

Rajiv Gandhi Institute of Petroleum Technology

An Institution of National Importance

Jais • Bengaluru • Sivasagar

STUDENT TRAINING & PLACEMENT COORDINATORS POLICY

1. Preamble

The Student Training & Placement Coordinator system shall serve as a structured institutional mechanism to support effective communication and coordination between students, Departmental coordinators and the Career Development Cell (CDC) of RGIPT, which looks after training, internship, career-development and placement-related activities of the Institute. The system is intended to promote responsible student participation, timely dissemination of verified information, professional conduct and orderly coordination of training and placement processes.

This policy lays down the framework for selection, eligibility, roles, responsibilities, professional conduct, tenure, removal and the undertaking/pledge of Student Training & Placement Coordinators.

2. Role and Scope

Student Training & Placement Coordinators and Co-Coordiators are student representatives selected at the Department/branch and year level to assist the Department, Faculty Training & Placement Coordinators and CDC in training, internship and placement-related coordination. Their role is facilitative and supportive and shall not confer any authority to make independent decisions on behalf of CDC, the Department, recruiters or the Institute.

- Facilitate timely and structured communication between students, Faculty Training & Placement Coordinators, HoD and CDC.
- Support training, internship, placement, career-development and related student activities as assigned.
- Promote disciplined, transparent and professional participation of students in recruitment and training processes.
- Assist in collection and dissemination of verified information, schedules, instructions and documents.
- Maintain the dignity, confidentiality and institutional protocol associated with interactions involving recruiters and CDC.

3. Duties and Responsibilities

3.1 General Responsibilities

- Represent the interests of eligible students fairly, impartially and responsibly in matters assigned to them.
- Maintain professionalism, decorum, punctuality and respectful communication at all times.
- Work in close coordination with the Faculty Training & Placement Coordinators and CDC chairperson.
- Attend meetings, briefings and training/placement activities whenever called by the CDC Chairperson.
- Comply with the Student Code of Conduct, Institute regulations and all instructions/protocols issued by CDC.

3.2 Training, Internship and Placement Responsibilities

- Disseminate only verified notices, schedules, eligibility criteria and instructions received from CDC/TPOs.
- Assist in coordinating student registrations, attendance, pre-placement talks, tests, interviews, training sessions and other career-development activities.
- Assist CDC and Faculty Training & Placement Coordinators in collecting required student information and documents within prescribed timelines.
- Guide students to use the prescribed institutional channels for training and placement queries.

- Promptly bring genuine student concerns to the Faculty Training & Placement Coordinator/CDC without misrepresentation or exaggeration.
- Support smooth conduct of recruiter interactions and ensure that students follow instructions, reporting times, dress/behavioural expectations and other prescribed protocols.
- CV/resume verification for training, internship and placement purposes shall be carried out by the Career Development Cell (CDC). Student Coordinators shall not independently certify, approve or authenticate any CV/resume.

4. Ethics and Professional Conduct

While acting in an official capacity, every Student Training & Placement Coordinator/Co-Coordinator shall:

- Act reasonably, honestly, impartially and in the larger interest of the student cohort and the Institute.
- Treat CDC officials/staff, Faculty Training & Placement Coordinators, HoDs, faculty members, fellow students, recruiters and external stakeholders with dignity, courtesy and professionalism.
- Behave properly and respectfully with the Career Development Cell (CDC) at RGIPT and comply with its legitimate instructions, timelines, procedures and communication protocols.
- Maintain confidentiality of placement data, recruiter information, interview schedules, selection information, student records and any information designated as confidential.
- Avoid favoritism, conflict of interest, unauthorized influence, lobbying or preferential treatment.
- Refrain from circulating unverified, misleading, confidential or inaccurate information through social media, messaging groups or any other medium.
- Use official communication channels and appropriate language in all interactions.

Violation of these standards may result in removal from the position and/or disciplinary action under applicable Institute regulations.

5. Limitations of Authority

- Student Coordinators/Co-Coordination shall not negotiate with, commit to, or communicate official decisions to recruiters unless specifically authorized by CDC.
- They shall not question, alter or interfere with eligibility criteria, shortlisting, testing, interview, selection or compensation decisions of recruiters or CDC.
- They shall not independently verify or approve CVs/resumes, certificates, academic records or claims made by students.
- They shall not use their position to obtain personal advantage in internships, training or placements.
- They shall not disclose confidential recruiter/student information or engage with media/external parties on training and placement matters without authorization.
- They shall not represent personal grievances as collective student concerns.

6. Selection Process

6.1 Mode of Selection

Selection shall be carried out once every academic year by the Head of Department (HoD) and the concerned Faculty Training & Placement Coordinator(s), in consultation with the Chairperson of Career Development Cell (CDC). The Department shall forward the recommended names to CDC for record and further institutional notification/approval, as applicable.

Selection shall be based on academic standing, leadership qualities, communication skills, integrity, availability, professional conduct and suitability for training and placement coordination.

6.2 Composition and CPI Criteria

Year	Positions Department/Branch	per	CPI Criterion	Remarks
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Second Year	1 Coordinator + 1 Co-Coordinator	One student with CPI $\geq$ 8.0; one student with CPI $\geq$ 7.5	Two student representatives from each Department/branch.
Third Year*	3 Coordinators	One student with CPI $\geq$ 8.0; one student with CPI $\geq$ 7.5; one student with CPI $\geq$ 7.0	Three student representatives from each Department/branch.

