



MACFASTTM

Placement Handbook 2020-2021

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Welcome to one of the most exciting aspects of your Post Graduation programme – Your Placement. This is your great moment to apply all the knowledge you have developed and MACFAST Corporate Relations aids you to grab your dream of a prosperous career through a participative approach.

Success in life always depends on your own enthusiasm, commitment and persistence. Similarly once on placement you have to follow the same mantra. Another important aspect is a positive attitude and a willingness to learn and ask questions will enable you to come out with flying colours.

The Placement Cell at MACFAST works closely with students throughout the process of applying, preparing for and embarking on a placement.

MACFAST Corporate Relations is headed by a Placement Officer and assisted by an Assistant Placement Officer. Representatives from students and faculty members as student coordinators and faculty coordinators support corporate relations in organizing placement activities.

This handbook is a reference to all the activities related to MACFAST Corporate Relations and it also provides general guidelines and advice on how to best prepare and organise yourself before undertaking a placement.

We are sure that you can create the best utilization of MACFAST Corporate Relations activities like Placement Training, Alumni Interactions, and various career orientation Webinars, followed by final placements.

Wishing you a great success in your career

Thanks and Regards

MACFAST Corporate Relations.



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VISION

To raise the college to a level of excellence so as to place it among the top IT, BT and B-Schools

MISSION

To transform young people and mould them into value-driven culturally enrich and professionally competent change agents who would significantly contribute to improving their immediate Community, the State, the Country and the World at large

About MACFAST

MACFAST (Mar Athanasios College for Advanced Studies Tiruvalla), Kerala, India, reigns supreme as a premium post graduate and research institution, was started in 2001, with the objective of promoting quality education in professional and diverse fields of Business Management, Information Technology and Biosciences. MACFAST is owned and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla, with His Grace Dr. Thomas Mar Koorilos as the President and Patron. In the past 76 years, this agency has contributed to the establishment of a large number of schools, colleges, hospitals, medical and paramedical institutions throughout the country. Located in the commercially active town of Tiruvalla, Kerala, amidst the lush green countryside, stands this multi-storeyed building with a built-up area of 3,00,000 sq.ft. MACFAST facilitates a collegial environment with contemporary, functional, safe and ecofriendly campus. The committed workforce believes that the true purpose of education is not just imparting knowledge, but also encouraging personal empowerment of every individual with the desire for self development. The executive committee of the National Assessment and the Accreditation Council on the recommendation of the duly appointed peer team declared the MACFAST College affiliated to M G University, Kottayam as accredited with CGPA of 3.08 on 4 point scale at 'A' grade and also Institute is recognised by DSIR, Govt. of India.



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Placement Overview:

All intakes of the batch are being introduced to the college placement through the placement orientation given during the beginning of each semester. The semester wise activity list also will be shared during the induction and the students will be introduced with online and offline training methods.

The need analysis of the students with regard to placement will be also done after the induction. The need analysis will clearly spot the areas to be given prior importance with regard to each student.

The students are being introduced with different activities and industry interactions, there by the students will be able to identify the various skill set available in the industry and which all are relevant to the students.

The placement training are organised for MBA, MCA and Bio sciences in each semesters, so that the students will be more confident in facing the interview process. Mock placement day is also organised to students to get the real feel of corporate interview procedures.

The recruiters will visit the campus during the 3rd and 4th semesters of MBA, MCA and Biosciences.

MACFAST MBA

The MBA Programme at MACFAST is a two-year, full-time programme that aims to groom students into competent, responsible, professional managers with: a capacity to learn and adapt to national and international business environment; an orientation towards achieving excellence, maintaining high ethical standards and a capacity to work effectively and efficiently, both individually and in groups. The programme is spread over four semesters. In between the first and second years, the participant spends four weeks and eight weeks on an organization study and a summer project, respectively, in a business organization. The programme consists of 8 distinct segments including Induction, Industry interface programme, ED Club, Selection of electives, project work, Transformation process and managerial preparation, Society interface, In house job opportunities

MACFAST MCA

The Department of Computer Applications of MACFAST was established in 2001 with a firm belief that the continuous quest for excellence in the pursuit of wisdom is the sole path to success. The Department of Computer Applications of MACFAST has successfully carved a niche for itself in the sphere of technology education in the state within a very short span of its



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existence. The department offers a two year Lateral Entry/three-year Master of Computer Applications degree programme approved by AICTE and affiliated to the M.G. University Kottayam, both having an intake capacity of 60 students each. The objective of this course is to mould eminent professionals with creative minds and sound practical skills in cutting edge technologies to confront the challenging demands of the world of science & technology. Striving to strike a balance between theory and practice, we offer a unique synthesis of world-class teaching coupled with collaborative learning opportunities and industrial interactions for students to shape them into top-notch professionals.

