Office of Training and Placement

Student Training and Placement Manual

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1. INTRODUCTION

The Office of Training and Placement (GUNI T & P Office) at Ganpat University guides and prepares students for success in their careers by providing them significant resources to explore, discover, develop, and pursue not just their professional goals, as is traditionally expected of a placement office, but their personal goals as well. The T & P Office facilitates students' connections with organisations in the corporate world that match those goals.

The T & P Office is committed to working with students at all levels of their career aspirations, from understanding their interests to a judicious assessment of the same, from providing networking opportunities to equipping them with job searching strategies. It functions as the nodal office for the University's corporate relations.

2. OBJECTIVES OF GUNI'S TRAINING & PLACEMENT OFFICE

I. The T & P Office helps build a solid and active university-industry interface.

II. It enhances students' career readiness through coaching, counselling, instruction, and innovative programming, aligning with prevalent industry trends.

III. It supports the "College Placement Committee" of all the constituent colleges of the university in placing the students for all types of internship and final placements.

IV. It assists students in achieving their career goals by creating employment opportunities.

V. It promotes a sense of responsibility among students for lifelong career development efforts through exploration, education, and experiences.

VI. Conducting customized training programs for the working professionals across the industries.

3. ACTIVITIES AT GUNI's TRAINING & PLACEMENT OFFICE

I. Career counselling, guidance, and planning

II. Career assessment and testing

III. Career development workshops and interactions with industry leaders

IV. Industry engagement (guest lectures, seminars, research projects, etc.)

V. Placement and Internship Assistance

VI. Campus-to-corporate training, including:

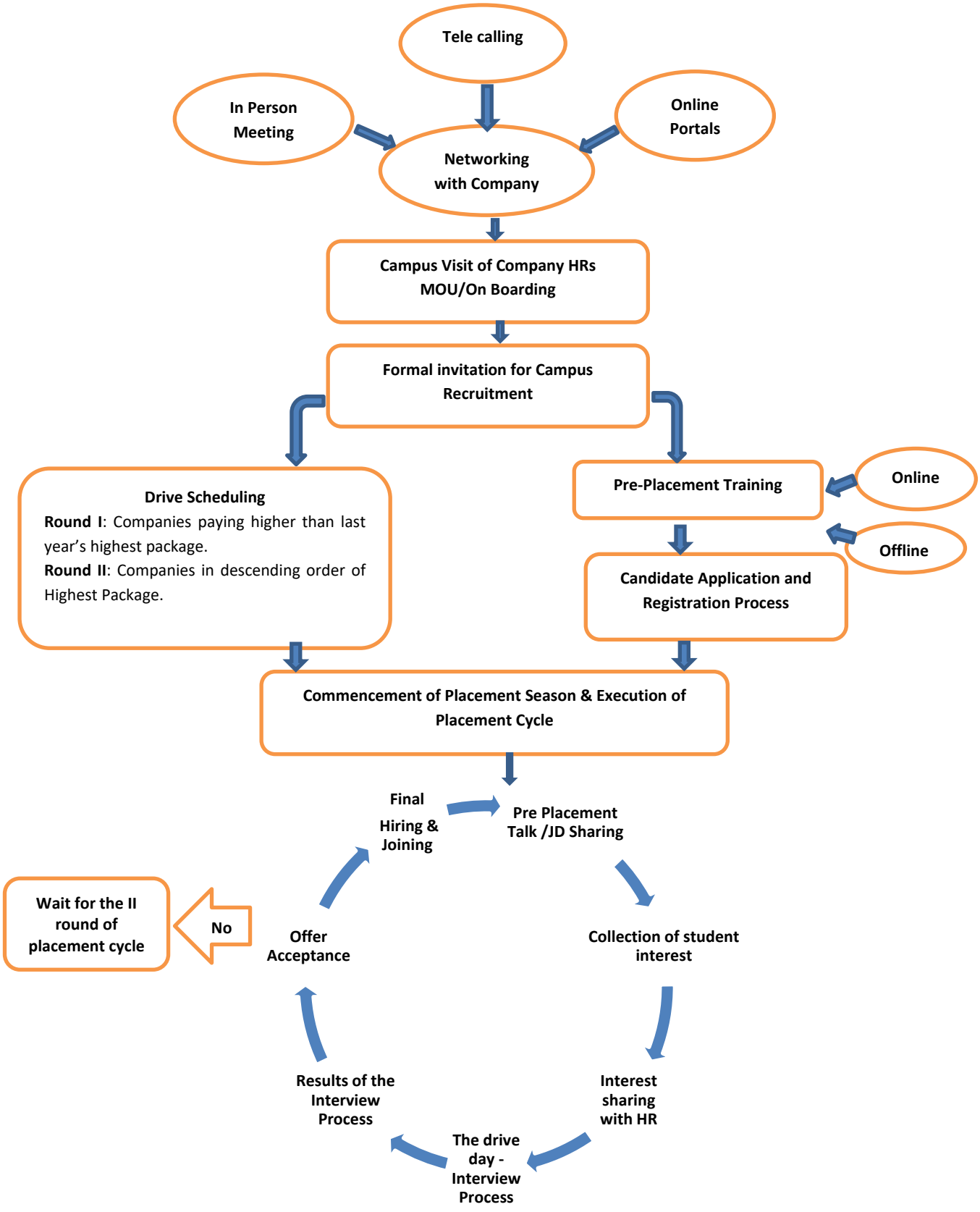
   i. Professional Grooming Sessions

   ii. Personality Development Workshops

   iii. Communication Proficiency Interventions and Resume Writing Workshops

iv. Mock aptitude tests, technical and domain knowledge interviews, group discussions and personal interviews

4. PLACEMENT PROCESSES



Ganpat University will follow a rolling placement process starting August/September/October or as per the need of a particular Diploma/UG/PG academic program every year. The placement process will have the flexibility to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:

I. Recruiting companies will inform the **"College Placement Committee"** [Hereafter will be referred as **(CPC/GUNI Training & Placement Office (GUNI T & P Office)**] about their requirements of manpower for internships and full-time role, descriptions, eligibility norms and the remuneration packages being offered on email.

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

