



**SHIVALIK COLLEGE OF ENGINEERINGS,**  
**DEHRADUN**

**STANDARD OPERATING PROCEDURES – CAREER SERVICES**

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**Prepared By:**

**Career Development Cell**

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## **Standard Operating Procedures – Career Services**

### **About Shivalik**

The Shivalik College established in 2008, is a non-profit organization with firm Indian roots but with a global outlook and reach. Over the years it has built up an enviable reputation of being counted among the Best Colleges in Dehradun. We at Shivalik, aim to take it to the next level and mobilize world class education and generate resources for providing and supporting quality education for all. The organization has an intensive, yet an enabling academic environment with the mission to prepare students holistically with innovative and analytical minds and creativity to generate new thinking, discover fresh horizons, and enable them to achieve their dreams and goals as global citizens.

Shivalik College offered following courses:

| <b>S.No</b> | <b>Course</b>  | <b>College</b>                  |
|-------------|--|---------------------------------|
| 1           | <ul style="list-style-type: none"><li>• B.Tech Computer Science &amp; Engineering</li><li>• B.Tech Electronics &amp; Communication Engineering</li><li>• B.Tech Mechanical Engineering</li><li>• B.Tech Civil engineering</li><li>• B.Tech AI and ML</li><li>• B.Tech Data Science</li></ul> | Shivalik College of Engineering |

### **Introduction- Career Development Cell (CDC)**

Ever since its inception in 2012, Shivalik College of Engineering has an active career development cell with a dedicated workforce of experienced persons and student volunteers. The Career Development Cell aims to establish an encouraging atmosphere for the students by providing them adequate opportunities to build competencies in sync with their dream career, by way of ensuring their smooth landing in the professional world. Also, it will sensitize students in the best possible way by promoting them to take responsibility for their own career decision and prepare them for the industry. , the Shivalik College of Engineering, has thrived for incessant growth of the nation by producing “readily deployable” individuals to service various significant sectors/industries like IT, Retail, Finance, Banking, Organic Industry etc. The

pursuit for excellence was maintained largely through the on-field learning endeavors encircling, “Industrial Tours” and “Summer Internship opportunities”, as a pre-final step besides, facilitating “campus placement opportunities” to the eligible graduating students.

### **Objective**

The Career Development Cell (CDC) at Shivalik College of Engineering serves as an interface between the institute's students and the world of employers. The cell has the following objectives:

- To provide full-time jobs and internships in campus interviewing opportunities to students seeking employment in industries (private/public).
- To guide and mentor students preparing for subsequent academic programs in judiciously navigating through the entire spectrum of opportunities and careers they can embark on and contribute to after the transformation brought in them by Shivalik College of Engineering.

### **Vision**

**“To prepare the students with relevant and logical professional skills and make them ready towards a bright future and career growth in all around the world with the values of –Sincerity, Smart work and Justice.”**

### **Mission**

To provide students with the knowledge, experience, and connections they need to pursue personally meaningful careers throughout their lives.

### **Members of Career Development Cell (CDC)**

1. Dr. Prahlad Singh (Director-Shivalik College)
2. Mr. Mithun Rajak ( Manager CDC)
3. Ms. Shefali Singh (Placement Executive)
4. Mr. Aniket Juyal (Placement Executive)
5. Ms. Shivani Bhatt (Aptitude Trainer)
6. Mr. Mukesh Semwal (Aptitude Trainer)
7. Mr. Dheeraj Preet (Soft Skill Trainer)
8. Ms. Devanshi Sharma (Soft Skill Trainer)

