GSFC UNIVERSITY
EDUCATION RE-ENVISIONED

Placement Handbook & Policy 2024 – 25

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Placement department
GSFC University

Revision Details

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05	**23.05.2024**	**Fifth Revision**	**Veliyent DCosta/ Ishan Thakar**	**Provost/ Director (Admin)**	**President**	

Placement Handbook & Policy of GSFC University

1. About GSFC University

- GSFC University is recognized under the Gujarat Private University (Second Amendment) Act, 2014, and is established by the GSFC Education Society - an initiative of Gujarat State Fertilizers and Chemicals Ltd, six decades old industrial giant, to continue the tradition of serving the community in multiple ways. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth.

- Our educational abode dwells on the philosophy of "Buddhi Gyanen Shudhayanti". It means purification of mind and intellect through knowledge, which is vital to human life. It strengthens the path of success toward perfection. All the while being compassionate towards mankind and society at large. A huge banyan tree is a part of our logo. It symbolizes multiple roots of innovation that sprout toward sustainable growth. The rising Sun in the background of the banyan tree in the logo symbolizes a plethora of opportunities for accomplishment in life.

- Augmenting cutting-edge skills is the core determination of GSFC University. To supplement and nourish these skills strong industrial support is a vital agent. Students at GSFC University receive a unique opportunity in the form of hands-on training in the industry besides the classroom learning that gears them for their career development in multiple ways.

1.1 Vision

- GSFCU strives to be the best compact boutique institution with a futuristic approach, encouraging a student-centric culture and sharpened focus on developing industry-ready & employable students with all-round development.

1.2 Mission

- Establish an institution, which promotes creativity and innovation.

- Develop unique quality standards for academic excellence and pedagogical innovations.

- Remain agile through a learning ecosystem with flexible processes & systems.

1.3 Our USPs

- Curricula mapped with Industries and emphasis on 5Cs (collaboration, communication, creativity, and critical and computational thinking)

- Value to Campus life with sports facilities

- CBCS (Choice Based Credit System) with wide spectrum of Life Enriching Courses

- Immersive learning through Internships & Hands-on Training Industry Connect & Exposure

- Industry-A strong ingredient in Academic Policy Making

- Incubation to innovate ideas through GUIITAR Council

- Holistic Development with Industry Readiness translated through Activity Credit Bank

- Interlacing of theory and practice – A Medical College Concept

- Student Internship at the end of each semester

- Faculty Internship of 80 hours mandatory for all faculty members

- PINUPS(President's Initiative for Nurturing Unlimited Potentials of Students (PINUPS))

1.4 Message from the desk of President

- Warm greetings from the office of the President of GSFC University, a futuristic institution of student-centric culture and sharpened focus on developing industry-ready & employable students with all round development. Through campus recruitment drives, GSFC University has been establishing annual records for the highest standards in Placements for recent graduates and postgraduates. We take great pride in the fact that students choose to continue their education at GSFC University because they know the University will do everything in its power to mold them into talented and dynamic graduates. This is due to the University's industry-centric curriculum, which emphasizes industrial internships, pedagogical practices that focus on skill enhancement, state-of-the-art facilities for research, and high-quality instruction delivered by highly qualified and experienced faculty. I convey my best wishes to you all for having success in all your future endeavors.

1.5 Message from the desk of Provost

- At GSFC University, we are committed to provide learners with broad-based multidisciplinary education embracing knowledge, skills, attitudes, and values that truly make the students employable. GSFC University is dedicated to sending the most qualified candidates to the country's Industries. It continuously upholds an excellent placement record, placing graduates and postgraduates in top Indian and international companies.

We continue to be dedicated to growing our relationship with academic fraternities, recruiters, and alumni. We make all efforts to ensure that the learning environment remains conducive to critical thinking, creativity, and scientific temper. In doing so, our "Quest for Excellence" continues with commitment, dedication, and allegiance to preparing our students as Industry-ready, employable as well as socially sensitive citizens of the nation and the globe. Wishing you all the best!

2. About the Department of Placement

- GSFC University's Department of Placement is a specialized division that collaborates with industries & corporate entities. Its main goal is to help students comprehend organizational needs and get them ready for both their first work placement and long-term professional success. Reputable companies actively reach out to GSFC University to attract our students.