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

IV. 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.

V. 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.

VI. 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.

VII. Any withdrawal will result in debarring the student from the placement assistance process.

VIII. 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.

IX. 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. PLACEMENT RULES & REGULATIONS – GANPAT UNIVERSITY

5.1 PLACEMENT OPERATIONS

I. The **College Placement Committee (CPC)** of each constituent college of the university is responsible for operationalizing all kinds of internships and final placement processes. At the commencement of each academic year, each participating college will constitute a College Placement Committee (CPC) consisting of Faculty Placement Coordinator/Training & Placement Officer, Director Placement, Principal/Director/Dean, students, and a faculty member to be nominated by the Dean/Principal/Director of the respective college.

II. The GUNI Training & Placement Office (GUNI T & P Office) will facilitate the placement of all eligible students who are validly enrolled in the respective constituent colleges of the university.

III. All students who are eligible and require placement assistance must fill a placement registration form. Once registered, each student must participate in the placement activities**.**

5.2 APPLICABILITY

This policy is applicable to all the students at the Ganpat University, who have duly filled and submitted the "**Placement Registration Form**" to their respective "College Placement Committee" (CPC) and the same has been intimated by the respective CPC of the constituting colleges of the university to GUNI Training & Placement Office (Here in after GUNI T & P Office). A student who has formally applied for placement support by filling up the "Undertaking and Placement Registration Form" shall be considered for on/off/online campus placement opportunity.

If any students earlier have withdrawn her/himself from seeking placement assistance from the university, but at any point of time during the placement season want placement assistance from the university, such request of the students will be considered and will be considered for placement opportunities subject to receiving hiring requests from the companies.

5.3 ELIGIBILITY CRITERIA FOR PLACEMENTS

The students shall strictly follow placement rules and regulations, failing to which, the student shall not be allowed to get the placement support from the university.

I. A student who has successfully completed and passed the requisite semester examinations and has completed all the academic requirements.

II. A student must have a minimum of 75% or above attendance in every semester and in every course /subject.

III. All the requisite fee has been paid to the university from time to time.

IV. The university shall not be extending any placement support to students against whom any disciplinary actions have been initiated by college/university disciplinary committee.

