Placement Policy 2021 – 22

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Placement Division
GSFC University

Contents

Revision Details

Revision Number	Revision Date	Revision Details	Complied By	ReviewedBy	Approval By	Remarks
01	28.08.2019	First Revision	Naren Acharya	Director(Admin)/ Provost	President	
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03	**30.10.2021**	**Third Revision**	**Naren Acharya/ Ankita Patel**	**Dy. Director(Admin)/ Director (Admin)**	**President**	

1. Introduction

GSFC University thrives to inculcate employability skills through hands on practical and experiential learning. Most importantly Industry and academia linkage and industry next door is the strength to help upgrading and exploring practical and innovative thinking. Further, through Placement Committee PDP & Grooming sessions and SM club cultures employability and soft skills are nurtures to provide a firm platform to students to join hands with corporate for exponential and sustainable growth both for career and skill. Strong practical base, ethical conduct and safety consciousness are some of the key attributes for GSFC students.

1.1 Role of Placement Division of GSFC University

Placement Division endeavors to bridge the gap between the stringent competition in the industry and talent available in the institution. With adequate training and support, students enhance their skills and understand how to showcase their abilities in the best possible way. Placement Division of GSFC University aspires to enhance employability skills of its students to make them industry ready in all verticals and skill-set required by the industry. Therefore it is committed to train students in such a way to get the best placements.

Objective: The main objective of Placement Division of GSFC University is to maximize the placement of pass-out students by grooming them to face the interviews successfully. In the lieu of achieving the objective, the following activities are being adopted.

- ✓ To provide In-house and External training through continuous training module for enhancing their employability skills
- ✓ To approach top companies for arranging the campus recruitment drives
- ✓ To counsel the students to improve their career exposure across globally
- ✓ To produce the most competitive students to fit in all scenario of the job market

1.2 Nature of Placements at GSFC University

In general terms, placement refers an act or instance of placing someone in his/her working place. Thus Campus placement is an assistance that has been provided to the students for placing in their respective and related areas. At GSFC University, we strongly believe the placement means that providing assistance in seeking employment, pursuing guidance for higher education in India and Abroad and includes imparting necessary skills and grooming for being successful in life ahead generally, more particularly to succeed in the interview.

Therefore nature of campus placement at GSFC University is classified as follows;

- → Assistance Employment in Industries
- → Assistance for Higher Education (India & Abroad)
- → Assistance for Employment in Public Sector Organization
- → Assistance for Inculcate Entrepreneurship and Incubation and Innovation

Nature of Campus Placement at GSFC University
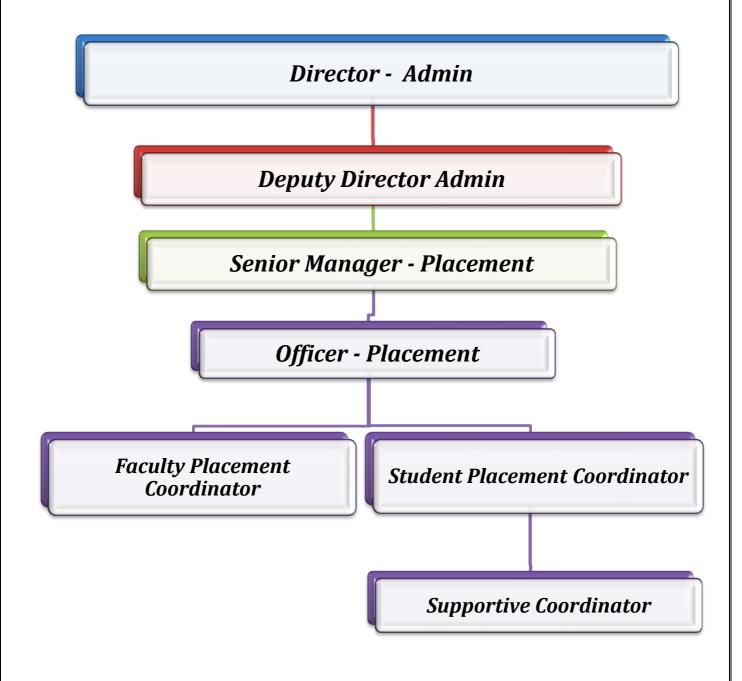
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Employment in Industry — Campus Recruitment Drives

Higher Education
- Dedicated Awareness Programs for Higher Studies in India & Abroad
- MOUs and collaboration with experts to prepare students for Entrance Exams such as GATE/UPSE etc..