MACFAST School of Biosciences

The School of Biosciences is focused on interdisciplinary research and teaching. The school runs seven postgraduate programmes affiliated to M.G University viz., M.Sc. Bioinformatics, M.Sc. Biochemistry, M.Sc. Biotechnology, M.Sc. Food Technology & Quality Assurance, M.Sc. Phytomedical Science & Technology, M.Sc. Plant Biotechnology and M.Sc. Bio nanotechnology. From its inception, the school has focussed primarily on orienting the students towards research. Eminent scientists from National and International organizations work as visiting and adjunct Professors. The enzyme database 'MacENZ' developed by the students has been widely appreciated by the scientific community. Research projects funded by government agencies like Department of Science and Technology (DST), Department of Biotechnology (DBT), National Medicines Plant Board (NMPB), State Medicinal Plant Board (SMPB) and Kerala State Council for Science, Technology and Environment (KSCSTE) are being carried out in the school. We have collaborations with various industries like SAMI Labs Limited, Synthite Industries Pvt Ltd and Scire Science . The students are provided with maximum exposure in their field of study through interactions with renowned personalities from scientific organizations and the industries. They are taken for industrial visits and study tours to various national organizations across the country. Along with the university syllabus, orientation and training for various National level competitive examinations like CSIR-UGC, GATE & ARS are also provided to the students. The students are encouraged to utilize the lab facilities during holidays and after regular working hours for doing mini-projects that will help them in gaining hands on experience in their field of specialization.

MACFAST CORPORATE RELATIONS

The placement team consist of Placement officer Mr. Nithin Mathews James & Assistant Placement officer Ms. Jerly Akku Cherian. The team is dedicated to prepare the students for industry readiness in the following structured manner. In the first semester the focus will be



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given to communication readiness to make the students confident in English language. Public speaking, presentation skills, Mock interviews, GD, Aptitude test involving analytical, Logical, Verbal, Mathematical etc. The above skill development is a continual process from first to last semester. For the development of Aptitude the College has its own online Aptitude School Portal having customized test and progress report. Industry Deep Dive is a regular initiative from the placement department which focuses exclusively on an industry sector and looks to engage its leading players in a discussion on the developments and future of the same. Each of these students are fully aligned with what is happening around them and are agile enough to respond in a reasonable period of time. We also focus on helping the student to build their resume throughout the programme. In the second semester the focus is on subject readiness. Through the teaching, training, coaching and mentoring methodology students will attain capability to handle their subject area with ease. In the third semester students gain more knowledge based upon their electives to face industry challenges.

Corporate relations objective

Explore the avenues for employment of students in best reputed organizations through:

- Campus Interviews
- Off-Campus Interviews
- Job Fairs
- Internship Programmes

Role and Responsibilities of MACFAST Corporate Relations

- To liaison between Industry and the College.
- To arrange job opportunities for all the eligible and interested students.
- To suggest corrective measures to non-eligible and interested students to make them employable.
- To invite the best companies of different industries for Campus recruitments.
- To motivate and counsel students about Industry practices and improve their emotional quotient.
- To facilitate real time preparation for company selection process.
- To plan and organize career talks & personality development programmes



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Placement process and Requirements

At MACFAST placements are led by the student placement committee under the supervision of the Placement Officer and Faculty through a process that optimizes the interests of both the students and the companies. The student cell get involved in the process right from corporate interactions to pre-placement talks and other coordinating activities during placement process.

There are two main placement activities on campus pre-placement talk/corporate presentation:

Pre-placement presentation enable organizations to inform students about company's business, work culture, organizational structure, career and growth opportunities. We recommend a 30-minute presentation and a 15- minute Q&A session. Presence of senior executive and alumni helps create a better impact. ON-CAMPUS RECRUITING Companies can plan a visit to the MACFAST campus for conducting placement interviews and making job offers to suitable student during placement season. This year placement season has commenced on 29th November. MACFAST Corporate relations provides complete support to the visiting companies at every stage of placement process. Placement cell is well equipped with ample infrastructure in Terms of Testing halls, Auditorium for presentations, Pre-Placement Talks, Written Tests, Interview and Group Discussion are made as per the requirement of the visiting companies.

Placement procedure:

- The placement department sends placement invitation letters to the companies enclosing a brief summary of the courses available.
- The company will send Letter or Email with a brief company profile, job profile and details on campus recruitment drive.
- The company can visit the campus for a Pre-Placement Talk either before the selection processes or can combine it with the final recruitment.
- On receiving information file, the placement office announces the requirements of the company, asking interested students to submit resumes, which are then handed over to the company.
- The company is required to shortlist candidates from the application pool and eligibility data file sent and send the same with short listed candidates to the Placement Office at the earliest



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- A mutual convenient date is finalized for the selection process/ recruitment drive.
- The company is required to furnish the final list of students preferably on the same day, or as soon as possible, after completion of the selection process.
- The offer letters need to be sent to the Placement Office for handing over to the students. Offer acceptances (from the students) received, will be sent to the company by the Placement Office.