V. Any student who has received a pre-placement offer from any company where s(he) undertakes the internship program, would not be allowed to appear for the campus placement process (This is subject to receiving the Offer Letter).

VI. In case, a student is facing any disciplinary action from the college/university disciplinary committee, the said student shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.

VII. Eligibility determination for a given job profile is the sole discretion of the company and no student can challenge the company/CPC/GUNI T & P Office on the same. Also, shortlisting for any given profile is the sole discretion of the company/CPC and the GUNI T & P Office has no role to play in it.

5.4 CATEGORIES OF PLACEMENT DRIVES

I. On Campus Placement Drive

When the talent acquisition/hiring team of the company visits the university campus in person and conducts the hiring processes, it is deemed to be an **"On Campus Placement Drive",** even if a part of the selection process is carried out by the company at any other location of its choice in consultation with the CPC/GUNI T & P Office, it will be treated as **"On Campus Placement Drive"**.

II. Off Campus Placement Drive

When the company conducts the campus placement drive at a location other than the university campus. Such drives will be called **"Off Campus Placement Drive".**

III. In Company Placement Drive

When the company hires the students by calling them at a venue of their choice or taking interviews through electronic means like Skype, Google Meet, telephone or face-to-face at their own office venue. Such placement drives would be known as **"In Company Placement Drive"**.

5.5 PLACEMENT STANDING INSTRUCTIONS FOR STUDENTS

During the entire placement processes student will exhibit good conduct and shall follow the instructions given by either the CPC/GUNI T & P Office of the university or by the respective companies as under:

I. A student appearing for the placement process shall be willing to relocate anywhere in India or even globally, depending upon the need of the company and its policy. Location is not a matter of choice and finalization of location of posting, is the sole discretion of the company.

II. It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails, messages, or notices from the online portal and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.

III. It is compulsory for every student who has applied for a particular company's hiring process, to attend the Pre-Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she would be debarred from further placement drives.

IV. Any communication regarding any placement offer must be channelized though the concerned officials of the respective CPC/GUNI T & P Office. Students will avoid direct correspondence with the company on matters pertaining to pre-placement offers, negotiating campus placement process, internship / placements of fellow classmates, etc.

V. It is mandatory for students to attend all the classes/sessions/workshops on Pre-Placement Preparations scheduled by the university from time to time.

VI. Each student is responsible to update his/her contact details, profile sheet, resume with the CPC of their respective college. In case the contact detail changes for any

of the reasons during the placement season, it is the responsibility of the students to get them updated with the CPC of their respective college.

VII. Ongoing teaching classes attendance benefit will be given to only those students who attend the entire preceding of the company, and a formal list will be submitted by the TPO/Placement Coordinator of the respective faculty/college to the Principal/Director/Dean. In case the process for a particular student gets over early s(he) should report back to the respective class and thus attend formal class.

VIII. In case a student at any stage wishes to withdraw his / her name from the registration, s(he) has to formally apply in writing stating the reason for the same.

IX. It is important for the students to note that no travel and lodging arrangements will be made by Ganpat University neither the expenditures incurred on it by the students will be reimbursed by the university irrespective of category of placement drive (para 5.3 Categories of Placement Drives) the students have registered and attended. The students will have to travel at their own cost and make their own lodging and boarding arrangements.

5.6 CODE OF CONDUCT FOR STUDENT REGISTERED FOR PLACEMENT ASSISTANCE

5.5.1 DURING THE PLACEMENT DRIVE

All the students registered for placement assistance with the university will strictly follow as under-.

I. Carry their college ID at all times and wear it.

II. Adhere to all by-laws, rules, regulations, policies, and procedures of the T & P Dept including the dress codes.

III. Maintain a level of conduct appropriate to a student in a professional environment and in accordance with the institute Code of Conduct.

IV. Maintain an appropriate level of confidentiality regarding any placement information if advised by CPC/GUNI T & P Office.

V. Inform the placement department of any absences from the placement.

VI. Complete and/or provide any required documentation relating to absence from the placement, for example, Doctor' s certificate.

VII. Immediately inform the CPC/GUNI T & P Office of any incident or concern regarding their safety and well-being during the placement.