2.1 Objective

- To provide training to our students in cutting-edge areas
- To enhance the employability of students by providing them with the necessary skills, knowledge, and resources to succeed in the job market
- To build & maintain strong relationships with employers and industry partners to create opportunities for students.
- To provide career Guidance and counseling to help students explore career paths, set goals, and make informed decisions about their future.
- To provide them placement opportunities
- To place them in eminent industries
- To improve student placement opportunities and grow the University's corporate network throughout the academic year.
- To provide guidance and necessary support to the students for higher education opportunities

2.2 Scope of Work

- Maintaining and updating the list of all potential companies of Gujarat, India, and MNCs.
- Serving as the industry-academia interface for GSFC University.
- Facilitating the final placement of students in various companies.
- Approaching companies for industrial internships for students.
- Conducting guest lectures by industry experts to supplement academic learning.
- Forming alliances and relationships with other industries to generate opportunities that will benefit both parties.
- Offering career counseling services to assist students in making decisions about their careers

2.3 Placement Team & Structure (Composition)

- Provost - Chairman (Academic Division)
- Director (Administration) - Chairman
- Manager-Internship & Placement – Convener
- Officer-Internship & Placement – Joint Convener
- Deans & Associated Deans of All Schools - Member
- One Faculty from each Program - Member
- Two Final Year Students from each Program - Member

- For every academic year Placement Team & Structure needs to be formed and circulated through an office order from Provost Office.

3. Placement Policy & Placement Process

3.1 Placement Policy
3.1.1 Aim of Placement Policy
- To inform the students about the Placement Policy, ensuring professional conduct and providing guidelines for accepting job offers. It also lays down rules for joining companies, both in terms of penalties and benefits, to maintain the university's reputation.
- Creating a transparent and structured approach, ensuring that students have a clear understanding of the guidelines and procedures governing the placement processes
- Upholding the university's reputation by promoting professional conduct and ethical behavior among students.

3.1.2 Scope of Placement Policy
This policy applies to all students of the University who have registered with the Department for placement assistance. It covers the following aspects
- Student registration for Placement, Providing assistance for placements
- Facilitating interactions between students and companies in the context of placements

3.1.3 Roles & Responsibilities
The Department of Internship & Placement has following roles:
- Ensuring that appropriate procedures are in place to support the implementation of this policy
- Contacting and inviting companies for placements
- Collaborating with the University's academic departments, centers, and administrative units to ensure the policy's implementation
- Maintaining a contact list of nominated members from faculty, staff, and students involved in placement
- Facilitating proper communication among all parties involved in student placement activities
- Conducting regular reviews to ensure adherence to the University's placement policy, documenting any necessary updates as required

- Collecting student's Expression of Interest

Students at GSFC University have the following responsibilities:

- Understanding & adhering to the placement policy established by the Department
- Submission of expression of interest to Placement Department
- Providing all necessary and relevant information to the Department in a timely manner when requested

- Marinating professional conduct at the highest possible standards, which does not harm the reputation of the Department, GSFC U, or the recruiting companies
- Attending mandatory sessions organized by the Department for skill enhancement and briefings related to placements
- Participating in mandatory sessions organized by companies offering placements

3.1.4 Placement Procedure

a. Companies are invited through email/call, providing relevant information and job descriptions
b. Companies are submitting their job description via email
c. Students receive details of the job descriptions via email & on POD and interested students will register for the campus drive
d. Department of Internship & Placement, GSFC University will send the list & resume of interested students to the company
e. The list of shortlisted students is sent to the Department of Internship & Placement before the campus selection date
f. Pre-Placement Talk(PPT) dates are finalized through discussions between the company and the placement department
g. Once confirmed by the company, students are notified of the PPT date
h. Companies visit the campus on the scheduled date & conduct written aptitude tests, group discussions, technical interviews, and personal interviews as part of their selection process
i. The company organization is required to provide the final list of selected students promptly after completing the selection procedure. The selected students may or may not be allowed to participate in further job interviews, depending on the placement policy

3.1.5 Student's benefit of the Placement Department

- It provides the best Gateway to kick start career
- Provides display place to have better career prospects such as higher studies, government jobs, business establishment etc that helps to settle in the desired career options
- Serves the stand to sharpen desired skill-set and how to fit in all scenarios after graduation through various training programs such as technical skills, soft skills, mock interviews, GDs, Personal interviews, grooming apparel etc.
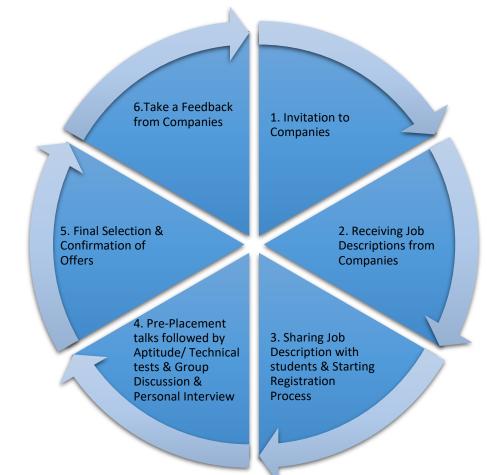
3.2 Student's Registration for Campus Recruitment Drive

