLICY AND PROCESS

B.ED. & BED. SPL. LD. PROGRAMME

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.



SOP: PLACEMENT POLICY AND PROCESS

Aim.

1. Aim of this SOP is to establish clear, consistent and transparent guidelines for managing the placement process for students. This SOP will help in streamlining and standardizing the placement procedure, ensuring fairness and efficiency.

Placement Policy

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

- (a) Students will be given placement opportunities only after the clearance of College fee and Hostel fee of both the academic years.
- (b) 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 appearance for internal and external exams.
- (c) If they miss internal/external theory or practical exam than they have to submit the extra exam fee for re- appearance as per the rules of University.
- (d) Once a student-teacher secures a job, the career placement cycle is complete for the individual. No additional opportunities will be made available.
- (e) 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 only one of them. This decision is final and binding on the student to maintain professional ethics.
- (f) Pre Placement Offer (PPO)/ confirmation mail is equivalent to a job offer and hence the same policy shall be applicable.
- (g) The Training and Placement Cell (TPC) will not provide financial assistance for students attending off-campus interviews.
- (h) Students must seek prior permission through the proper channel (mentor and keep the Placement Officer informed about their progress with outside schools.
- (j) The appointment letter once signed by student-teacher and school management is an agreement between two parties i.e. employee and employer and binding on both parties which has legal implications. Therefore, student-teachers must read and understand the offer letter and appointment letter

carefully. It will be the responsibility of the student teacher to read the offer/appointment letter carefully and sign it only if all terms and conditions are accepted to them. AIE will not repeat not be responsible for any further conduct of either party.

(k) All students need to report back to the campus during the summer break after joining the school in semester IV.

(l) The Institute will provide a maximum of three placement opportunities to students, whether on-campus, off-campus, online, or offline, as scheduled by the Training and Placement Cell (TPC), AIE.

(m) Students who choose not to participate or join a school without valid reasons will be automatically classified as *not seeking placement*.

(n) Once students secure placement through AIE, the Institute will not be held accountable for the school environment, work culture, or any related issues.

(o) Students insisting on placement in a specific region and subsequently missing all opportunities offered within the Institute's timeline will be held responsible for their decision and categorized as *non-seeking*.

(p) Once a student accepts the placement offer from the school, AIE will no longer responsible for the school environment, any actions taken by the school due to poor performance, or any breach of contract including leaving the school without valid notice. However, feedback received from the students will be always valued.

(q) AIE will take necessary action against the placed student who engages in activities that defame the institute.

Placement Process

3. Placement process is a structured series of steps aimed at helping students secure full-time job opportunities through campus recruitment drives. This process typically involves several stages that ensure both student and employer are well-prepared and that the placement experience is fair, efficient and effective. Below is a detailed breakdown of the placement process: -

(a) 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.

(b) 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.

(c) Student-teachers must carry a proof of identity with them at all times during on-campus/ off-campus/online recruitment process.

- (d) 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.
- (e) 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.
- (f) TPC will handle all communication with representatives of recruiting organization. Student- teachers are not allowed to contact the said representatives directly.
- (g) A nominal fee of ₹100 will be charged to students for participation in the first three rounds of the placement process.
- (h) If a student is not selected and wishes to participate in subsequent rounds, they may do so by paying ₹50 for each additional round.
- (j) The **Training and Placement Cell (TPC)** will facilitate all communication related to placements.
- (i) Information flow will follow this structured process.
- (ii) Schools → Convenor of the TPC → Student Representatives → Students, and vice versa.
- (k) One student representative will be designated to manage communication with a specific school during the placement process, under the guidance of the TPC Convenor.
- (l) Students should discuss with their parents/guardians regarding placement before applying in the interview.

Expulsion from Campus Placement

4. The following actions or circumstances may result in the disqualification of a student-teacher from the recruitment process: -

- (a) Engaging in unfair practices or violating the campus recruitment policy.
- (b) Withdrawing from the recruitment process after being shortlisted by a school/organization at any stage.
- (c) Failing to attend scheduled interviews with registered schools/organizations on two occasions.
- (d) Providing false or misleading information on their resume.
- (e) Exhibiting unprofessional behaviour towards any member of a school/organization.

- (f) Failing to adhere to professional dress code standards during the selection process of a school/organization.
- (g) Non-completion of School Internship, Field Activities, or other academic requirements.
- (h) Maintaining less than 90% attendance in Practical Training sessions or less than 80% attendance in theory classes.
- (j) Having a history of disciplinary action, which will result in automatic disqualification from the placement process.
- (k) Failure to appear in Pre-Placement activities organized by the Training and Placement Cell, AIE.

Conclusion

5. By providing a structured framework, this SOP will help the institution maintain professionalism and efficiency in handling placements while meeting the needs of both students and employers.

Authority: Approved by the Chairman AIE vide HQ Delhi Area letter No 7845/60-7/AIE/AWES dated 13 Jan 2025.