5.5.2 DURING THE PERSONAL INTERVIEW

I. Keep record of organizations and positions for which you apply.

II. Keep notes on the job details announced. These are useful at the time of interview.

III. Prepare completely for attending the various Written Tests, Group Discussions, and Interviews, particularly in respect of specific company for which you are appearing.

IV. Students shall not, at the time of interview, negotiate with the employer about salary and the terms different from which is announced earlier, unless the announcement specifies that the salary is negotiable.

V. While attending interviews, students must be punctual, come in proper attire and should read all the guidelines available with TPO/Faculty Placement Coordinator.

VI. The students must observe and adhere to all codes of conducts specified by CPC/GUNI T & P Office while answering questions in the interview.

VII. The students should abstain from making any kind of derogatory remarks about others. The impact of the behaviour exhibited by the interviewees has at times reduced the opportunities available to future batches of students.

VIII. Irresponsible behaviour, such as efforts to "market" oneself, derogatory remarks about other candidates and the institute, negotiations other than those permitted under the due process, will be seriously viewed. Such students may be denied further placement assistance.

5.5.3 DRESS CODE GROOMING AND ETIQUETTE FOR HIRING PROCESS AND PERSONAL INTERVIEW

Men

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

Women

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

Hair/ Makeup

Keep hair short and neat. There is no specific hairstyle recommended, only that your hair should be clean and well groomed. For short haired women, hair should be shampooed and nicely cut and for long hairs it should be neatly tied up. Women, wear natural looking makeup that will flatter and compliment, not overpower your outfit. For men, beards and the other facial hair should be neatly trimmed. Also be aware that some industries and organization may frown on long hair or facial hair.

Nails

Nails should be clean and in proper shape and size. Women do not have to wear nail polish; however, if polish is worn, make sure that it is natural, conservative colour and not chipping off.

Perfume & Jewellery

Do not use hard perfume or cologne as many people have strong, adverse, or even allergic reactions to it. Make sure you use something pleasant and light. Wear only a conservative amount of jewellery.

Tattoos/Piercing

If you have any type of tattoos or body piercing, consider how it will be perceived during a first impression. In fact, there are some career fields and organization where having a visible tattoo or body piercing is unacceptable and may eliminate you as a candidate.

Purse/Folder

While you would never bring in your backpack, it is fine to bring in a professional looking purse or a folder to an interview to carry necessary items.

Never take a cell phone into an interview. The things that you should carry for an interview are:

I. A notebook to take notes or jot down information along with a good pen or pencil.
II. Many students like using a portfolio notebook that includes a notepad, penholder, file pocket and passport size photographs.
III. At least five copies of your resume and list of your references.
IV. Photocopy of all the testimonials.

The students must observe and adhere to all the codes of conduct and rules specified by CPC/GUNI T & P Office. While answering questions in the interview, students should observe decorum.

5.5.4 IMPORTANT INSTRUCTIONS FOR STUDENTS

The students will:

I. Every student must ensure that training requirements, course requisites, essential criteria, or milestones by which eligibility to undertake placement is determined are completed prior to undertaking placements, for example, successful completion of preparatory courses, workshops, or tutorials etc.
II. Complete all required documentation, for example, updated resume in template issued by CPC/GUNI T&P Office, submission of relevant information in accordance with the placement department.
III. Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement.
IV. Regularly contacting the CPC/GUNI T&P Office once officially advised to do so.

5.5.5 WITHDRAWAL PROCEDURE FROM PLACEMENT ASSISTANCE/PROCESS

Any student who has applied for a specific company's hiring process can withdraw from the same after the Pre-Placement Talk is completed by the hiring team of the company. Once the selection process has started, students cannot withdraw at any stage, unless they have a final offer from the other company. **It is presumed that students would apply for a position after careful consideration of all the relevant aspects.**

If a student does not appear for an interview after registering and confirming post PPT, he/she would be deemed to have withdrawn. Only in exceptional circumstances, shall a student be permitted to withdraw from the selection process of attending preliminary interview if short listed by the company at any stage, i.e., if-

I. He/she explains in writing to the TPO/Placement Coordinator of their respective college valid reasons for and the unusual circumstances that compelled his/her withdrawal, and the TPO/Placement Coordinator accepts these reasons as truly exceptional and legitimate grounds for withdrawal from the hiring process of a company.