Employment in Public Sector Organization — Awareness Programs and Training Session on Governement jobs and Competitive Exams

Inculcate Entrepreneurship and Incubation and Innovation — GUIITAR Council to promote and support creativity, innovation and spirit of enterprise among young minds and innovators

1.3 Student's Benefit of Placement Division

→ 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.

2. Organogram of Placement Division

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                    Director - Admin
                          |
                 Deputy Director Admin
                          |
              Senior Manager - Placement
                          |
                  Officer - Placement
                          |
          ┌───────────────┴───────────────┐
   Faculty Placement          Student Placement Coordinator
     Coordinator                          |
                                  Supportive Coordinator
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3. Roles and Responsibilities of Placement Division

3.1 Roles & Responsibilities (Placement Division)

→ Preparation of Placement Brochure for final placement.

→ Organizing Pre-placement visits to perspective companies.

→ Developing corporate relationship and rapport with the potential recruiters.

→ Invitation to potential corporates and industries to visit the campus.

→ Continuation and sustenance of placement activities within the stipulated period, till all the students are placed.

→ Organizing rigorous Grooming and training sessions of the for employability skills enhancement.

→ Follow-up from Mock GDs, Pre-placement talks to final interviews followed by joining formalities, and other administrative activities.

3.2 Specific Roles & Responsibilities of Campus Placement Team

The placement related drive at the university is carried out by campus placement team, which comprises members from management, administration, faculty and students from various Schools of the University. Student representatives from various branches who are in their final year and pre final year are active representatives of the team. The committee is headed by Director (Admin) of the University and bridges the gap between industries and academy. The placement team is constituted for quick and desired functioning.

PLACEMENT TEAM (2021-22)					
Sr. No.	Name	Role	Designation	Contact No.	Email ID
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In Charge – Internship & Placement

- Single Point of Contact for entire placement Division
- Developing and Executing the Placement strategy & Policies
- Preparation of Placement Brochure for final placement
- Interaction with potential companies
- Placement presentation at various companies

Placement Coordinator/Officer

- Developing corporate relationship and rapport with the potential recruiters
- Placement Presentation at various companies
- Empanelment of the university with industry
- Organize Pre-placement talks to final interviews followed by joining formalities, and other administrative activities
- Maintaining student Data & Resume Bank
- Continuation and sustenance of placement activities within the stipulated period, till all the students are placed.
- Organizing rigorous Grooming and training sessions of the for employability skills enhancement.
- Organize Mock GDs & interviews
- Organizing the Career Counselling session by experts
- Organizing Resume Writing, GD and Interview(s) skills development sessions
- Developing and maintaining Corporate Database
- Allocation of companies to student and faculty coordinator group
- Coordinating all the activities related to Placement Division to students and faculty coordinator team
- Maintaining Fortnight strong reporting system

Faculty Coordinator

- Effective communication channel with the placement Division and students
- Continuous Mentoring and counseling the students for the industry requirement and ground level scenario related job market
- Identifying various respective recruiter either from their own source or from students
- Convey the message to students regarding the companies visiting the campus for recruitment
- Ensure maximum student participation in placement related activities
- Maintain attendance of students and submit to placement Division for every session of Training Programs organised by the placement division

Student Coordinator

- Functioning as channel of communication between Placement Division and Students
- Searching for the desired companies details and submit to the placement Division for the further process
- Ensure maximum participation for all activities under placement Division.
- Collecting references for potential companies

Supportive Student Coordinator

- Functioning as active team members for Placement Division
- Ensuring maximum student participation for placement activities

4. Eligibility Criteria for Placements

4.1 Minimum Eligibility Criteria for Students
- → Genuine interest to be placed at industries through Placement Division
- → Geared up to attend all the skill development program willingly

4.2 General Eligibility Criteria of reputed Companies/Industries: The mentioned following criteria's may be predicted by the recruiter companies.
- → Good Academic Performance without backlogs
- → No career gaps unless genuine
- → Good feedback from Internships
- → Effective Communication Skills
- → Logical Reasoning & Problem Solving
- → Team Player
- → Leadership Skills
- → Honesty & Integrity
- → Openness to Learning
- → Extra-curricular skills

4.3 Other eligibility criteria that may be provided by the prospective employer

5. Student Registration for Campus Recruitment Drive with DCS

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 not to register themselves as per the classification or categories as explained earlier in the point no. 1.2. Registration (Expression of Interest Phase 1) for placement is to be done by filling up in DCS (Digital Campus Service). You are advised to keep updated internship details and key attributes before registering in the system.