9. Faculty Placement Coordinator- 4 (Member)
10. Students Placement Committee – 12 (Members)

### **Functioning of Career Development Cell (CDC)**



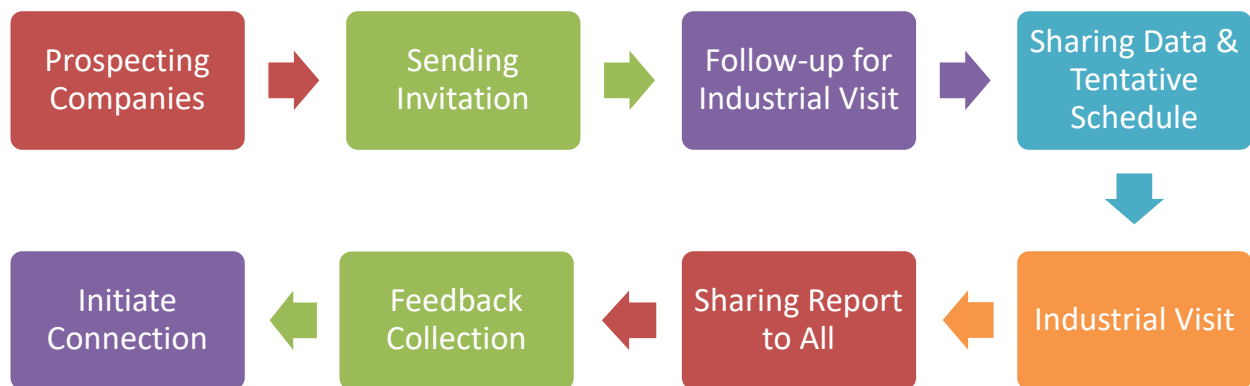
### **Part A**

#### **Industrial Visit**

Industrial Tour is applicable to all the eligible students of Shivalik College of Engineering who have signed an undertaking<sup>1</sup> to undertake the prescribed industrial tour. Industrial Visit shall come into force at the time of a particular program becoming eligible for the said process, as defined by the academic curriculum. Also, it is mandatory for all the eligible students to undertake an industrial tour.

Illustration – During the 3<sup>rd</sup> year of B.Tech Program as defined by the academic curriculum.

### **Process of Industrial Visits**



### **Standard Operating Procedures for Industrial Tour.**

#### **Career Services:**

1. Dean- Career Services and team shall be responsible of organizing the Industrial Tour for the respective departments.
2. Dean-Career Services shall seek a written permission from the desired selected organization(s).
3. The Member-Career services shall finalize the itinerary of the Industrial Tour, for a particular program, in consultation with the respective Head of the Department designated for the said program, subject to the final approval of the Director-Shivalik College.

#### **Department HODs:**

4. The HOD of the respective program will nominate faculty(s) to accompany the eligible students, of a particular program, for an approved Industrial Tour.
5. The HOD shall collect the Industrial Tour Undertaking from all the eligible students and submit the same to the concerned CDC.
6. HOD shall brief the accompanying faculty on the industrial tour about the do's and don'ts, at least fifteen (15) days prior to the Industrial Tour.
7. The accompanying faculty shall be responsible for the complete overall coordination among the students and monitoring of the students to maintain discipline, while the tour is in progress and till the end of the tour.

#### **Student's Responsibility:**

8. All the eligible students shall submit the duly signed **Industrial Tour Undertaking** to the concerned HOD/CDC.
9. The eligible students shall submit their correct name, age, gender, food preference, and other details, as desired by the respective HOD/CDC.
10. The students are expected to and must maintain the discipline during the Industrial Tour, during the travel and while visiting the organization.
11. The student shall intimate the HOD/CDC, prior to the commencement of the tour, if he/she is on any medication or if he/she is suffering from any ailment (both physical or psychological).
12. The student shall comply with the Do's and Don'ts as briefed by the HOD/CDC, during the Industrial Tour.

