

DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA



PLACEMENT POLICY

TRAINING AND PLACEMENT CELL

1. INTRODUCTION

Training & Placement cell of Dr. Bhimrao Ambedkar University, Agra has been established on 16th February, 2022 by the efforts of then Vice Chancellor Prof. Vinay Kumar Pathak. This is the first and foremost effort in this direction by any Vice Chancellor in the history of our University. Later after joining by Prof. Ashu Rani as Vice Chancellor, she took initiative for strengthening the cell.

This cell is headed by Coordinator Prof. U N Shukla and assisted by two Assistant Co-ordinators namely Prof. Anil Gupta and Dr. S K Jain respectively. The active members along with departmental placement coordinators are also being attached with this cell.

Training & Placement cell operates all around the year to arrange campus placement drive by the companies and also organize career counselling and guidance for the final year students of different courses.

2. MISSION & VISION:

2.1. Mission

- To train the students for their skill development as per the need of employer and place them in such an organization which can fulfill their socio-economic status in an excellent working environmental condition.
- To guide the students of the university in such a way so that they can learn the things through value education and become responsible citizens for the society, environment, and nation and for whole humanity.

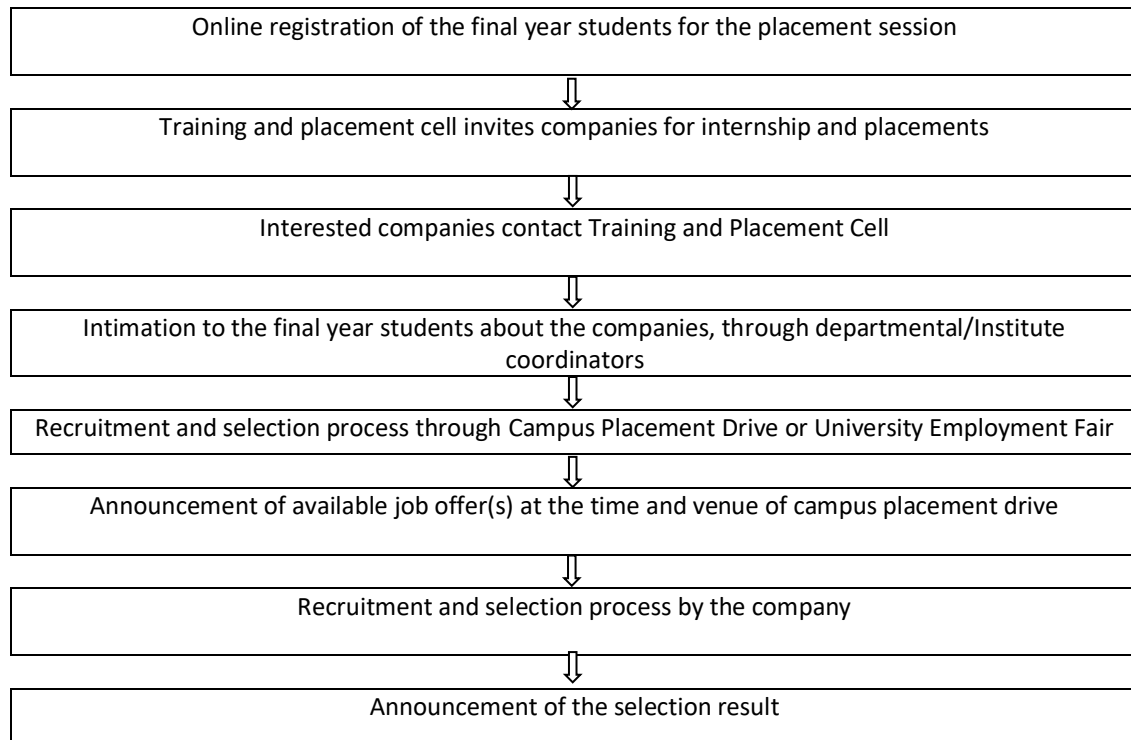
2.2. Vision

To help the students of the university in acquiring professional skills in present scenario through the regular counselling by the experts of academia & industry for improving their employment opportunities.

