

PLACEMENT POLICY

1. PREAMBLE

The training and placement policy forms the cornerstone of our commitment to nurturing talent and facilitating seamless transitions from education to employment. At Guru Kashi University, we recognize the paramount importance of equipping our students with not only academic knowledge but also practical skills and industry exposure essential for thriving in today's competitive landscape. This policy outlines our systematic approach to training, preparing, and placing individuals in careers that align with their aspirations and our partners' expectations. By fostering collaborations with leading industries, offering diverse training programs, and providing comprehensive placement services, we aim to empower our stakeholders to excel and make meaningful contribution to the global workforce.

2. PLACEMENT GUIDELINES

1. The role of T&P (Training & Placement) Cell is to facilitate placement related activities. T&P provides students with multiple placement opportunities and continually help you to achieve a good offer.
2. The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs.
3. Any student against whom show cause notice/warning letter have been issued; will not be allowed to appear in campus recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties wardens to the faculty In-charge Training & Placement for further consideration.
4. Any negative remark in this regard made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process. Besides, any student against whom more than one warning letter is issued will not be allowed to appear in campus interview.
5. If a student is placed in any of the P.S.U's (Public sector Undertakings), then the placement service gets closed for him/her.

6. Any student having any dues in terms of any fees, will not be allowed to appear in campus Recruitment.
7. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.
8. *A min of 75% attendance in training is mandatory to sit for placement.*

***Blacklisted:** A candidate is blacklisted if:

- The candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the placement talk (PPT) without prior approval.
- Any kind of misbehaviour/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.

3. RELATING TO GENERAL RULES

- 3.1 It is mandatory for all the students in proper college uniform during the recruitment process either physical or virtual.
- 3.2 All the students should carry a document folder with 2 copies of updated CV, Original documents, passport size photographs and a good pen.
- 3.3 All the students should mention the details of their internships in their CV and explain it in their interviews.
- 3.4 All students are responsible to stay in constant touch with Training & Placement Coordinators for details and updates regarding Placement Matters.
- 3.5 It is mandatory for all the eligible non placed students to participate in all the on-campus placement drives (Core/I.T./P.S.U.).

4. RELATING TO CODE OF CONDUCT:

- 4.1 Only with the special permission of the Training & Placement officer, a student may deal with Training & Placement matters.
- 4.2 All post job-offer communication between student and company should be channelized through the placement cell.
- 4.3 Direct communication with the company officials is not allowed except when the student is allowed by the Placement officer to do so.
- 4.4 It is mandatory for the students to register in the company to participate in the placement process of the company.
- 4.5 Attendance in PPT is mandatory after registration, to be eligible for further placement process.

4.6 Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.

4.7 Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted**.

***Note:** It is mandatory for all eligible students (excluding those who have already secured placements) to participate in 'on-campus' recruitment drive. The fore mentioned criterion is not applicable for any P.S.U. All eligible students may participate.

The policy is subjected to change at any stage at the discretion of the office of Vice Chancellor. The Changes made, if any, at a later stage will be notified to all concerned.

5. PLACEMENT PROCESS

It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement /Department Notice Board.

Guru Kashi University follows a placement process which has the flexibility to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:

5.1 Recruiting companies will inform the University about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.

5.2 These details will be shared with students through the Placement Committee. Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests.

5.3 Resumes of interested and/or suitable students will be sent to the recruiting organization, basis which the company will notify a shortlist of students.

5.4 Shortlisted students will be informed about the selection process which may include one or more of the following: Personal or online Assessment, Telephonic interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted on the University's campus or at other premises to be chosen by the company.

5.5 Students may be required to go to the company's office or other pool campus locations for final placements as may be decided by the company.

5.6 After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences,

students will not be allowed to withdraw. Any withdrawal will result in debarring the student from the placement assistance process.

5.7 It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.

5.8 In the event of students appearing for multiple recruiting companies' selection process for final placement, it would be mandatory for the student(s) to accept the first offer and join that company.

5.9 If a student gets a pre-placement offer (PPO) from an organization, he/she will be considered as campus placed and will not be eligible for further placement assistance from the University.

6. EARLY JOINING

6.1 Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office, HOD and Dean.

6.2 If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time. The University reserves the right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so for the selection process.

7. ELIGIBILITY & REGISTRATION

7.1 Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Department of Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.

7.2 Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.

7.3 **Backlogs:** Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters.

- 7.4 The eligibility criteria imposed by the visiting company will be the final.
- 7.5 The eligible / registered students must attend all the training programmes / workshops arranged by department.
- 7.6 Department placement coordinator is the single point of contact for the concerned department Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator and HOD.
- 7.7 During induction, most of the companies insist on Passport and PAN card. So, the students are expected to apply for the same at the earliest.
- 7.8 Students may have to manage with their own transport arrangements to return homeland inform their parents well in advance, if the proceedings on the date of interview continue till the late evening.
- 7.9 Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance.
- 7.10 Students attending campus interviews should adhere to the following instructions,
- a) Report at the venue of pre-placement talk and interview as per the instructions.
 - b) Students should carry minimum 5 copies of their resume, photocopies of all original certificates, 5 pass port size photographs.
 - (c) A student in casual dress will not be allowed for the PPT/Recruitment Process.
 - c) TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

8. DISCIPLINE

- 8.1 Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.

8.2 Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

9. JOB OFFERS

9.1 The copy of the offer letter is required to be submitted in the placement office.

9.2 If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.

9.3 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 TPO immediately.

9.4 Post Placement: If for any reasons the Company stops the joining of candidates, University shall not be responsible for that.

I have clearly understood the above-mentioned points and I would like to register for the. placement.

Student Name:

Student Signature

Department:

Parent Signature

Placement Service Proforma

PLEASE FILL ALL INFORMATION IN CAPITAL LETTERS

STUDENT INFORMATION

Student Name _____ University Enrolment No _____

Program _____ Stream _____

Department _____ Batch _____

Postal Address

PIN _____

Student contact no. _____ Landline (R) _____

Mother's contact _____ Father's Contact _____

Primary Email _____

Alternate Email _____

DECLARATION

1. Do you need placement assistance? Yes/No
2. If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to following reason
Entrepreneur.

Further Studies in India _____

Further Studies Abroad _____

Joining Family Business _____

Other Personal Reasons _____

Name of the student _____

Signature of the student _____

Date: _____