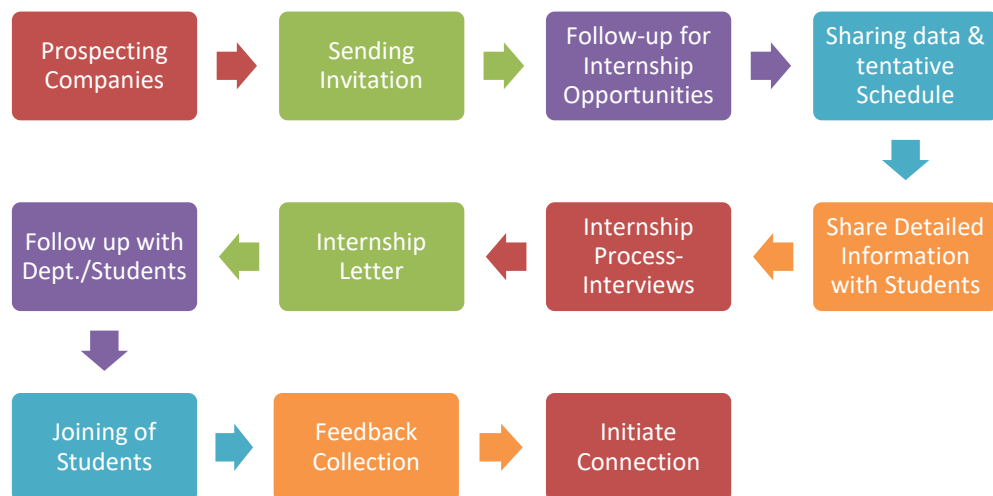
#### **Part B**

### **Internship Opportunities**

Internship Opportunities is applicable to all the eligible students enrolled/registered in various programs of Shivalik College of Engineering to undertake the Summer Internship. Internship shall come into force at the time of a particular program becoming eligible for the said process. It is mandatory for all the eligible students to undertake Summer Internship whether through the Career Services Department or on his/her own.

Illustration – At the end of the 3<sup>rd</sup> year (VI Semester) of B. Tech. Programs, as defined by the academic curriculum.

### **Process of Internship Opportunities**



### **Standard Operating Procedures for Internship Opportunities.**

- I. Dean- Career Services & Team shall be responsible of arranging Internship opportunities for the eligible students, college wise,
- II. Placement Cell shall interact with the industry or company for internship opportunities.
- III. Placement Cell forward the details of internship to HODs of respective departments.

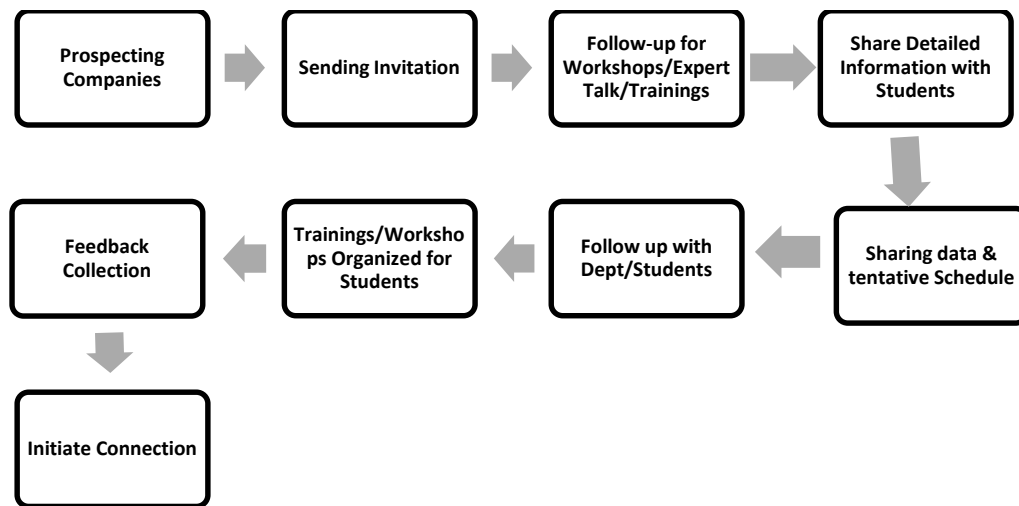
- IV. HODs forward the information among said students.
- V. HODs shall guide and assist the students, as per the allotted course/programs, to make profile sheet and the resumes.
- VI. HODs of respective department forward the list of interested student to the Career Development Cell.
- VII. Placement Cell starts the process of internship by sending the profile of students to the companies.
- VIII. All eligible students shall undergo the Internship, as per the academic curriculum.
- IX. All students shall submit/update their contact details to the HOD/CDC.

### **Part-C**

#### **Trainings/ Expert Talk/ Workshops**

Trainings/ Expert Talk/ Workshop are conducting by the CDC for all the eligible students in various programs of Shivalik College of Engineering.

The Career Development Cell (CDC) facilitates training and workshops to help students develop their employability potential. These may include soft skill development, career counseling, aptitude testing, and communication skill development, among others. Expert talks are also arranged by the CDC to help students understand the corporate world and the current trends in their chosen profession.