▪ Final year students are required to register themselves for placement. Those who wish to peruse their academic career ahead or have either plan for their career also need to register/update their resume in POD. You are advised to keep updated internship details and key attributes before registering in the system

▪ **Phase 1 Expression of Interest – Beginning of the year**
▪ Category-wise Data Preparation for the Students who are interested in Campus Recruitment/Govt. Jobs/Competitive Exam/Higher Studies through POD
▪ Cross verification of student data received through POD by the Faculty & Student Placement Coordinator

▪ **Phase 2 Expression of Interest – When company comes for the Campus Placement**

▪ Notification will be circulated through POD to only those students who have shown interest for Campus placement with all information provided by the company
▪ Round 1 - Scrutiny Round where the list will be shared with Company for initial scrutiny
▪ Round 2 - Technical Round where written Test may be taken if required by the company
▪ Round 3 - HR Round where GD and personal Interview may be scheduled if all above rounds cleared by the candidate

3.3 Placement Process usually followed by companies & Recruitment Drive

- The recruitment process for a company is a comprehensive journey, starting from student registration and ending with final selection. The process involves various stages such as Resume shortlisting, online tests, interviews, and group discussions. The different types of recruitment processes that can be conducted are:

- On-Campus Placement Drive: This process takes place within the university premises, but some rounds may be held outside the campus.

- Off-Campus Placement Drive: This process is facilitated by the university, but the entire selection process is held outside the campus.

- Joint/Pool Campus Placement Drive: This process is organized in the university, and students from other institutions are invited to participate, subject to meeting company-specific eligibility criteria.

- Off-Joint Campus Placement Drive: This process is facilitated by the university but organized in another institution where students of the university are also invited to participate.

- Job Fair: This is a fair organized in the university where placement process for multiple companies (multiple courses) takes place at the same time. Students from other universities will also participate.

- Internship/Training Drive: This is a selection process that leads to an internship offer for students, which may or may not convert into a placement offer. Depending on the program's nature and the recruiter's requirements, internships can vary in duration from 4-6 weeks to one year.
- Live Projects: Live projects are short-term hiring processes by recruiters to help students gain hands-on experience in industrial activities with the objective of acquiring learning or getting certified by industry experts. The duration of live projects can be up to three months, and the job location can be inside or outside the university campus. Live projects may or may not be stipend-based, and they may or may not lead to a pre-placement offer. Duty leaves may be awarded to trainees during their engagement in live projects.

4. **Key Responsibilities of Department of Placement**

4.1 Career counseling and overall development of the students

- ▪ Inviting industry experts from various domains/industries to provide guidance and insights to students

- ▪ Conducting mock interviews, group discussions, and interviews to enhance students' interview skills.

- ▪ Organizing personality and skill development sessions for pre-final and final year students

- ▪ Identifying the competencies and skills required for different job profiles

4.2 Awareness about Job trends and Opportunities

- ▪ The Department conducts research to identify the skills, abilities, and credentials that employers seek in graduates and postgraduates from GSFCU departments. They gather information from degree plans, course descriptions, professors, and department heads to determine relevant job titles and industries for students

4.3 Provide career services to students

- ▪ Assisting students in creating resumes, finding internship and placement opportunities, and applying for jobs in their fields.

- ▪ Conducting mock interviews to help students practice answering common interview questions & providing information about companies hiring in the area of interest.

4.4 Networking with local employers

- ▪ Establishing strong relationships with employers enables placement officers to forge local partnerships with companies offering internships, and job shadowing opportunities. They recommend students to these employers based on the skills and qualifications preferred by the companies

4.5 Planning of Job hiring events

- ▪ Organizing campus hiring events such as job fairs exposes students to potential job opportunities and helps local companies find suitable candidates. Leveraging their knowledge of job trends and their network of employers, the Department of Internship & Placement team brings a diverse range of employers to the University for successful events

4.6 Screening of Potential candidates

▪ In collaboration with employers, placement officers' conduct background checks on students seeking a placement to ensure they meet the required educational qualifications and other criteria specified by the companies

4.7 Awareness about GATE & other competitive Examination

4.7.1 GATE

▪ **What is GATE?**

• Graduate Aptitude Test in Engineering (GATE) is a prestigious national-level examination that assesses candidates for a comprehensive understanding of various undergraduate-level subjects in Engineering/ Technology/ Science/ Architecture/ Humanities for admission to various Master's and Doctoral Programs and Recruitment by some Public Sector Undertakings

