



PLACEMENT CELL

FAQ

1. What is Campus recruitment?

Campus recruitment refers to the process whereby employers undertake an organised program of attracting and hiring students who are about to graduate from colleges, and universities. (On-campus / Off-campus / Pool-campus)

The objective of campus placement is to identify the 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 the month of July and goes on till the end of the academic year.

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

Eligibility criteria to participate in the campus placements for the graduating class are as below:

- a. 60% throughout. (10th , 12th , UG/PG)/60% in UG/PG
- b. No Standing Arrears.
- c. Students with Standing Arrears (Maximum-02) will be only considered as per the company's discretion.
- d. Students opting for placements will be given LOR (Letter of Recommendation) for higher studies except the students getting placed in Core / Dream companies.

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 Placement Cell 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 Company shortlist?

At times, the recruiter may shortlist the candidates from the willingness database sent by the placement cell

6. What are the stages of the recruitment process?

The following are the typical stages of recruitment – elimination happens at every stage

- a. Pre-placement Talk (PPT)
- b. Aptitude Test / Technical Test (Online/Pen and Paper)
- c. Group Discussion(GD)
- d. Personal Interview (PI)
- e. Technical & HR Interview (TI)

The above mentioned stages may vary as per each company recruitment pattern.

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 maximum number of students gets real opportunity to secure job offers through campus recruitment.

- a. One offer is allowed for a student to provide an opportunity for pursue a career related to his/her discipline.
- b. Students who get selected in dream company will not be allowed to participate any further campus interviews with the exception of 'Super Dream' & 'International' opportunities subject to Placement norms.

8. What is Dream, Super Dream & International offers?

- a) Dream Offers – Companies which offer CTC \geq 5L
- b) Super Dream Offers - Companies which offer CTC \geq 10L
- c) International Offers - Companies which offer selected students placement overseas. Irrespective of the offers (Core/Dream/Super dream) a student (as per the eligibility given by the company) is eligible to give his/her willingness for such International Offers.

9. How do I communicate with a particular Company?

All communications should be routed only through the Placement Cell. **No direct communication with company HR should be done.** Any communication received from the company by the students should be forwarded to the concerned Placement Cell for the records.

10. What is Aptitude Test?

- a. Consists of Verbal Reasoning, Logical Reasoning and Numerical / Analytical sections.
- b. Duration of the test varies from Company to Company.
- c. Every company has minimum cut-off marks. (Section-wise and Overall)
- d. Some companies may have negative marking also.
- e. Those who clear the Aptitude test will go to the next round of the selection process.

11. What is GD?

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

12. What is personal interview (HR)?

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

13. What is technical interview?

- a. It is to assess technical knowledge of the students based on their core area of study.
- b. In case a student has done any certification course, knowledge in that area will also be evaluated.

14. Will the results be declared on the same day of the campus placements?

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

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

- a. College identity card.
- b. Three sets of updated Resume, Photocopies of mark sheets and other certification if any.
- c. 2 recent passport size photographs.

16. What is internship?

- a. The selection process for internship is similar to that of full time recruitment process and the selected students must join as per the company decision. However, final placements are based on the performance during the internship tenure.
- b. Student who are selected only for internship are allowed for full time placement Company process (Internship cum placement will not be allowed for full time placement)

17. I have 6 CGPA but my 10th and 12th are less than 60%. Am I eligible for placement Registration?

No. Most of the companies prefer candidates with an average of 60% in 10th, 12th, UG / PG however criteria may differ based on company's recruitment.

18. If I am awaiting results in one company, am I eligible to attend other company?

You are eligible till the final results are declared by the earlier company. If you are selected it is mandatory to take earlier offer.

ATTENDANCE Guidelines

Student Attendance is part of all Placement Processes whether it is Online test or Written test or Technical interview. It is mandatory to sign the attendance sheet, else he/she will be marked absent.

Student having given his / her willingness to attend a process is not allowed to be absent without a prior intimation and valid reason. For such absenteeism the link will be given to the students the cutoff time for prior intimation is 3.00pm on the day before the respective campus drive. **If prior intimation is not given, you will be blocked for further placement drive.**

Revoke Absenteeism -Guidelines

Revoke Absenteeism form is available in all Placement Cell. The student has to fill all required details, sign the self-declaration and submit the Top portion of the form (duly signed by the Class In-charge and HOD with seal) to the Placement Cell.

The student whose absenteeism is revoked will be considered only for Jobs being posted after the date of revocation and not for ongoing Placement processes as on date of revocation of absenteeism.

What is the status of the student absent from more than ONE Placement process?

The student more than ONE absenteeism for process(S) without prior information will be permanently debarred and cannot be attend for further Placement Process(S). He may have to re-register by making a fee prescribed for such re-registration.

For further information please contact Placement Cell

TIPS for Students

Prior to the Campus Placements

- a. Prepare well for the campus placements and avoid being overconfident or complacent.
- b. Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time. Be well-groomed and professionally dressed in formal wear
- c. Display your identity card throughout the placement process.
- d. Visit the websites of the recruiting companies to be well-aware of the companies; this will help you during HR interviews as there will be questions based on this.
- e. Remember that you are an ambassador for your University and you are expected to project a positive image of your University ethics.

During the Pre-placement talk

- Switch off your mobile phones.
- Sign on the attendance sheet that will be circulated on the day of campus placements at our University and also at other University during pool campus.
- Be serious and attentive during the pre-placement talk.
- Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.
- Make a note of important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
- If the company speakers encourage you to ask questions at the end of the talk, communicate in a responsible and intelligent manner.
- Clarify doubts (if any) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk.

- Do not approach the company HR personnel directly. Always approach the Placement Cell for any reason before and after the campus placements.

During the Aptitude and Technical tests

- Switch off your mobile phones.
- Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technical test.
- Strictly avoid malpractices (like copying, discussing) during the tests.
- Do not get into any arguments for any reason with the supervisor/company representative present in the classroom.
- Carefully listen to and comply with all instructions given by the person conducting the test.
- Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.