

Placement Guidelines

Campus Counselling and Placement Cell (CCPC) shall aim to provide placement assistance for all passing out students. These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the CCPC shall abide by the guidelines prescribed herein below.

Any breach of rules specified below by any student, shall be taken up seriously by the CCPC who in turn will view the matter and take action against the student, as it may deem fit.

The University reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.

Placement is a privilege extended to the students not a right.

Final authority in case of any dispute would be the Placement Officer his/her decision will be final.

The purpose & Scope of the placement guidelines is to define the overall structure & processes of the placement of passing out students, and to structure the roles & responsibilities of the teams working on this process of corporate relation cell. The guidelines will ensure that maximum number of students get on campus placement. Maintain the quality standards of the jobs offered and the whole team work according to the defined processes to achieve the common objective.

CCPC will coordinate with faculty head in collection of resume and other students' data.

CCPC team will coordinate in updating the data base of recruiting organisation and in organising guest lectures, campus placements, seminar etc.

CPCC will coordinate in contacting potential recruiters.

Important Instructions for students

Before the placement

The students will:

- ✓ Complete all required documentation, for example, updated resumes in template issued by Placement Committee, submission of relevant information in accordance with the CCPC;
- ✓ If there is any change in CV (mob. No./email id/address) students should immediately inform the CCPC;
- ✓ Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement;

- ✓ Make contact with the CCPC once officially advised to do so.
- ✓ Carry their University student ID at all times and adhere to all by -laws, rules, regulations, policies and procedures of the placement department including any dress codes;
- ✓ Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the University's Code of Conduct;
- ✓ Maintain an appropriate level of confidentiality regarding any placement information if advised by placement cell;
- ✓ Inform the placement cell of any absences from the placement;
- ✓ Advise the CCPC immediately of any incident or concern regarding their safety and well-being during the placement.

Clothing

Men

Men should wear a well -tailored suit in traditional colours such as navy blue, charcoal gray or black, in solid or subtle stripe patterns (e.g., pinstripe). The shirt needs to be a long-sleeve and button-down, preferably in a solid colour such as white or a light blue. The tie can have a small print or colour; however, its overall appearance should be conservative. Socks need to be a dark solid or a small pattern. Shoes need to be in leather (Black or Brown).

Women

Women should wear a well-tailored suit in colours such as navy blue, charcoal gray or black. A trouser and matching blazer is also a good option. Wear low to medium leather, heeled shoes. Never wear open toe shoes.

Hair/Makeup

Keep hair nice and neat. There is no specific hairstyle recommended only that your hair should be clean and well groomed. For short haired women, hair should be shampooed and nicely cut and for long hairs it should be nicely tied up.

Women, wear natural looking makeup that will flatter and compliment, not overpower, your outfit and wear only a conservative amount of jewellery.

For men, beards and other facial hair should be neatly trimmed. Also be aware that some industries and organizations may frown on long hair or facial hair. Nails should be clean and in proper shape and size. Do not use perfume or cologne.

Placement Process

Targeted companies will be identified and contacted through personal visits, mailers, phone the decision of conducting the recruitment drive will be of the CCPC.

The students are free to apply in any number of companies offering jobs in their opted specialization.

The student should inform CCPC if they have earlier applied for the same company on their own.

If a company has approached the CCPC or is in the process of approaching the CCPC for placements, no student shall approach any of these companies on their own, except through CCPC.

Students should submit a soft & duly signed hard copy of their resume to the CCPC before the start of placements.

Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the CCPC department will be entertained.

Short listing

Companies may do short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes. In case a company insists on short listing to be done by the University without explicitly citing any criteria, it will be done on the basis of Criteria determined in consultation with the School Dean and the Manager, Corporate Relations.

Interview Procedure

Interview schedules will be decided by CPCC in consultation with visiting Company executives. Thereafter no modifications shall be entertained, except under very unusual circumstances.

Students shall

- ✓ Keep record of organizations and positions for which they apply.
- ✓ Keep notes on the job details announced. These are useful at the time of interview.
- ✓ Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

- ✓ Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- ✓ While attending interviews, students must be punctual and come in formal dress only.
- ✓ Never take a cell phone into an interview.
- ✓ The students must observe and adhere to all codes of conduct rules specified by CCPC
- ✓ While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behaviour exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behaviour, such as efforts to "market" oneself, derogatory remarks about other candidates or the university, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

Keeping the company's convenience in view, selection processes may take place in University Campus or any other venue decided by the Company

The students may be required to travel and attend the same. The CCPC shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the University Placement Officer.

Withdrawal Procedure

Any student who has applied for a particular company can withdraw from the company after the Pre Placement Talk.

In case of the students going directly to the company premises for the selection process, if the profile/package communicated to them by the CCPC is not the same, the students can withdraw from the selection process.

Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.

If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn.

Only in very exceptional circumstances, with the permission of University Placement Officer a student shall be permitted to withdraw from the selection procedure of attending preliminary interview if shortlisted by the organization at any stage

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Subject to permission as above, a student can withdraw a maximum three times from the selection processes provided by the University

The moment he/she refuses to sit for the interview for the third time, he will be out of the Placement Process

Job Offers

Students are permitted to receive a maximum of one job offer only

A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.

Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.

They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter

All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the CCPC only.