▪ **How to get Admission through GATE?**

• Valid GATE score can be used for seeking admission to Master's programs and direct Doctoral programs in Engineering/ Technology/ Science/ Architecture/ Humanities; and Doctoral programs in relevant branches of Engineering/ Technology/ Science/ Architecture/ Humanities in the institutions supported by the MoE and other Government agencies

▪ **Why GATE?**

• Qualifying GATE score can be used for seeking financial assistance towards Master's programs and direct Doctoral programs in Engineering/ Technology/ Science/ Architecture/ Humanities; and Doctoral programs in relevant branches of Engineering/ Technology/ Science/ Architecture/ Humanities in the institutions supported by the MoE and other Government agencies

▪ **What is Financial Assistance/Scholarship?**

• Financial Assistance given to M.Tech students is Rs. 12,400 per month and generally paid for 22 months.

• PG Scholarship (GATE/GPAT): Financial Assistance given for Ph.D. programs (Direct Ph.D. after B.E./B.Tech/M.Sc. equivalent with a valid GATE score) is Rs. 37,000 per month for the first two years and Rs. 42,000 per month from the third to the fifth year. (Ministry of Finance, Department of Expenditure Circular No. 33(14)PFC-II/2018 dated June 21, 2023.)

▪ **List of companies recruiting through GATE.**

- Many Public Sector Undertakings (PSUs) have been using the GATE score in their recruitment process. A list (not exhaustive) of such PSUs is provided below

- PSUs using GATE 2024 scores for their recruitment: Nuclear Power Corporation of India Limited (NPCIL), National Mineral Development Corporation (NMDC), Powergrid Corporation of India Ltd. (PGCIL), Indian Oil Corporation Ltd. (IOCL), Airports Authority of India (AAI), Engineers India Ltd. (EIL)

- Bharat Heavy Electricals Limited (BHEL), Bharat Sanchar Nigam Limited (BSNL), Coal India Limited (CIL), Centre for Railway Information Systems (CRIS), Chenab Valley Power Projects Limited (CVPPL), Damodar Valley Corporation (DVC), Electronics Corporation of India Limited (ECIL), Engineers India Limited (EIL), Gas Authority of India Limited (GAIL), Indian Oil Corporation Limited (IOCL), Mazagaon Dock Shipbuilders Limited (MDSL), National Aluminium Company Limited (NALCO), National Highways Authority of India (NHAI), NLC India Limited (NLCIL), National Mineral Development Corporation (NMDC), Nuclear Power Corporation of India Limited (NPCIL), National Thermal Power Corporation (NTPC), Oil and Natural Gas Corporation (ONGC), Power Grid Corporation of India (PGCIL), Power System Operation Corporation Limited (POSOCO), Rashtriya Ispat Nigam Limited (RINL), etc

4.7.2 Other Competitive Exams

▪ **List of other competitive exams:**

- CAT (Common Admission Test), MAT(Management Aptitude Test), GRE(Graduate Record Examinations), CPT(Common Proficiency Test), NET etc.

- Common Admission Test or **CAT** is conducted by the Indian Institutes of Management (IIMs) for students who want to study MBA or PGDM in India. Students need to score a minimum of 50% marks in Graduation.

- Management Aptitude Test or **MAT** is conducted by the All-India Management Association (AIMA) for students who want to study MBA/ PGDM in India. Students need to pass graduation to sit for MAT.

- Graduate Record Examinations or **GRE** is conducted by the Educational Testing Service (ETS) for graduates seeking admission to various business schools abroad.

- The Common Proficiency Test or **CPT** is conducted by the Council of the Institute of Chartered Accountants of India (ICAI). If you want to

pursue a career in Accountancy, this entrance exam after graduation will help you become a Chartered Accountant in India.

- The National Eligibility Test **(NET)** is conducted by the National Testing Agency (NTA), it is the eligibility test for Assistant Professor positions and Junior Research Fellowship (JRF) in Indian universities and colleges.

5. **Sample Interview Questions**

    i. Introduce yourself.

   ii. What are your strengths and weaknesses?

  iii. Why should I hire you?

   iv. Why do you want to work at our company?

    v. What is the difference between confidence & overconfidence?

   vi. What is the difference between hard work & smart work?

  vii. How do you feel about working nights and weekends?

 viii. Can you work under pressure?

   ix. Are you willing to relocate or travel?

    x. What are your goals?

   xi. What motivates you to do a good job?

  xii. What makes you angry?

 xiii. How long would you expect to work for us if hired?

  xiv. What are your career options right now?

   xv. Describe your ideal company, location & job.

  xvi. Explain how it would be an asset to this organization.

 xvii. Have you considered starting your own business?

xviii. Tell me something about our company.

  xix. Where do you see yourself five years from now?

   xx. Do you have any questions for me?