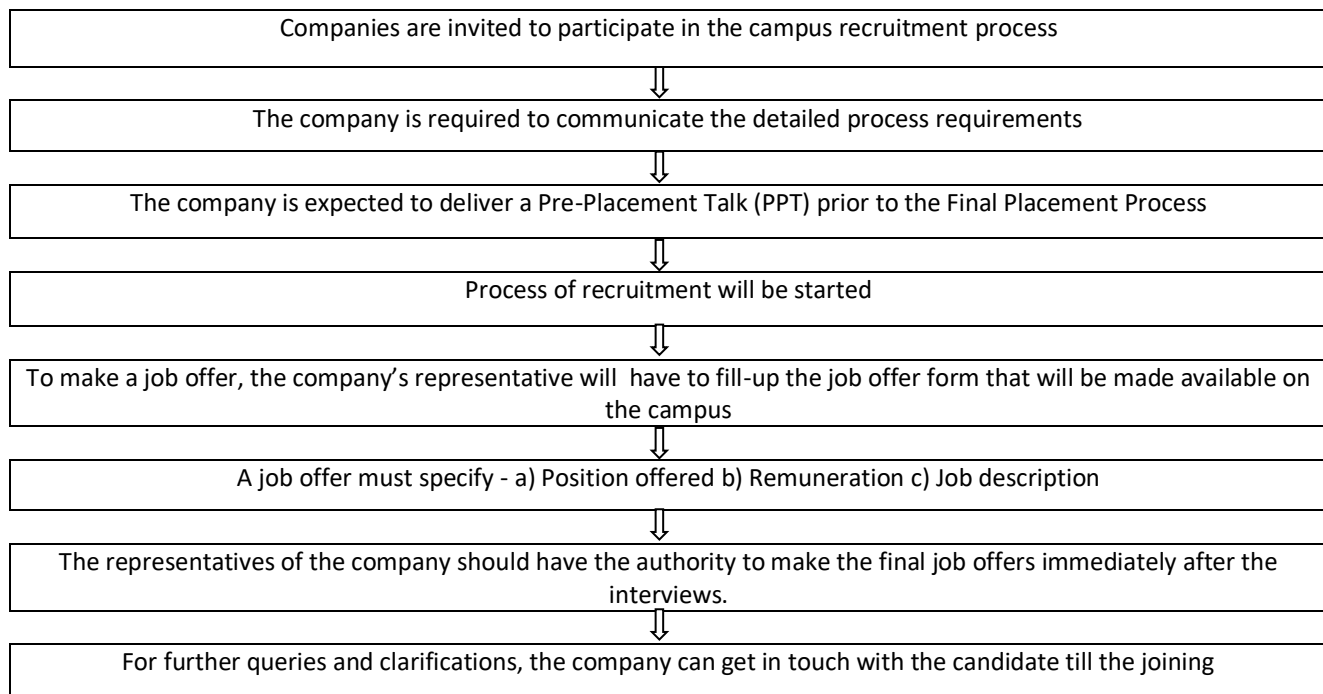
3. OBJECTIVES

- To facilitate the students in obtaining the employment opportunities through a set framework of the placement policy.
- To find out the opportunities for various streams' students in bulk and assist them through a departmental/institutional network of the university.
- To run short term training programmes for up gradation of the skills of the students, to face the recruitment & selection process successfully.
- To teach them significance of value education and job ethics by organizing seminars, conferences, personality development courses etc.
- To develop the liaison between university and organisation/industry for creating suitable environment to job seeker.
- To invite the key alumni of the university in meetings and to arrange their visits in different departments/institutes to maintain the rapport with the students for taking their help in obtaining the jobs.

