

# Career Services Office

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## PLACEMENT POLICY

Career Services Office (CSO) has an important role and responsibility to furnish and groom the future and career of the students. CSO acts as an interface and support system to help students realize their full potential and accomplish their career aspirations. CSO plays a pivotal role and provides a crucial ecosystem between the stages of completion of the academic program and entry into a suitable career.

### ROLE

1. To establish links between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up capacity and networking with the Industries.
2. To develop processes, policies and devise mechanisms to facilitate proper guidance and training to the students to help shape their career in the right direction.
3. To build a strong network and establish connections among the Corporate, Alumni and University for Placements, Internships and related activities.

### THE TEAM

#### **CSO TEAM:**

The CSO team is an amalgamation of CSO department, HoDs and faculty coordinators from different schools/departments, admin interface, IT representative and student's coordinators of the University. It's formed in consultation with the Dean and HoDs of the respective department.

#### **Career Services Advisory Committee (CSAC):**

To Augment the CSO Activities there exist a Career Services Advisory Committee (CSAC) consists of all HoDs, Deans and Registrar of the University. It is formed in consultation with the Vice Chancellor of the University.

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## CSO Students' Team (CSO-ST)

The CSO Students' Team (CSO-ST) comprise of Student coordinators from different schools/departments to assist and help in training, placement and CSO activities of the University.

The Students in the CSO Students' Team (CSO-ST) will be appointed annually by CSO in consultation with the CSO TEAM and will have representations primarily from pre-final and final year students from each department/school. CSO Students' Team will be issued certificate of participation/appreciation from the Career Services Office for their contribution.

## GRADING OF COMPANIES

In order to provide equal opportunity and options to each student of the university to participate and get placed through the Campus Recruitment Drives, CSO categorize the companies into different categories as below:

1. A company coming for the recruitment may broadly be categorized into **A, B, or C** category.
2. This will be decided by Career Services Advisory Committee (CSAC) based on
  - Package Offered,
  - Brand , Size and Market Capital
  - Working environment and service agreement
  - Terms and condition discussed with CSO
3. Apart from this, Career Services Advisory Committee (CSAC) may categorize a company as “Dream Company”, if it has very strong brand equity and/or offering a very high salary.
4. Similarly a company can be categorized as “Mandatory” based on its terms/conditions and CSO Commitment.

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## STUDENT'S ELIGIBILITY CRITERIA

1. Eligibility Criterion to appear for a placement drive is decided by the Company and it is solely their prerogative. Company representatives may change the eligibility criteria at any stage of recruitment process and Career Services Office will act accordingly.
2. A student selected in a category "A" company is not allowed to appear in any other company.
3. A student selected in a category "B" company is allowed only to appear in category "A" company.
4. A student selected in a category "C" company is allowed to appear in category A/B Company. Also, he will be given one more opportunity to appear and get selected in another category C Company.
5. However students will be given chance for upgrading their placements offers if the subsequent company is categorized as "Dream Company" by the CSAC.
6. It is Mandatory for all the students registered with CSO to appear for all the placement drives termed as "Mandatory" by the CSO, irrespective of the type of company. A student skipping any "Mandatory" status campus recruitment drive without a justified reason approved by HOD in advance will be debarred for next 02 months for Campus Placement Drives.
7. Student must register for each drive separately, failing which he/she is automatically debarred for that company. The registration would imply that the student has verified his/her details and has consented to the company profile, job profile, terms & conditions, package, eligibility criteria etc. No proxy registration will be entertained. After registration, if a student fails to turn up for the drive, he/she will not be considered for placements for next 02 months.
8. Students must have at least 70 % attendance in Campus Preparation Training (External training or Internal Tests and GD/Mock PI Sessions), failing which they may be debarred for appearing in campus recruitment process. Any exemptions will be considered only after the approved permission over mail from HoD and Dean.

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9. If an eligible student does not register consecutively 02 times for a category “A” company, without well justified reasons, then his eligibility for future placement gets cancelled.
10. If there is any exceptional case of ambiguity or similar thing, then a decision will be taken by CSAC and everybody is bound to follow the same.

## **STUDENT’S RESPONSIBILITY AND CODE OF CONDUCT**

The relationship of University and the Industry is extremely valuable and must be sustained for long term for the betterment of the students of current and subsequent batches of the University. The Contribution of the students in strengthening this relationship cannot be overlooked. The students are expected to maintain decorum in all interaction with Company Officials and Career Services Office. Following is a broader perspective on code of conducts of the Students:

1. Students are responsible to maintain/update their database with CSO - marks, email id, phone nos etc. Students must immediately update their marks with CSO after declaration of backlogs/revaluation results. Regular semester results will be collected from the University Exam Cell. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.
2. A student must not override the CSO and communicate directly with company officials formally or informally. Students should refrain from using recommendations for getting placed in a company/corporate. Any attempt by the group of students and/or their guardians to influence/communicate the companies will be considered as violation of Code of Conduct.
3. In order to achieve its placement objectives, the Career Services Office, in coordination with different departments, shall organize various training programs, online tests, mock interviews, workshops, internship and other allied activities for ensuring employability of its students. Students are expected to join and participate actively in such activities.

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4. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.
5. While attending campus interview, every student must carry the following:
  - University Identity Card
  - 02 Nos. passport size color photographs
  - 02 copies of the updated and signed resume
  - Original Mark-sheets from HSC Onwards in Folder
  - A Xerox copy of all relevant mark-sheets, certificates etc.
  - Pen, Pencil, blank A4 sheet etc.

If the behavior of a student is not in line with Code of Conduct then Internal Advisory Committee can debar him/her to participate in placement activities.

Any suggestions/modifications/deletion/grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Director CSO in consultation with the HoD/Dean/Registrar/CSAC only if communicated in writing by the individual concerned student.

The Director, CSO in consultation with the HoD/Dean/Registrar/CSAC reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.