### **Standard Operating Procedure for Trainings/ Experts/ Workshops.**

1. Dean- Career Services & Respective Department HODs shall be responsible for organizing experts talk/ workshops for the students of different branches.
2. Placement cell or HOD will interact with the industry experts for conducting the workshops, training, guest lectures.
3. Placement Cell or HODs will take the necessary approvals from the Head for the trainings.
4. HODs will share the information among the students.
5. All eligible students of respective branches need to attend the workshops as per the schedule.

### **Methodology:**

- **Soft skill workshop** - Workshops are an effective and fun way to improve skills. Our workshops have been designed to improve students with skills and awareness to make them effective communicators. The workshops provide powerful tools and the opportunity to practice so students are not just knowledgeable, but also confident in their ability to use the acquired knowledge and skills.

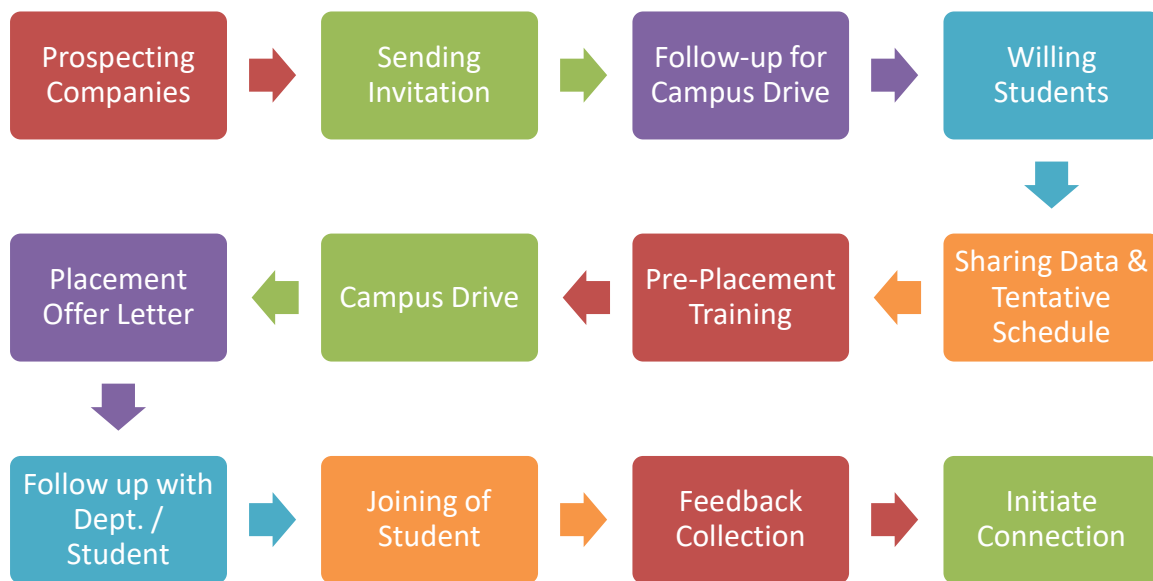
- **Mock interview and test** - Mock interview sessions are conducted by trainers of esteemed organizations to provide a real-time experience and to judge the employability skills of the students. Situation and judgment tests are also conducted by technical professionals who would enable the evaluation of a candidate's domain knowledge, personality, and analytical skills. It will also help in assessing the student's pro-activeness and problem-solving ability in work-related situations.
- **Assessment and feedback** - Students are assessed at regular intervals and individual scorecards are shared, thereby enabling them to identify their areas of improvement and work on self-development to unleash their true potential.
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### **Part D**

### **Placements**

Placements are applicable to all the eligible students of Shivalik College of Engineering who have registered themselves to seek assistance for campus placement. Placements shall come into force at the time of a particular program becoming eligible for the said process, as defined by the academic curriculum.

