



# ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

*An Autonomous Roman Catholic Christian Minority Educational Institute  
Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai*

**P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.**  
Tel. : 91673 70622 / 91673 70632 / 91673 70637 E-mail : [sfedu@sfit.ac.in](mailto:sfedu@sfit.ac.in) Website : [www.sfit.ac.in](http://www.sfit.ac.in)

Ref:

## TRAINING AND PLACEMENT POLICY

Date:

SFIT/IQAC/Policy/T&P/2025-26/Rev0

### Objective

The Training & Placement Cell (T&P Cell) of St. Francis Institute of Technology aims to support every eligible student in securing suitable career opportunities while ensuring fairness, transparency, and professionalism throughout the placement process.

Wherever possible, the policy endeavours to provide at least two meaningful opportunities to each registered student:

- Core Company: Aligned with the student's field of study.
- Dream Company: Aligned with the student's aspirations, compensation package, and brand value.

### 1. Registration

- Registration with the Training & Placement Cell is mandatory for all final-year students, including those planning higher studies, entrepreneurship, or other career paths.
- Students must provide accurate academic and personal details during registration. Supporting documents may be required for verification.
- Timely registration for each company is compulsory, including submission of all required documents (resume, application forms, etc.), as notified by the Training & Placement Cell and the respective Department through official communication channels (email and notice boards).

### 2. Participation Guidelines

- Once a student registers for a company, participation in the entire recruitment process is mandatory.
- In case of genuine inability to attend any stage of the process, prior intimation **needs to be provided in writing** to the Training & Placement Cell and **their respective Department**.

Uninformed absence may lead to a temporary restriction from participating in the **next two consecutive placement drives**, subject to review by the respective department and placement committee.

- Re-registration after such restriction **will be** permitted only upon submission of an undertaking signed by the parent/guardian and endorsed by the Head of the Department (HoD), subject to approval by the Training & Placement Cell.





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*Ref:* **3. Attendance Eligibility**

*Date:*

- Students must meet the minimum 75% academic attendance requirement up to the 6th semester, as prescribed by the Institute.
- A minimum of 75% attendance in placement training programs conducted by the Training & Placement Cell is mandatory.

**4. Training & Skill Development**

- Active participation in all training programs organized by the Training & Placement Cell is compulsory.
- Minimum training requirements include:
  - Mandatory participation in **at least 10 aptitude tests**, comprising **70% online (on-campus)** and **30% offline**, organized under the institute's placement preparation program.
  - Students are required to maintain a **minimum average score of 50%** across all such tests.
- Students are required to complete **at least three industry-recognized certifications** during the program, with a **minimum of one completed prior to the final placement season**

**5. Job Offers & Opportunities**

- The Training & Placement Cell will make best efforts to ensure at least one job offer for every registered and eligible student.
- Students will be provided a minimum of two opportunities, particularly for core and dream companies, subject to eligibility criteria defined by the recruiting organization.
- A student may hold a maximum of two offer letters at any given time.
- A second offer is permitted only if the Cost to Company (CTC) is at least 50% higher than the first offer.
- Registration for companies in violation of this policy, may lead to withdrawal of offers and/or deregistration from the placement process.

**6. Offer Acceptance**

- Selection by a company will be treated as placement confirmation.
- Students must complete all post-selection formalities (documentation, joining confirmation, etc.) within the timelines specified by the recruiting organization.





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## 7. Offer Letter Submission

- Students selected through on-campus or off-campus recruitment must submit the following to the Training & Placement Cell and their respective Department:
  - Soft copy of the offer letter
  - Hard copy of the offer letter
- Students must submit a **soft copy of the offer letter within 10 working days** of receipt and the **hard copy within 30 working days** to the respective department and placement office.

## 8. Penalties & Supportive Corrective Measures

The Institute believes in fostering a responsible, fair, and well-organized placement process that benefits all students. To ensure smooth conduct of placement activities, students are expected to follow the Placement Policy.

In situations where guidelines are not adhered to, the Institute may adopt supportive and corrective measures, as appropriate:

- Students are encouraged to register for placement activities within the stipulated timelines. Delayed or missed registration, without a valid reason, may affect participation in certain placement drives.
- Students are requested to inform the Training & Placement Cell and their respective Department in advance in case they are unable to attend any stage of the recruitment process (such as tests, interviews, or pre-placement talks). Uninformed absence may lead to:
  - Temporary suspension from participation in the **next two consecutive placement drives**, subject to review by the Placement Committee. or
  - **Eligibility will be revised**, limiting participation from **dream companies to core companies**
- Students are expected to ensure that all information shared (academic records, résumé details, and certificates) is accurate and authentic. In rare cases where discrepancies are identified, the Institute may:
  - Request clarification or correction, or
  - Remove the student from the placement process, if necessary, and review any offers already received.
- Once an offer is accepted, students are encouraged to honour the commitment made. Declining an offer without a valid reason and / or former approval may limit further on-campus placement opportunities.

*Shyn*



*[Signature]*



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These matters will be addressed collaboratively by the Training & Placement Cell in consultation with the departments concerned and Institute authorities.

## **9. Grievance Redressal & Student Support Mechanism**

The Institute is committed to providing a transparent, respectful, and student-friendly environment for all training and placement activities. Students who have any concerns or difficulties related to placements are encouraged to reach out to the Training & Placement Cell through written communication or official email within 48 hours of the issue.

The Training & Placement Cell will acknowledge the concern and work towards a fair resolution after due verification. If required, the matter may be reviewed by a Placement Grievance Committee, comprising the Head – Training & Placement Cell, the Principal, and the concerned Head of the Department. The committee will ensure that the concern is addressed thoughtfully and communicate its decision within a reasonable timeframe.

Students are encouraged to seek resolution through these formal institutional channels, which are designed to support their best interests.

**This policy aims to help you make good career choices.**



  
Dr. Dakshata Panchal  
(HoD CMPN)

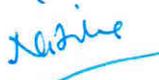
  
Dr. Kevin Noronha  
(HoD EXTC)

  
Dr. Prachi Raut  
(HoD INFT)

  
Ms. Megha Fernandes  
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