6. Frequently Asked Questions (FAQ)

1. **What is campus recruitment?**

   Campus recruitment refers to the process whereby employers undertake an organized program of attracting and hiring students who are about to graduate & postgraduates from universities. (On-campus / Off-campus / Pool-campus/Virtual) The objective of campus placement is to identify talented and qualified students before they complete their education

2. **When does the campus recruitment season begin?**

   Normally, the campus placement season begins at the pre-final/final semester. It commences in June (for CSE) & December (for other programs) and goes on till the end of the academic year

3. **What are the eligibility criteria to register for the campus placements?**

   Students should be willing to opt for a job. If students are going for higher studies/business then they are not eligible for the campus placement.

   Different companies have different criteria ADANI Group has criteria of throughout 60 %

4. **How can I register myself for a particular company's placement process?**

   Once a recruiter's campus plan is confirmed, all eligible and placement-registered students will receive a mail from the Department of Internship & Placement with the detailed Job description (Eligibility/company and job profile/Work Location /Salary Package/mandatory requirement) and the respective company willingness registration link. The respective interested student must give his/her confirmation that he/she is willing to participate in the respective campus placements. All students who thus confirm their willingness must attend the respective campus recruitment without fail

5. **What is the Company shortlist?**

   At times, the recruiter may shortlist the candidates from the willingness database sent by the Department of Internship & Placement

6. **What are the stages of the recruitment process?**

   The following are the typical stages of recruitment – elimination happens at every stage: Pre-placement Talk (PPT), Group Discussion, Personal Interview (Technical & HR)

7. **Can one student get more than one offer?**

   The placement policy of the University is designed to benefit all campus-eligible students so that the maximum number of students get a real opportunity to secure job offers through campus recruitment.

   One offer allows a student an opportunity to pursue a career related to

his/her discipline. Students are only allowed to appear for another company if the package is more than 50% of the current CTC.

8. How do I communicate with a particular Company?

All communications should be routed only through the Department of Internship & Placement. No direct communication with company HR should be done. Any communication received from the company by the students should be forwarded to the Department of Internship & Placement for the records

9. What is an Aptitude Test?

Consists of Verbal Reasoning, Logical Reasoning, and Numerical / Analytical sections

Duration of the test varies from Company to Company

Every company has minimum cut-off marks. (Section-wise and Overall)

Some companies may have negative marking also

Those that clear the Aptitude test will go to the next round of the selection process

10. What is GD?

GD stands for Group Discussion. GD is conducted to evaluate the students based on knowledge of current affairs, communication skills, leadership qualities, and group behavior. Those who clear the GD will go to the next round of the selection process

11. What is a technical interview?

It is to assess the technical knowledge of the students based on their core area of study

In case a student has done any certification course, knowledge in that area will also be evaluated

12. What is a personal interview (HR)?

HR interviews are conducted to assess the Attitude, Communication, Confidence level, Flexibility, and Fitment of the candidate into the respective company culture

13. Will the results be declared on the same day as the campus placements?

Results will be declared on the same day by most of the companies, but a few companies might announce the results later

14. What are the documents to be carried by the students on the day of campus placements?

College ID card, Aadhar Card, updated Resume, Photocopies of mark sheets

& other certifications if any, 2 recent passport size photos

15. If I am awaiting results in one company, am I eligible to attend another company?

You are eligible till the final results are declared by the earlier company. If you are selected you will be ineligible for further companies.

Attendance Guidelines Student Attendance is part of all Placement Processes whether it is an online test written test or a Technical interview. It is mandatory to sign the attendance sheet; otherwise, he/she will be marked absent. A student having given his / her willingness to attend a process is not allowed to be absent without a prior intimation and valid reason.

7. Resume writing tips & Resume Template

7.1 Resume writing tips

- **Choose the Right Format:** Opt for a clean and professional format that is easy to read and navigate. A reverse-chronological format, where your most recent experiences are listed first.

- **Include a Strong Objective or Summary:** Begin your resume with a brief objective or summary statement that highlights your career goals, skills, and what you can bring to the table as a candidate.

- **Highlight Your Education:** Since you may not have much work experience as a fresher, your education section takes precedence. Include details such as your degree, university/college name, graduation date, and any relevant certifications or achievements.