### **Placement Process**



- a) The registration of students for placement will be done by their CDC before starting final year of course. Deadline of registration will be before commencement of Final Year.
- b) Registration of students will be taken through the Google forms directly by the Training & Placement Cell with following details of student.
  - 1) University Roll Number
  - 2) Name of Student
  - 3) Course
  - 4) Branch
  - 5) Email ID
  - 6) Mobile No.
  - 7) Date of Birth
  - 8) Father's Name
  - 9) Mother's Name
  - 10) Guardian Mobile No.
  - 11) Permanent Address
  - 12) City
  - 13) State
  - 14) Gender
  - 15) 10<sup>th</sup> Percentage
  - 16) 10<sup>th</sup> Passing Year
  - 17) 10<sup>th</sup> School Name

- 18) 12<sup>th</sup> Percentage
- 19) 12<sup>th</sup> Passing Year
- 20) 12<sup>th</sup> School Name
- 21) Graduation Marks
- 22) Graduation Current Percentage
- 23) Current Backlog
- 24) Interested in Placement/Family Business/Entrepreneurship/Higher Studies

### **Undertaking - Willingness/Unwillingness for Placement**

The students must submit their Willingness/Unwillingness for the placement in their respective departments. The undertakings of students will be submitted to Training & Placement Cell on or before said last date by their respective departments. The annexure A & B contains the Undertaking - Willingness for Placement.

### **Final Number of students for Placement**

The final number of students obtained after compiling receiving willingness for placement will be considered for placements.

### **Standard Operating Procedures for Placements.**

- I. Dean-Career Services & Team shall be responsible of facilitating placement opportunities for the eligible students of respective departments.
- II. Maximum number of placement opportunity to be facilitated by the College, for an academic year, is to be jointly decided Also, maximum number of placement opportunity for any respective college, cannot exceed five (5) including negative sign-up.
- III. With respect to the above point, for every academic year, minimum placement opportunity eligible students shall avail is of one (1) and upper limit is to be decided by the concerned college and the Head- Career Services.

- IV. The Placement Cell shall interact with the industry by meeting the concerned industry official(s) in person or through telephone or e-mail or any other media, as deemed fit.
- V. Post discussion, if any organization wants profile sheet and resumes, course-wise/program-wise, the placement cell shall ask the concerned students and HOD to furnish the same.
- VI. The Placement cell shall set a timeline of twenty four (24) hours to the students or HODs to receive the aforesaid profile sheet and resumes.

### **Placement Rules**

- On the request, database of eligible students will be shared with the company. The eligibility of students for placement is generally 60% throughout, however eligibility could vary as per company's requirements.
- Campus recruitment dates will be confirmed with companies on the mutual convenient days.
- The information will be passed to HOD/HOI or directly to the students of respective departments about the company visit at least two days in advance or as per company's requirements with venue and time. HOD/HOI will further circulate the information to the students.
- Results will be announced to the students at the end of the recruitment process/as soon as declared by company.
- Once the students receive the offer letter by mail, they will submit the same to Training & Placement Cell.
- Students selected in a company cannot appear for other companies unless the annual package is above previous one.
- 100% attendance, in all the personality enhancement sessions/aptitude tests/special preparatory classes, being

organized, to enhance students' probability of placement, by the college.

- Students having Backlogs will not be allowed to appear in the process, till such time the Backlogs status is cleared.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the college. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.
- **Mandatory Dress Code:** During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed college uniform, failing which, (s)he will be liable to be debarred from the placement process.
- A student, who qualifies for the final placement, will be given up to a maximum of five placement opportunities including three negative sign-ups, subject to availability of placement offers from companies/organizations/firms.
- Any student with **Three Negative Sign-Ups would** not be eligible for participating in further placement process. Student, who does not sign-up for any three opportunities out of five, will not be eligible for further participation in the placement process. Also, in case, a student does not sign-up for three consecutive opportunities, (s)he will be considered ineligible for further placement process.
- In case a student enrolls for placement in a particular company, but does not appear for the interview, for any reason, it shall be considered, as an opportunity availed/extended.
- In case a company/organization/firm directly offers placement to a student (also known as a pre placement offer), in such case the student will not be eligible to participate in the campus placement process.

### **Applicability of Rules**

The placement policy will be applicable to all the eligible students, duly registered with the Career Services Department. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process.