MACFAST Campus Placement Policy for Students: Rules and Regulation

General Instructions to students:

1. Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator. Failing which the candidate will be marked absent for the particular drive.
2. Student who fails to attend the placement drive, whether on or off campus subsequent to his/her consent for attending the same will be ineligible for upcoming two on campus drives.
3. Each student will be given a maximum of five attempts in campus placement drives.
4. Student, once selected will not be allowed further in any placement drive until and unless there is a rise of Rs 50,000 in the annual package offered.
5. Students should come in formal dress along with hard copies of the following:
 1. Updated resume.
 2. Hall ticket if applicable.
 3. Passport size photographs.
 4. Photostat of relevant documents duly attested.
6. The students should maintain punctuality for all events.



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7. All the queries regarding placement drives etc will be handled by the coordinators (List will be displayed along with contact numbers).

Eligibility & Registration

- All the students who expect to graduate from the institute by the end of academic year and are seeking employment may register for campus placement.
- Campus Placement is a facility provided for the students.
- Only those students who are interested for Placement should register. Only these registered students are allowed to participate in campus placement.
- Only those students who are eligible as per the company's criteria can register via the link sent on class group email address.
- No Student will be entertained in CRP after the deadline of registration.

Information to be filled

1. All the information filled -in by the student in each of the registration form has to be true. If found Incorrect, the student will not be allowed for any placement activity of the college till the end of the academic year.
2. It is the responsibility of the student to check announcements/notices/updated information / shortlisted names etc. sent by the placement cell on class group email address.

Absenteeism

Once a student has registered for a company, it is mandatory for him/her to appear for all the selection process of that company unless rejected in midway by the company. Any student who withdraws deliberately in the middle of selection process he may be disallowed from placement till the end of the academic year.

Attire

Wearing formal attire and college ID card during the recruitment process is Mandatory.

Disciplinary action



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Disciplinary action will be initiated against students involved in any unethical practices in any stage of College Recruitment Process.

Resume

- Students should submit the resume as per the template provided by the College.
- The details of the resume have to be genuine. If any student found violating this rule, will not be allowed for the placement till the end of the academic year.
- Students should mention all the skill set, interested area of working in resume.

Pre-Placement Talk (PPT)

- Pre Placement Talk (PPT) is conducted by the recruiters explaining the students about the detailed job profile, service agreement etc. The students are requested to clarify all their doubts during this talk regarding CTC, Fixed pay, variable pay, service contract period etc.
- All registered students must attend that company's PPT.
- Students are required to remain present at least 15 minutes before the scheduled time of PPT or aptitude test. Late comers will not be allowed to appear for the process this will be treated as absentee for the process.

Transportation Facility

If there are more than 25 students then only college will arrange the transportation facility for the off campus pool drives.

Ineligibility from the placement activity

1. Students who have less than 80% attendance
2. Students who fail to achieve 100% attendance target in placement training
3. Student registers to attend a company's interview and on the day of interview doesn't turn up
4. If there is a misbehaviour / indiscipline on the part of the student during the interview process

Pre Placement Preparation:

- Communication, networking and relationship building with the potential recruiters.
- Invitation to potential recruiters to visit the Institute.



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- Continuation of placement activities after the stipulated period, till all the students are placed.
- General follow-up, joining formalities and other administrative activities.
- Grooming and training of the candidates for the placements so that their chances of selection increase. The students are trained on aspects like:

Facing Interviews

Facing Group Discussions.

Professional Resume Writing,

Cracking Aptitude Exams.

Skill Development Sessions & Programs.

Preparing Mock Exercises.

Recruitment and Placement Sessions.

Arranging Seminars and Technical talks.

Basic Grammars

The Objective of the Activity is -:

- To Bridge the gap that currently exists between the Industry and fresh professionals for recruitment purposes.
- To minimize Stage fear.
- To build confidence among students.
- To make students know the Importance of Training & Placements.
- Make them prepared for further training session and placements.

This important activity is vital to enable the students to achieve desired career objective.

Assessment & Training:

Training programmes are designed in all semester according to the syllabus to be covered under each area. For MBA graduates there will be seven days of training program on pre determined subject areas and one mock day for all students. MCA graduates will be having five days of training sessions and one mock placement day and for Bioscience there will be two days of training programmes to students in covering up all the portions and making them ready to face the interview.

Starting your Placement:

The students can register for the placement through the online registration link provided by the corporate relations, and all the correspondence are made officially through either college email id or official whatsapp group of the college. The eligible and interested students can register through the registration link as well as intimating through student representatives.



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Post Placement:

The shortlisted students have to send self-attested copies of certificates to the companies and forward the copy of the offer letter to placement@macfast.org. If the students are not joining in the shortlisted companies they should intimate the corporate relations with an explanation for not accepting the offer.

Major Recruiters





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Conclusion

The Placement Cell at MACFAST College is devoted to provide employment opportunities and professional training to the students. The Placement Cell initiatives are geared towards moulding the young aspirants focused in terms of finding the right company and career fit and is ready to face the rigors of the corporate world.

We believe that this handbook has given an insight to the queries related to your career path and how the MACFAST Corporate Relations can support to achieve it. However, we are always happy to discuss any further questions you might have, so please get in touch.

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