- **Emphasize Relevant Skills:** Showcase your skills prominently in a dedicated section or throughout your resume. These could include technical skills, soft skills, language proficiency, computer skills, and any certifications or training programs completed.

- **Include Internships, Projects, and Extracurricular Activities:** Even if you don't have full-time work experience, internships, academic projects, and extracurricular activities can demonstrate your skills, initiative, and ability to work in a team. Describe these experiences in detail, highlighting your contributions and achievements.

- **Proofread Carefully:** Typos and grammatical errors can detract from the professionalism of your resume. Proofread it multiple times or ask someone else to review it for you to ensure it's error-free.

- **Include References or Referral:** If you have references or have been referred by someone within the company, mention it in your resume. However, it's usually better to provide references upon request rather than including them directly on your resume.

7.2 Resume Template

DIBYA DURGA
M.Sc. - Organic Chemistry
- School of Science
Ph: +91-7041342493
Email: 22msc01008@gsfcuniversity.ac.in
Vadodara, Gujarat, India - 390023
LinkedIn: https://www.linkedin.com/in/dibya-durga-177163228?
utm_source=share&utm_campaign=share_via&utm_content=profil
e&utm_medium=android_app

BRIEF SUMMARY

Resourceful and self motivated individual with project management skills and good written and oral communication skills. Seeking to apply in a reputed organisation to improvise and employ my communication and developmental skills. I would like to explore fields of working organisations and acknowledge my skills. Seeking a role in an innovative chemical company to apply extensive experience in research, development and implementation of new compounds.

KEY EXPERTISE

effective communication skills   team work   social and interpersonal communication   adaptability   Instrumentation

laboratory equipment skills   microsoft office word and powerpoint

EDUCATION

GSFC University M.Sc. - Organic Chemistry - School of Science | CGPA: 7.37 / 10.00	2022 - 2024
GSFC University, Vadodara B.Sc. Hons. - Chemistry - Chemistry | CGPA : 7.98 / 10.00	2019 - 2022
Bright Day School Vasna Bhaili Road Vadodara, Vadodara 12th | CBSE | Percentage: 73.80 / 100.00	2019
BRIGHT DAY SCHOOL VASNA BHAILI ROAD VADODARA, Vadodara 10th | CBSE | CGPA: 8.00 / 10.00	2017

INTERNSHIPS

PNP ANALYTICAL SOLUTIONS | Pharmaceutical   10 Jul, 2023 - 28 Jul, 2023
Project Intern

Key Skills: instrumentation of analytical tools   time management

1) I had prepared a detailed report on subject ' ANALYTICAL TECHNIQUES'.
2) gained knowledge about instruments like: gas chromatography, infrared spectrophotometer and Karl Fischer.
3) gained knowledge about HPLC.
4) gained knowledge about instrumentation of various analytical tools used in laboratory.

SHIVA PHARMACHEM LIMITED | Pharmaceutical   01 Feb, 2023 - 28 Feb, 2023
Project Intern

Key Skills: 1) effective communication skills   2) learned about laboratory safety measures.   3) time management

1. I had prepared a detailed report on subject 'ANALYSIS OF PCMX PRODUCT'.
2. learned reactions involved in the production of skin disinfectant ' PCMX' (para chloro meta Xylenol).
3. Gained brief knowledge about the instrumentation of analytical instruments .
4. have knowledge about instruments like Karl Fischer, FTIR, UV spectrophotometer, pH meter and melting point instrument.
5. learned about fundamental safety precautions and safety practices.

CO-CURRICULAR ACTIVITIES

- I Had played Khel Mahakumbh kho-kho and secured first position
- I Had played Khel Mahakumbh football and secured first position
- I Had played inter district tennis cricket tournament U-19 and secured first position

PERSONAL INTERESTS / HOBBIES

- playing outdoor sports, reading, music and travelling.

IMs

- WhatsApp - https://wa.me/qr/IGIDVTSMWEWND1
- Other - https://www.linkedin.com/in/dibya-durga-177163228?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

PERSONAL DETAILS

Gender: Female
Marital Status: Single
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Emails: 22msc01008@gsfcuniversity.ac.in , dibyadurga2000@gmail.com

Date of Birth: 31 Mar, 2001
Known Languages: English, Hindi, Gujarati and Oriya.
Phone Numbers: +91-7041342493, +91-9662014166

Department of Placement

Date:

Enrolment No.:   **School Name:**

Name of the Student:

Course/Branch:

Phone No.:   **Email ID(University):**

Rules & Regulations

1. Any student who wants to appear for Campus Placement Program in his/her final year must have minimum 80 % attendance in all the academic years and training & placement activities carried out from 1st year till final year.