II. The TPO/Placement Coordinator of the constituent college of the university is of view that the interviewing company/organization would not feel offended.

III. It might be necessary for the students to personally meet the company's executive and explain the reasons why she/he does not want to get their candidature considered for further hiring process of the company. The same will be routed through the CPC/GUNI T & P Office.

IV. Subject to permission as above, **a student can withdraw two times from the selection process provided by the college. The moment he/she refuses to sit for the interview for the third time, will be debarred from all the further Placement Process and activities.**

5.6 JOB OFFERS

I. The university follows **'One Student One Job'** policy for all the students seeking placement assistance from the university, and once a student is selected and offer letter is issued by the company, s(he) will not be allowed to participate for any other company's hiring processes under any circumstance and his/her placement registration shall be closed.

II. However, student/s will be permitted to appear in the hiring process and accept the second job offer provided the CTC per annum offered by the second company is thirty percent (30 %) higher than the first job offer.

III. For all placements (under the three categories of placement drives), the offer letters must come to CPC of the constituent college or GUNI T & P Office and only after proper recording and filing at the GUNI Office of Director Placement & Executive Education, will be handed over to the students. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.

IV. Students shall not request any company to keep an offer pending. Any such request shall be considered as a serious breach of the placement rules and regulations. They shall also not request their future employers to allow extension of deadlines for communication of their decision regarding offers made by the company. **Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.**

V. All job offers of a particular company shall be announced at the end of the selection process of that company. All job offers shall be routed through the CPC/GUNI T & P Office/ only.

5.7 DISQUALIFICATION FROM PLACEMENT ASSISTANCE

I. Failure to comply with any of the rules and guidelines of the university in force from time to time.

II. No student shall bring in external influence (including parents / relatives/ well-wishers) at any stage/process of internship or final placement. Doing so, will lead to being "debarred", from the placement process, with immediate effect.

III. A student has to disclose the pre-placement offer received from any company during internship/through his/her efforts prior to appearing for any campus placement process. Failing to do so, it will be treated as unprofessional, unethical and immoral. Such behaviour will attract disciplinary action and will be immediately debarred, from any further placement process.

IV. If any company through on/off/in company mode makes an offer to such a candidate (whose candidature falls under point III above during the interim period, his/ her candidature will be cancelled and his/ her position may be offered to the candidate-in-waiting /on-hold, if any.

V. Upon being selected by a company, through the university, a student should join the company, as per the terms & conditions, as stipulated in the offer letter, or as conveyed to the student by the CPC/GUNI T & P Office.

VI. If any student after explicitly expressing their interest in internship or placement of a particular company and backs out from the said process at a later stage, such a student shall be debarred from the subsequent internship or placement process, with immediate effect.

VII. Any complaint from the recruiting/hiring company on misbehaviour or no show will automatically lead to debarment of the students from the placement process of the college/university.

VIII. Once a student appear for a campus drive (attending pre-placement talk/presentation), s(he) will not be allowed to leave the process till offer is made or otherwise.

5.8 EARLY JOINING

I. Companies may indicate early joining in their offer letters. Such cases will be reported to the CPC/Dean/Principal/Director/HOD Office.

II. The University does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the degree. However, such early joining may be permitted depending on the merits of the case.

III. In all circumstances the student would be allowed to join early only if recommended by the respective CPC/Dean/Principal/Director.

IV. 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.

V. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

5.9 CHANGE IN PLACEMENT POLICY:

The university reserves the authority and right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so from time to time based on the inputs, feedback, and experience.

APPENDIX 1

DECLARATION

Please fill all information in CAPITAL LETTERS

Paste your formal colour photo here (Mandatory)

A. STUDENT INFORMATION

Student Name …… University Enrolment No……

Program …… Stream …… College …… Batch ……

Your Postal Address

……..

…….. PIN……

Student contact no. (M)…….. Landline (R)……..

Mother's contact no. (M) ……Father's contact no. (M)…….. Primary

Email Id ……

Alternate Email Id……

B. DECLARATION

1. Do you need placement assistance? Yes No

1.1 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 ☐

Signature of student ……

Name of the student……

Place ----------

Date ……..