*The same students may continue in 4th year and once the student gets placed he/she may be replaced by new student.

6.3 General Eligibility Criteria

- The student shall satisfy the applicable CPI criterion specified above at the time of selection.
- The student shall have no prior disciplinary action on record.
- The student shall have no pending case of academic malpractice.
- The student should demonstrate leadership qualities, effective communication skills, reliability, integrity and professional conduct befitting the role.
- The student should be willing and reasonably available to support CDC/Department activities, including activities conducted beyond regular class hours when required.
- Academic standing alone shall not create an automatic right to selection; suitability for the role shall be assessed by the HoD and Faculty Training & Placement Coordinator(s) in consultation with CDC Chairperson.

6.4 Timeline and Record Keeping

- Selections should normally be completed at the beginning of the academic year, preferably within 10 days of commencement of classes.
- The CDC cell shall maintain official records of selected Student Training & Placement Coordinators/Co-Coordinator and their tenure.
- Any change/replacement during the academic year shall be recorded and communicated through the CDC cell.

7. Communication and Query/Grievance Mechanism

- Students should first refer to the official CDC notice, placement/training guidelines and eligibility conditions.
- Routine clarifications may be routed through the Student Training & Placement Coordinator/Co-Coordinator.
- The Student Coordinator shall consult the Faculty Training & Placement Coordinator and/or CDC before communicating a response where clarification is required.
- Formal grievances or disputes relating to training/placement shall be submitted through the prescribed CDC cell and Student Coordinators shall not adjudicate such matters.
- Matters concerning recruiter shortlisting or selection decisions shall be handled only through authorized institutional channels.

8. Tenure, Recognition and Continuity

- The normal tenure shall be one academic year, unless otherwise decided by the competent authority.
- Satisfactory service may be recognized through a Certificate of Appreciation or other recognition as decided by the Institute.
- Continuation in or future selection to the role shall depend on satisfactory performance, conduct and academic standing.

9. Removal and Replacement

A Student Training & Placement Coordinator/Co-Coordinator may be removed for:

- Proven misconduct or violation of Institute/CDC rules and instructions.

- Improper, disrespectful or unprofessional behaviour with CDC, Faculty Coordinators, students, recruiters or other stakeholders.
- Persistent failure to discharge assigned duties or repeated non-responsiveness.
- Misrepresentation, manipulation, unauthorized communication or circulation of misleading/unverified information.
- Breach of confidentiality or misuse of privileged placement/training information.
- Attempt to obtain personal or preferential advantage through the position.
- Academic performance falling below the applicable eligibility requirement, where considered material by the selection authority.

Removal/replacement may be initiated by the HoD, Faculty Training & Placement Coordinator(s) or CDC. The student shall ordinarily be given an opportunity to explain before a final decision is taken by the competent authority. A replacement shall be selected using the applicable eligibility criteria in Section 6.

10. Undertaking / Pledge

I, _____, Roll No. _____, do hereby pledge in the name of God / solemnly affirm that I will faithfully and conscientiously perform my duties as _____ (Student Training & Placement Coordinator / Co-Coordinator) of _____ Year, Department/Branch of _____.

- I affirm that I shall discharge my responsibilities impartially, responsibly and without favoritism, bias or prejudice toward any student.
- I affirm that I shall perform my duties with integrity, professionalism and in strict adherence to the rules, regulations, policies and instructions of RGIPT and the Career Development Cell (CDC).
- I affirm that I shall behave respectfully, courteously and professionally with all officials and staff of the Career Development Cell (CDC), Faculty Training & Placement Coordinators, HoD, faculty members, fellow students, recruiters and other stakeholders.
- I affirm that I shall maintain confidentiality of recruiter information, student data, selection-related information and all other information entrusted to me in confidence.
- I affirm that I shall disseminate only verified information received through authorized channels and shall not circulate misleading, confidential or unauthorized information.
- I affirm that I shall not interfere with recruiter decisions, shortlisting, interviews, selection processes, eligibility criteria or other decisions that are outside my authority.
- I understand that CV/resume verification for training and placement purposes shall be carried out by the Career Development Cell (CDC), and I shall not independently certify or authenticate any student's CV/resume.
- I affirm that I shall not misuse my position for personal benefit, preferential treatment or unauthorized access to training, internship or placement opportunities.
- I affirm that I shall actively support orderly conduct of training, internship, placement and career-development activities and encourage fellow students to maintain discipline and professional standards.
- I affirm that I shall not engage in or support, directly or indirectly, any act that violates the Student Code of Conduct, Institute policy, CDC guidelines or any lawful instruction issued by the competent authority.
- I understand that failure to uphold this pledge may result in my removal from the position and may also invite action under applicable Institute regulations.

Signature with Date: _____

Name of Student: _____

Roll Number: _____

Department/Branch: _____

Year: _____

Official Email ID: _____

Mobile Number: _____

11. Interpretation

Any dispute regarding the interpretation or implementation of this policy shall be referred to the competent authority of the Institute. The decision of the Director, RGIPT, shall be final and binding.

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