### **Placement Committee**

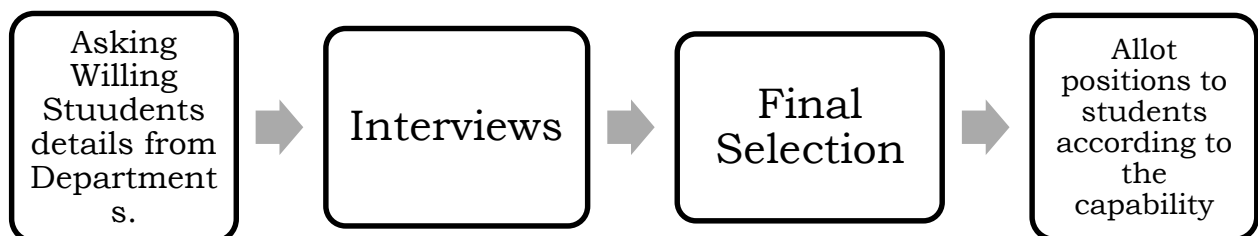
The Career Development Cell in a college or university is responsible for providing career guidance and support to students. The Placement Committee is a sub-committee of the Career Development Cell and its primary purpose is to coordinate and facilitate the job placement process for students. The Placement Committee also supports the Career Development Cell in organizing workshops and seminars to enhance the employability of students.

The said committee shall be constituted by the CDC and the concerned department, to inculcate a culture of students' driven process, whereby, ensuring that the interests of the students are paramount. This is taken care of through a process of nominations from the students, short listing by the Course Coordinator and interview jointly.

The Placement Committee of the Career Department Cell usually:

- Faculty Placement Coordinators various departments.
- Student Placement Coordinators from various departments.

### **Process of Selecting Student in Placement Committee**



### **Qualities in Placement Committee Member**

1. Good communication skills
2. Interpersonal skills
3. Analytical skills
4. Leadership qualities

5. Time management skills
6. Ability to work in a team
7. Ability to prioritize tasks
8. Negotiation skills
9. Problem-solving skills
10. Ability to make decisions quickly

### **Standard Operating Procedures for Placement Committee.**

- I. The committee shall create a database of companies (as per specified format) based on students' areas of interests, industry, etc., and to update it on a regular basis with the name of the contact person in the HR/concerned Department, contact number, designation, e-mail id, fax number, etc.
- II. The committee shall assist the concerned is any organization visits campus to select the student(s) for placement process.
- III. Telephonically to collate and build databases.
- IV. To help in the process while companies/officials visit our campus.
- V. To become a channel a communication, between the Career Services Department and the batch/class, in for effective and sound communication.

### **Placement Committee Positions**

| <b>Positions</b> | <b>Roles &amp; Responsibilities</b>   |
|------------------|---|
| President        | <ul style="list-style-type: none"> <li>• Facilitating the recruitment and placement process.</li> <li>• Managing the placement committee and its activities.</li> <li>• Supporting the student body in the transition from academics to the working world.</li> </ul> |
| Vice President   | <ul style="list-style-type: none"> <li>• To assist recruiters to achieve their hiring goals.</li> <li>• Getting and sharing information from Career Development Cell.</li> </ul>  |

|                                |   |
|--------------------------------|---|
|                                | <ul style="list-style-type: none"> <li>• Collaborate and set meetings with T&amp;P Cell.</li> <li>• To encourage the faculty members to involve and provide in the skill development activities based on the recruiter's specific requirement from the students. Expert session(s) can be organized to enhance the employability of our students.</li> </ul>  |
| General Secretary              | <ul style="list-style-type: none"> <li>• Providing advice and guidance to individual students on their career aspirations.</li> <li>• Maintaining and scheduling the meetings with departments.</li> <li>• Documentations</li> </ul>  |
| Digital Marketing & Promotions | <ul style="list-style-type: none"> <li>• Developing strategies and tactics to drive online traffic to the College Website.</li> <li>• Overseeing the social media strategy for the college.</li> <li>• Developing and executing a digital marketing and promotion strategy to increase student placement opportunities.</li> <li>• Utilizing social media platforms to engage employers and promote the college's placement services.</li> <li>• Developing and managing the college's online presence and presence on job boards.</li> </ul> |
| Hospitality Management         | <ul style="list-style-type: none"> <li>• Ensure the smooth running of the placement drive.</li> <li>• Greet and welcome the recruiters/interviewers.</li> <li>• Provide directions and assistance to the recruiters/interviewers.</li> <li>• Provide support to the college placement team during the drive.</li> <li>• Ensure that all the necessary materials and documents are available at the venue.</li> </ul>  |