5.1 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 DCS
→ Cross verification of student data received through DCS by the Faculty & Student Placement Coordinator

5.2 Phase 2 Expression of Interest – When Company comes for the Campus Placement
→ Notification will be circulated through DCS 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

6. Campus Placement Process

6.1 Campus Placement Procedure – Generic with Rules & Regulation
- → Placement Division invites prospective organizations/industries round the year. Prospective industries and recruiters can also contact the University T&P team.
- → The company/organization may confirm the date or discuss a mutually convenient date, with the Training and Placement team.
- → Tentative, dates for the GD and campus interviews will be declared through official email Ids and class rooms, make it a practice to check mails regularly and constantly.
- → After confirmation by the company, pre-placement talk (PPT) is arranged. The company then conduct tests or group discussions to short list the interested students. As per the convenience of recruiters telephonic interviews or interviews through video conferencing can be arranged.
- → Short listed students undergo interview for final selection followed by the announcing the results as soon as possible.
- → After accepting/joining a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the placement division immediately.
- → The students selected through campus interview have to finish all the necessary formalities including medical test document verification/ submission, within stipulated time frame. He/ she will keep informing the Training & Placement Team about their progress in the Company. Placement team will also keep regular checks and feedback from the recruiter regarding the performance of selected students. Students will also strictly abide by the terms and conditions of the company and shall strive to build reputation of the **Alma-Mater** on top priority.

6.2 Campus Placement Procedure (Ideal process when company on Board for CRD)

Information about the job opening in respective industry / corporate with its complete details i.e. roles and responsibilities, skills required, preference if any, criterion of selection and expected package will be shared with the student representatives of the placement team. Placement team will then get as much details as possible about the job profile. The students' registrations are done by through **DCS ONLY**. Interested students who register for that particular job will be considered for the job opening and their names and CVs will be shared with the company. Once the names of students are submitted, student is not allowed to withdraw from the selection process. Pre-Placement Talk / Group Discussion /Written Test and the short-listed students are interviewed at the campus or off the campus. Alternately, some companies may select students based on their CVs and may invite them for Group Discussions followed by Interviews at their offices.

6.3 General Expectation of companies/Industries from students during Campus
- → Company/Industries expect that students should be aware about company's profile and job description.
- → Sound and updated knowledge in their respective domain
- → Industrial internships should be briefed with learning areas in the resume.
- → Desired aspirants who have applied/shortlisted for the interview process must attend all rounds of interview such as Pre Placement Talk, Group Discussion and Personal Interviews.
- → Resumes should be communicated timely, to ensure favorable and desired response.

→ Most of the companies desired to have candidates who are gear up to work in multi discipline with new challenges.

→ Firm, directive, focus and long lasting commitments are the desired concern of majority of the industries.

7. Guidelines for Campus Placement Drives

7.1 Guideline related to Rules for Campus Placements

→ **Grooming of the students for the interview is a vital function of the placement division. Therefore, the division during a year organizes training session, mock interviews etc. for preparing the students to face the interviews successfully by utilizing precious resources of the university. In order to serve the objective of the training, it is important upon the student to diligently and whole heartily participate by attending various trainings. In view of this, all interested students for placements are required to ensure minimum 75% attendance in the training session organized by placement division in order to become eligible for participating in the placement drives.**

→ While appearing the placement procedures, students will have to observe all kind of disciplines, proper behavior and to maintain respect to interviewing authorities of different levels and different stages. Any complain in this regards for any student from Recruiter Company shall be viewed seriously and he/she may be disqualified from subsequent campus placement.

→ Once the student submits the Expression of Interest and the same is forwarded to respective recruiter company by Placement Division, he/she will have to undergo the entire recruitment process defined by the said company. If a student regrets to attend the placement procedure without any genuine reason and prior intimation, he/she may not be allowed to appear for the subsequent campus placements.

