

CAREER SERVICES DEPARTMENT

Placement Policy & Rules for Regulating Placements

(To be read in conjunction with the DIT University Academic & Examination Ordinances as updated)

Introduction

Career Services Department (CSD) is a team of Goal Oriented Professionals. **Its role is immensely important to establish linkages and create opportunities for strong academics industry interface.** This milestones year on year creates a sustainable model for all of our graduates in their future professional world. We strongly believe that classroom education is **needs to be embedded with** upcoming future challenges and dynamics of the corporate world. Over few years, we have been observing a great deal of changes in the disruptive corporate world and their recruitment patterns. Most of them are only looking at highly skilled manpower with innovative minds and readily deployable from day one. The Team Career services consists of officials with varied industry connects are closely working on this space and integrating with academics to incorporate lots of good practices to address needs of students.

Role

The **Career Services Department** is an interface between the Industry and Academia to streamline the placement related process for students and facilitate them to achieve the dreams and goals of budding professionals at the University. In addition to develop a strong Industry-Academia Interface year around.

Objectives

1. Facilitate conduct of industry cum corporate connect programs by virtue of Guest lectures by industry **Experts**.
2. Assist students to identify internships options in their pre-final year / final semesters & industrial visit to reputed organizations.
3. Conduct specialized intensive career development program, which itself is a big booster for students to shape up their career well before they graduate.
4. To guide students to choose the best Career option for them on the basis of their passion, bent of mind, flair, dexterity, and qualification.
5. It assists students in identifying and developing their academic and career interests.
6. To set their short-term and long-term goals through individual counseling and group sessions.

Guidelines for students (B.Tech, MCA and MBA)

All eligible students must read & understand the below terms & conditions thoroughly before enrolling themselves for placement process & put their signature as an acceptance.(Refer Annexure 1 for Placement Process)

1. All the students are required to mandatorily register themselves on SAP portal for every single Campus/Off-Campus placement process. The link may be provided with a minimal deadline as well (even 4 hours) with reference to the information available with Career Services Department from the company. **This measure is taken to ensure attendance for any Campus Placement Process.**

2. Eligibility criteria for any company will be defined by the company and will be treated as **Final**. Only eligible students as per the criteria of the company will be allowed to appear for the recruitment process of that company. (Refer Annexure for categories of companies.)
3. Extended Placement support will be provided **ONLY** to the unplaced students, till **31st June**. The unplaced students need to re-register themselves for placements on or before **30th April** (**Re-registration link will be open with the unplaced student's at least 7 to 10 days before 30th April**).
4. The placement of a student will be based on his/her profile and in accordance with the selection criteria and the recruitment process/policy of the respective employer organizations. The University, therefore, shall not be answerable for any procedural act or policy of the organization concerned.
5. If a student enrolls for placement assistance in a particular organization but fails to appear in the interview for any critical reason, the same needs to be informed to the concerned HOD/DPC/Career Services Team, well in advance, otherwise it shall be considered as an opportunity extended (**ref. point no. 2**)
6. Few organizations will be looking for early joining. The same has to be approved by **the Vice-Chancellor/Pro-Vice Chancellor** after necessary receipt of undertaking from the students.
7. In case of parallel recruitment procedures **from** two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between **two** companies and hence can continue in the post-selection procedure with the selected company **only**. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
8. Student not accepting any placement offered through **Career Services Department (CSD)** is required to inform (*in writing through DPC & HOD*) to the CSD Office immediately, citing a valid reason for not accepting the offer. They must submit a written document stating that he/she doesn't require any further placement assistance.
9. In case a student secures an offer on his/her own efforts, he/she **MUST** inform the Career Services Department (*through respective HOD/DPC*), immediately upon receipt of the offer letter. **The CS team shall ensure the standing of the company.**
10. Students who are going for further studies **MUST** intimate the Career Services Department, well in advance (*through respective HOD/DPC*), to avoid ambiguity of their candidature for campus placements.
11. All Eligible students must obtain NOC by 15th January and should join the Industrial Training Programme prior to commencement of the 8th Semester (**Refer Clause 1.14 of Academic Ordinance 2013 as revised upto 2019**), so as to complete the training and evaluation by 3rd week of May.
12. All other Placement/Internship scheduling after 15 January will ensure Training/Internship of student would commence after end of final year semester exams.
13. Student having any back paper or on Academic probation upto 7th Semester should not be eligible for 8th Semester Industrial Project.

Duties of CSD Personnel – Refer Annexure-2

Roles and Responsibilities of Academic Departments and Departmental Coordinator:

1. Provision of faculty coordinator from respective branches will be closely working with Career Services Department during the progress of placement activities and will be jointly associated in capturing the feedback from the industry (*as per his/her availability during the feedback session*), post any campus event. For off campus drive the same may be organized through Tele/Skype conference. Team **Career Services Department (CSD)** will be responsible for disseminating all the information well in time, upon receiving the information in hand.
2. Respective Department will ensure full participation of all registered students.
3. HOD's & DPCS's will ensure their presence during the feedback session.
4. Department will ensure all students participate for registration process.

Grievances if any will be addressed to the Placement Grievance Redressal Committee comprising of Dean Academic Affairs, HoD of concerned department and representative of Dean Career Services, Committee will submit their recommendations for approval of Vice Chancellor through the office of Pro- Vice Chancellor.

Reports & Returns

Type of Reports	
MIS. The SAP Interface enables the team to analyze the relevant output based on the need and extract the details for routine functioning.	
<ul style="list-style-type: none"> ✓ Company ✓ Type of Company ✓ Date Of Visit ✓ CTC Offered ✓ Interview Venue ✓ Total No. of Students ✓ No. of Students (Not Eligible) ✓ Debarred/Fail ✓ Opted Out of Placement ✓ No. of Students (Eligible) ✓ Student Name wise placement summary (Student wise CTC) 	<ul style="list-style-type: none"> ✓ No. offers ✓ Name of Course ✓ Unique Offer ✓ Total Unique Offers ✓ Course wise Actual %age ✓ Overall Students Awaiting Placement ✓ 60% Throughout ✓ 60% Throughout Placed ✓ 60% Throughout Awaiting Placement ✓ Placed Percentage as per 60% Throughout ✓ No of Companies ✓ Placed Percentage Course wise as per 60% Throughout
SAP	Student Master Details.
Placement Council Meeting	To share the update on Placements (Current year) & Strategy for Next year Placements to all Council Members and Hon'ble Vice Chancellor. (All the HOD's DPC's and Team CSD).

Categorisation Of Companies Are Categories And Student Eligibility:

Categories	Type	Salary Packages	Likely No. of Companies	<u>CGPA</u> (Ideal)	<u>May Select</u>
A	Mass Recruiter	<3.5	Max-4	Class X-60% Class XII-60% B Tech-6.00	2
B	Core Company	>3.5	50	>6.00	5
C	Dream Company	>7.00	20	>7.00	2
*If Mass Recruiter not selected additional 2 can be given for B & C category.					

Tentative Schedule of Visits by Companies:-

Mass Recruiters will be visiting from: Aug, Sept & Oct.

Companies for core discipline (ME/CE/PE/EE/ECE) will visit after Nov. onwards