|                       |   |
|-----------------------|---|
| Industry Connect      | <ul style="list-style-type: none"> <li>Developing and maintaining relationships with employers to maximize placement opportunities.</li> </ul>  |
| Physical Promotion    | <ul style="list-style-type: none"> <li>Developing promotional strategies for college placement activities: The physical promotion team in the placement committee should develop strategies and plans for promoting college placement activities.</li> <li>The team should create awareness about the availability of placement activities and job opportunities among students and departments.</li> </ul>                           |
| Coordinator           | <ul style="list-style-type: none"> <li>Help students realize and work towards their short and long term goals through individual counselling and group sessions.</li> <li>Coordinating with the faculty and other staff involved in the placement process.</li> <li>Coordinate with the college administration for the placement drive.</li> <li>Notifying the students about the job opportunities and campus selections.</li> </ul> |
| Technical Coordinator | <ul style="list-style-type: none"> <li>Technical coordinators provide basic administrative and light tech support services to assist in placement drives.</li> </ul>  |

### **Campus to Corporate program**

In today's climate of high competition and fast-changing trends, an engineer must be capable of striking the right balance between technical core knowledge and soft skills like communication, presentation, etc. Today, basic competencies such as first-class academics record and technical skills need to be supported by other competencies like:

1. Domain Knowledge
2. Excellent communication skills
3. General awareness
4. An emotional quotient

Considering the above demands of the industry and intending to enhance placements, Shivalik College of Engineering is proud to introduce the "Campus to Corporate" program. It includes personality development workshops aimed to

minimize the disparity between the two environments and hence, been aptly named “Campus to Corporate. Today, what a recruiter looks for in addition to education qualification, is a well-rounded individual with management and business skills. Hence analytical ability followed by domain knowledge and communication skills is predominant factors on which key employability skills of students are assessed. Effective communication skills are integral to our personality as it gets reflected in both our professional and personal lives. Lack of adequate communication skills has been found to a major impediment in conducting day to day business in offices and at work stations. As such, good communication skills contribute tremendously to the overall personality of an individual. Whether it’s facing an interview or speaking in public or making contracts or building relationships, the individual with effective communication skills stands at an advantage.

### **Part E**

### **Alumni**

Shivalik College of Engineering is the most diversified among the premier engineering institutes of Dehradun, and has always been an innovator either in the industry or academia; the alumni of this institute have always made their alma mater proud, with their innovative thoughts and perseverance for the growth of corporations all over the globe.

### **Process of Alumni Registration**



### **Standard Operating Procedure for Alumni.**

### **Alumni Registration**

Alumni registration is a process by which former students of an institution can register as alumni.

- It usually involves providing personal and contact information in Alumni Registration Form. The Annexure C contain Alumni Registration Form.
- Alumni Registration is having a fee of Rs 500. And it is compulsory for the students to do alumni registration.
- This allows alumni to stay connected with the institution, receive updates on events and news, and access alumni-only benefits and services.
- Alumni registration often also allows the institution to maintain contact with its alumni and keep track of the accomplishments of its graduates.

### **Contact with Alumni.**

A Career Development Cell can be connected to its alumni in a variety of ways:

1. Hosting an Alumni Meet.
2. Organizing a champion talk of alumni with our current students.
3. Alumni can also be invited to special events such as career fairs, career seminars, and panels to discuss their experiences in the professional world.

### **Part F**

### **Best Practices**

#### **HR Conclave**

- The career development cell of an educational institution generally organizes a conclave to provide students with the opportunity to interact with industry experts and develop their skills.
- Through such conclaves, students can gain valuable insights and advice on career-related topics, such as how to prepare for interviews, how to

develop their professional networks, and how to stay ahead of the competition in the job market.

- In addition, such conclaves also provide students with a platform to showcase their talents and to build connections with employers. Furthermore, it is an ideal platform for employers to engage with potential candidates, build relationships, and discuss job opportunities.
- To ensure the success of a conclave, the career development cell must ensure that the event is well organized and structured. They should select the right speakers and arrange for the right amount of time for each speaker to deliver their valuable insight.

### **Job Fair**

Career Development Cells typically host job fairs to connect local businesses, employers, and job seekers.