→ Once Student registered & appeared for selection process at one company for Placement and if he/she is selected **and issued appointment letter/ Offer letter by the said company,** they will have to join that company. In case of refusal / not joining to the recruiter company by the selected students he will not be given second chance for appearing in selection process by other companies subsequently. His/her name will be removed from the list of interested students for Placements.

Provided that if a student has already appeared in more than one company and reaches up to final selection in the appeared companies and issued an offer letter/appointment letter at different point of time, Placement Division will communicate to the company about the placement in the other organization and request the respective company that they are out of the placement process of the university and the company is at liberty and may offer the placement opportunity at their discretion directly to the candidate.

7.2 Golden Tips for Placement

→ The final placement is governed by certain guidelines, which are framed to facilitate the students to get maximum benefits. These guidelines are revised from time to time.

→ Interview Tips Golden Rule: **Speak** a) Consciously b) Clearly c) Coherently

→ Dress code - Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women include either a pair of Salwar-Kameez (no binge) or formal shirt and trousers.

→ Report to the venue 15 minutes prior to scheduled interview time. Confirm that the phone

is not on silent mode during placement activities.

→ Keep your documents set organized, readily available with three sets of its Xerox copy. Keep pen and paper ready to take notes during the interview with updated CV. Also keep internship details ready to verify the resume experience.

→ Stay calm composed and calculated before and during the interview process.

→ Be energetic, positive and enthusiastic during the interview.

→ Have a pleasing personality confidence and positivity. The same is communicated through your verbal and nonverbal gestures, you shall be heard and get a desired response.

→ Give concise and comprehensive answers to interviewer.

→ Have complete details about the company, to have comprehensive idea about the company.

→ Listen carefully and respond patiently and reasonably to the question.

→ Know your strength and weaknesses, work rigorously to enhance your technical and soft skills. Keep your compact introduction of self-ready. Sty confident in all situation. Accept your feedback. Be sincere and disciplined and graceful.

→ After the interview is over leave the venue with a thank you note and feeling of gratitude.

→ Anticipate interviewer intelligently, show your skills that you are a quick learner and adaptable to learn various new and advance technology.

→ Respect and full fill recruiters' expectations about joining and job responsibilities.

→ Highlight special skills, internships club projects and other assignment which have performed or delineated as a part of the team. Keep training certifications verified by industry mentors and keep them handy with self-attested copies.

→ Never raise personal issues and concerns.

7.3 Guideline related to Interviews Dos and Don'ts

→ Explore and learn as much as possible about the modus operandi of the company, its retail outlets, product details, raw material, linkages, collaborations and mergers, if possible visit once. Visit library of and on and make its best utilization to sharpen your skills and awareness. Look for Management Sr. Executive profiles and achievements of the company. Look for the annual and quarterly reports and other informative publications for the latest information.

→ Prepare yourself mentally, behaviorally and technically sound, to answer question smartly and reasonably. Get professionally dressed. Make sure that your first impression should be of sincere and confident student. Have a Friendly and Professional Demeanor.

→ Be well- organized, methodical and detail oriented.

→ Answer confidently even the toughest questions can be handled with poise and confidence. Lists your accomplishments and derive confidence from your credential, don't boast. Give examples of leadership and team building skills you have been part to.

7.4 Guidelines related to Resume Tips

→ Develop structured resume' avoid lengthy paragraphs. Make key attributes stand out. Use Action Words like prepared, organized, developed, Volunteered, and won.

→ Don't paste "Objective" line blindly from any source.

→ Highlight your Strengths and relevant information and realistic data only.

→ Read newspaper daily and take note of which ads first catch your attention.

8. Important Information

This policy has been framed to ensure the smooth functioning of the placement division. It reserves the right to modify, alter or amend the norms and procedure keeping the overall interest of the students. The policy does not create any right in favor of the participating students in placement drive, although the policy will be implemented in an objective and transparent manner. Mission of the Placement team is to work religiouslyand rigorously to achieve maximum placement. If at all, there is any ambiguity or there is a question of interpretation as to the frame of the placement policy, a decision of president or Director Administration shall be final and shall not be questioned.

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