2. Every student who is willing to take part In Campus Placement Program will be allowed to appear in for campus drives of all relevant companies until he/she gets one confirmed offer from a company. It will be irrespective of the fact whether the profile is technical or a non-technical one.

3. Students who have already received an offer letter from one company can appear for another company offering more than 50% of the previous package (e.g., a student placed with 4 LPA can apply for another company offering 6 LPA or more).

4. If a student shows his/her willingness for a particular company and apply to participate in recruitment drive (On/Off campus) then he/she will be mandatorily required to take part for the drive and in case of non-compliance he/she will have to forgo his/her right, on permanent basis and will not be allowed to appear in any further campus drives. The final decision lies with GSFC University management which will decide on the merit of the case.

5. In case of a student getting an offer letter from any of the companies through on campus / off campus drives conducted by the Department of Placement of GSFC University and if he/she fails to join that company then in such cases he/she will not be allowed to appear in the recruitment drive on a permanent basis.

6. Any student who misbehaves or gets involved in any activities during on campus/off campus drive which in turn could bring bad repute in part/as a whole to the institute or University will stand disqualified and will also be liable for necessary disciplinary action.

7. The Department of Placement has the right to disqualify any student based on his/her past academic track record as well as his/her involvement level in various placement related activities.

8. GSFC University or the Department of Placement will not be responsible for any undue circumstances generated as an outcome of any change in performance of the company at the time of joining. The student will be required to check and verify entire details pertaining to the company's history, background and performance before applying for any drive. The Department of Placement would definitely check the authenticity of all companies before conducting the drive but will not be responsible for any issue related to credibility of the company.

9. For every campus drive conducted by the university students must compulsorily be in neat formals and must be well groomed or else students will be not allowed to appear for the same.

☐ I hereby certify that I have read, acknowledged and agree to the placement policies and the terms mentioned in the same.

  ▪ **I am Interested for Placements – Yes/No_____**
  ▪ **If no, then I am interested in**

☐ **Higher Studies in India**   ☐ **Higher Studies Abroad**   ☐ **Entrepreneurship**   ☐ **Family Business**

Student's Signature_____   **Parent's Signature_____**

9. General Guidelines

9.1 Email etiquettes

- Email etiquette also called Internet Etiquette refers to a set of rules a freshly passed out graduate and postgraduate needs to follow while communicating through mails or any other online forum. Let us go through some Email etiquette.

- Make sure emails are self-explanatory. The other person should understand your views and ideas

- Don't use capital letters in emails unless and until it is the first alphabet of a word. Turn off the CAPS lock key. Emails written in all capitals are considered rude and loud

- Be crisp. Lengthy emails are seldom read. Never deviate from the actual topic

- The subject line ought to be meaningful and relevant. Through subject line, employees can quickly know what is written in the email

- Start your mail with formal greetings

- Format your emails correctly. Justify your text. Break the complete message into short paragraphs with equal spaces in between. Use bullet - points wherever required

- All official emails must have signatures at the bottom. Your signature should include your name, your company's name, your designation, and contact details. Make sure your signatures do not have incorrect information

- Avoid writing offensive emails to anyone. It worsens the situation. It is always better to sit with the other person and discuss issues face to face

- Take care of your font style and size. Official emails should ideally be written in an Arial style with a font size of twelve. Emails written in various colors and designer styles are considered unprofessional and childish

- Make sure you reply to all your emails. Don't add members just for the sake of it. Don't send emails to individuals who have nothing to do with your information. It is a sheer waste of your as well as their time

- Don't write anything in your mail that might fall back on you. Read your mail twice before hitting the send button

- Take care of spelling errors, punctuation marks, and grammar. Wrong spellings irritate the readers. Be polite and soft in your communication

- Avoid using short forms or abbreviations in official emails

- Use words like "regards", "thanks", and "yours sincerely" to close your

emails

9.2 Dress code

- The dress code not only ensures a professional appearance but also represents the university and reflects the seriousness of the placement.

- As per the placement policy, it is essential for students to adhere to a dress code of white and black, which is as follows in all the activities organized by the Placement Department.