Job fairs are a great way to help job seekers find employment opportunities and to provide employers with the opportunity to meet potential job candidates.

They can also provide valuable networking opportunities and exposure to job seekers. Job fairs typically include employers who are looking to fill current job openings, as well as those who are looking for qualified candidates for future positions.

Additionally, career development professionals may provide workshops and seminars on job search techniques, resume writing, and interviewing skills.

## **Part G**

### **Employer Feedback**

The Career Development Cell can get employer feedback from the employee who conducted the placement in college by:

1. Sending out a survey to the employee to get their feedback on the placement process.
2. Requesting feedback directly from the employer who conducted the placement.
3. Requesting written feedback from the employer on the process, the college and the students.

**Submitted By:**  
**Dean- Career Services**

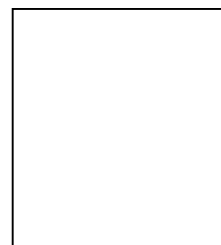
**Approved By:**  
**Director- Shivalik College**

### Annexure – A



Shivalik College of Engineerings  
Shiniwala, P.O. Sherpur, Shimla Road, Dehradun  
Uttarakhand 248197

To,  
Training & Placement Officer  
Shivalik College, Dehradun



### UNDERTAKING – WILLINGNESS FOR PLACEMENT

I..... Enrollment No. .... student of  
 .....Department, request you to consider my candidature for placement drives. I shall abide  
 by all rules & regulations and shall sincerely participate after due preparation in activities  
 conducted by Training and Placement Cell.

I also give an undertaking that I will take up the job anywhere in country upon my selection in  
 any company.

Details:

| Mobile No. | Email Id | 10 <sup>th</sup> % | 12 <sup>th</sup> % | Graduation %<br>(If any) | Current<br>CGPA |
|------------|----------|--------------------|--------------------|--------------------------|-----------------|
|            |          |                    |                    |                          |                 |

Date:

Name & Signature of Student

Name & Signature of Parents/Guardian

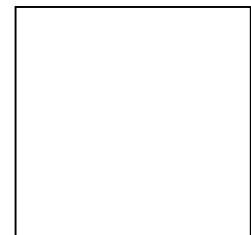
Name & Signature of HOD/HOI

### Annexure – B



**Shivalik College of Engineerings**  
**Shiniwala, P.O. Sherpur, Shimla Road,**  
**Dehradun Uttarakhand- 248197**

To,  
 Training & Placement Officer  
 Shivalik College, Dehradun



### **UNDERTAKING – UNWILLINGNESS FOR PLACEMENT**

I..... Enrollment No. ....  
student of .....Department, request you to cancel my candidature for  
placement drives. I am unwilling to participate in any recruitment drive at  
Shivalik College of Engineering.

Date:

Name & Signature of Student

Name & Signature of Parents/Guardian

Name & Signature of HOD/HOI

Training & Placement Cell

## Annexure C

Shivalik College of Engineerings  
Shiniwala, P.O. Sherpur, Shimla Road, Dehradun Uttarakhand

| Alumni Registration Form |  |
|--------------------------|--|
| Name                     |  |
| Date of Birth:           |  |
| Gender ( M/F)            |  |
| Course:                  |  |

|  |                                    |          |                         |                     |
|--|------------------------------------|----------|-------------------------|---------------------|
| Branch:  |                                    |          |                         |                     |
| Year of joining & Year of  |                                    |          |                         |                     |
| Passing  |                                    |          |                         |                     |
| Mobile No  |                                    |          |                         |                     |
| E- Mail ID -1:   |                                    |          |                         |                     |
| Father's name  |                                    |          |                         |                     |
| Father's Mob No  |                                    |          |                         |                     |
| Present address:   |                                    |          |                         |                     |
| Permanent address:   |                                    |          |                         |                     |
| Present Status<br>(Working/Studying/Preparing<br>any Gov   | Company<br>Name/University<br>Name | Location | Salary Package          | Company Contact No. |
|  |                                    |          |                         |                     |
| I, hereby, give my consent to be enrolled in Shivalik College of Engineering Alumni Association on a fee of Rs 500/- |                                    |          |                         |                     |
| ALUMNI COORDINATOR   |                                    |          | Alumni Signature & Date |                     |