



# Placement Policy 2020 - 21

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GSFC University  
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## Revision Details

Sr. No.	Revision Number	Revision Date	Revision Details	Complied By	Reviewed By	Approval By	Remarks
1	01	28.08.2019	First Revision	Naren Acharya	Provost, Director (Admin)	President	
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**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 nurtured 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.

### **Roles & Responsibilities of Placement Team**

Students' Placement team is formed to provide excellent placement opportunities for the final year students, emphasis is for getting industrial internships, training and industry linked project work for students.

- 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.

### **Campus Recruitment Team**

The placement related drive at the university is carried out by campus recruitment 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 are active representatives of the team. The committee is headed by Provost and Director of the University and bridges the gap between industries and academy. The placement team is constituted for quick and desired functioning.

**PLACEMENT TEAM (2020-21)**

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### **Student Registration for Placement**

Final year students are strongly advised to register themselves for placement. Those who wish to peruse their academic career ahead need not to register themselves. Registration for placement is done by filling up a form including their updated CV, internship details and key attributes mentioning their priorities of companies.

### **Placement Brochure**

The University prepares a Placement Brochure, giving details of the students ready to be placed for the assistance of the students and perspective recruiters. This brochure is subsequently shared with potential recruiters. The students registered for placement with their credential are included in the brochure.

## **Placement Eligibility**

Students who fail to clear the academic exams & other formalities at the end of course, shall be removed from the placement process and hence will not be eligible for campus placement activities. Any major disciplinary action will terminate the student from campus placement drive.

## **Placement Process**

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 registration are done by students representatives through link shared via the email, Whats App, message and through google class room. Willing 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.

## **Guidelines for Placements**

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.

1. Interview Tips Golden Rule: Speak
  - a) Consciously b) Clearly c) Coherently
2. Get professionally dressed and report to the venue 15 minutes prior to scheduled interview time. Confirm that the phone is not busy or engaged during placement activities.
3. 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.
4. Stay calm composed and calculated before and during the interview process.
5. Be energetic, positive and enthusiastic during the interview.



6. 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.
7. Give concise and comprehensive answers to interviewer.
8. Have complete details about the company, to have comprehensive idea about the company.
9. Listen carefully and respond patiently and reasonably to the question.
10. Know your strength and weaknesses, work rigorously to enhance your technical and soft skills. Keep your compact introduction of self-ready. Stay confident in all situation. Accept your feedback. Be sincere and disciplined and graceful.
11. After the interview is over leave the venue with a thankyou note and feeling of gratitude.
12. Anticipate interviewer intelligently, show your skills that you are a quick learner and adaptable to learn various new and advance technology.
13. Respect and full fill recruiters' expectations about joining and job responsibilities.
14. 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.
15. Never raise personal issues and concerns.

### **Campus Placement Procedure**

- 1) The Training and Placement Cell invites prospective organizations/industries round the year. Prospective industries and recruiters can also contact the University T&P team.
- 2) 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.
- 3) The company/organization may confirm the date or discuss a mutually convenient date, with the Training and Placement team.
- 4) 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.
- 5) Short listed students undergo interview for final selection followed by the announcing the results as soon as possible.

- 6) The Training and Placement team will strive to provide opportunities to all its registered students to secure one job at the first instance, and pursues a policy of minimum 80% (depending upon the discipline)
- 7) All students will be given **one chance for securing job**. A student registered & appeared for selection process at one company for Placement and if he/she is selected 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 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.
  - Once the student submits the Expression of Interest and the same is forwarded to respective recruiter company by Placement Cell, 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 will not be allowed to appear for the subsequent campus recruitment 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 recruitment drive.
- 8) After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Office immediately.
- 9) 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. T & P 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.

#### **Interview DOs and DON'Ts Dos**

- 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.

### **Resume Tips**

- Develop structured resume' avoid lengthy paragraphs. Make key attributes stand out. Use Action Words like prepared, organized, developed, Volunteered, and won.
- Some companies now scan in your resume and have computers pull those that meet certain criteria.
- Highlight your Strengths and relevant information and realistic data only.
- Read newspaper daily and take note of which ads first catch your attention.

### **Expectation from companies**

1. If a company is interested in recruiting the students for jobs/internships submitting brief company profile, presentation, videos to the team placement is appreciable.
2. Companies are requested to shortlist from the interested students through their resumes.
3. Date for PPT/ GD / and Resumes should be communicated timely, to ensure favorable and desired response.
4. Companies are requested to provide list of all the selected students along with a waitlist (preferable in case a student opts out) at the end of the day.

**Important Information**

The Placement team reserves the right to modify, alter or amend the norms and procedure keeping the overall interest of the students. In the event of any conflict, ambiguity with regard to the clarification and implementation of the norms, the decision of the team will be final and binding. Mission of the Placement team is to work religiously and rigorously to achieve maximum placement.