4. PLACEMENT PROCESS



5. COMPANIES' PLACEMENT DRIVE FLOW DIAGRAM



6. PLACEMENT POLICIES AND GUIDELINES

6.1. For the Training and Placement Cell

1. The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. T&P does not guarantee a job.
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.
4. If a student is placed in any of the P.S.U's, then the placement is over for him/her.
5. 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.
6. Training and Placement Cell will circulate all important information among department/institute placement coordinator through WhatsApp group/online process of the cell.
7. It is the duty of the departmental/institute placement coordinator to circulate all information of the T&P Cell among final year students of every academic session by online or offline process.
8. Department/institute placement coordinator is the single point of contact for the concern department students. For all kinds of clarifications and communications (such as registration for placement assistance, updating the database, etc.) should be executed through the concerned department placement coordinator and HOD/Director.

6.2. For Participating Organization/Companies

1. The Training and Placement Cell shall invite prospective organizations/companies in the months of March to May of every Academic Calendar, along with all relevant information to participate in the campus recruitment at the institute. The organizations, in turn, can also contact the T&P cell for their requirement.
2. The details of the respective final year students opting for placement shall be sent to the company/organization concerned, as per their requirement, along with a tentative, mutually convenient date for the campus interviews.
3. The company/organization shall then confirm the date or discuss a mutually convenient date, with the Coordinator-Training and Placement. The organizations shall have an option to go for the pool campus recruitment.
4. After confirmation by the organizations, a pre-placement talk (PPT), shall be arranged on the date. The company shall conduct tests and/or group discussions to short list the interested students.
5. The organization shall then interview the short-listed students for final selection and announce the results as soon as possible (preferably on the same day), once the selection process is over. Companies announcing results immediately after interviews shall be preferred by the T&P cell and the students for early campus interview dates during the next academic year.
6. The organization that is unable to finalize the results on the same day and wish to have one more round of interviews at their office may do so within a week's time.

6.3. For the Students:

1. Student's eligibility will be finalized at company's discretion.
2. Students should register their names in the placement office through online Google form which will be shared with them through departmental/institute placement coordinator. They should also upload the mark sheets of 10th, 12th, Graduation or any other degree.
3. Bio-data of the students should be provided to the department/institute placement coordinator

for every company visiting the campus.

4. Once a student is selected and intimated through company, he/she must inform to the placement cell through their departmental/institute placement coordinator by submitting the copy of placement offer.
5. If the student is not satisfied with the placement, he/she may take one more chance for the placement in any other company.
6. The students should take every effort to maintain the decorum and the image of the university with the visiting representatives of the organization.
7. The coordinator of training and placement cell, for any reasons, receives adverse comments on the behavior and conduct of the students from the interviewers, such students will be subject to disciplinary action, as necessary and deemed fit.
8. It is the responsibility of the students to see the notices and other information send by training and placement cell through departmental/institute placement coordinator either at WhatsApp group or from the notice board of the institute at regular intervals.
9. The students must make their own arrangements such as transport, food etc. for attending the Interviews.
10. On the recommendation of departmental head/director/ departmental placement coordinator, the name of any student may stuck-off from the placement process on the basis of their attendance shortage or indulgence in any undisciplined activities. In case of any dispute, the decisions of the Training and Placement Cell Coordinator will be final.

6.3.1. DO'S AND DON'TS

Do's

- Dress well to make a good first impression
- Know the exact time and location of your interview
- Arrive 10-15 minutes prior to the start time
- Greet the interviewer with a firm handshake and maintain eye contact
- Address the interviewer by their title (unless otherwise instructed)
- Sit still and upright in your seat throughout the interview
- Prepare questions to ask the interviewer
- Ask when you should expect to hear from the company next
- Thank the interviewer for their time
- Collect the offer letter, if selected.

Don'ts

- Turn up late for the interview
- Give the impression you are only interested in the job for the moment
- Act as if you're desperate for a job
- Chew gum
- Use of mobile phone
- Leave your cell phone on during the interview
- Slouch in your chair
- Ask about salary or benefits - this comes after the job offer