- Boys: White Shirt, Black trousers, Black belt, white socks & Black polish shoes (Blazer preferred but not compulsory)

- Girls: White Shirt, Black trousers, Black belt, white socks & Black polish Shoes or White Kurti, Black legging with Black Belly or College Uniform (Blazer preferred but not compulsory)

9.3 Telephone etiquettes

- An individual needs to follow a set of rules and regulations while interacting with the other person over the phone. These are often called telephone etiquettes. It is important to follow the basic telephone etiquette as our voice plays a very important role in creating an impression of our personality, education, family background as well as the nature of the job we are engaged in. The person giving the information is called the sender and the second party is the recipient

- Always remember your voice must be very pleasant while interacting with the other person over the phone. Don't just start speaking, before starting the conversation use warm greetings like "good morning", "good evening" or "good noon" depending on the time

- Never call any person at odd hours like early morning or late night as the person will be sleeping and will not be interested in talking to you

- In any official call, don't use words like" Any guess who I am? "as the person on the other side might be occupied with something and can get disturbed. Always say "Is it Ted?", and ask him, "Is it a good time to talk to you?" and then start communicating. If the person sounds busy always wait for the appropriate time

- Make sure your content is crisp and relevant. Don't play with words, come to the point directly and convincingly convey the information. First, prepare your content thoroughly and then only pick up the receiver to start interacting

- After dialing, always reconfirm whether the person on the other side is the desired person whom you want to interact with. Always ask "Am I speaking to Mike?" or "Is this Jenny?" before starting the conversation

- While interacting over the phone, don't chew anything or eat your food. First, finish your food and then only dial the number. If you are reading, please leave the book aside, first concentrate on what the other person wishes to convey and then continue with the book

9.4 Interview etiquettes

- Interview etiquette refers to codes of conduct an individual must follow while appearing for interviews

- While appearing for telephonic interviews, make sure you have your resume in front of you. Move to a quiet place and keep a pen and paper handy to jot down the address or other necessary details

- An individual must be present at the interview venue before time. Start from your home a little early and allow a margin for traffic congestion, car problems, route diversions, and other unavoidable circumstances. Check the route well in advance to avoid last-minute confusion. If you do not have your conveyance, book a cab or ask your friend or family member to drop you right outside the venue. Avoid going by public transport that day

- Be very particular about your appearance. Follow the professional dress code for an everlasting first impression. Wear something which looks good on you. Coordinate a light color shirt with a dark color well-fitted trousers. Make sure your shoes are polished and do not make noise. It is essential to smell good

- Enter the interviewer's cabin with confidence. Greet him with a warm smile. A firm handshake says that an individual is confident, aggressive, and willing to take on challenges. Do not offer to shake hands if the interviewer is a female. Do not sit unless you have been told to do so

- Make eye contact with the interviewer. Avoid looking here and there

- Be honest with the interviewer. Remember a single lie leads to several other lies. Avoid fake stories. It might land you in trouble later

- Take care of your pitch and tone. Be polite but firm

- Stay calm. Avoid being nervous during interviews. Remember no one will hang you till death if you do not clear the interview. There is always a second chance

- One must sit straight for the desired impact. Avoid fiddling with pen and paper. It is important to have the right attitude as it helps you stand apart from the crowd

- Keep your cell phone in the silent mode while attending interviews. Cell phone ringing during interviews is an offense

- Do not fold your resume; instead keep it in a proper folder. Carry all other relevant documents which you might need during the interview. Keep a passport-size photograph handy

- Once you are done with the interview, do not forget to thank the interviewer

Virtual Interview etiquettes:

- Find a quiet, private, well-lit place, free from possible interruptions

- Eye contact is very important during an in-person interview, and you want to convey that same level of connection during a video interview

- Ensure your internet connection is stable

- Check that your computer's audio is working

- Test your computer's webcam. Position the camera so that you are looking up slightly and centered on the screen. While it's likely that the interviewer will only see your upper half, it's still a good idea to wear professional pants or a skirt in case you need to stand up for any reason

- Close any unnecessary web browser tabs applications and notifications

- Dress professionally and avoid bright colors

- Have a pen, notepad and copy of your resume on your desk

- When listening, nod and smile to show you are engaged

- Use hand gestures when appropriate

- Place your phone in silent mode

- If things go wrong with technology, there's always a chance thing could go wrong. Here are some backup plans to have ready just in case

- If your video or audio stops working before the interview, ask the interviewer for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule

- If noise interrupts the conversation If noises (sirens, construction, etc.) interrupt your video interview, apologize for the interruption and ask for a few moments until the noise has subsided. You may want to mute the microphone if the noise is severe

- If someone enters the room unexpectedly If family members, housemates or pets enter the room while you're interviewing, apologize to the interviewer, ask for a few moments, mute your microphone turn off your camera, and then step away to deal with the interruption. Make sure that

the room is secure before beginning the interview again

For further information, please visit the Department of Placement, GSFC University