



PLACEMENT POLICY

SHIA P. G. COLLEGE

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Shia P.G. College has emerged to be one of the pioneers in preparing students to meet the contemporary requirements of government and private sectors. College campus is a multi-disciplinary and multi-cultural platform of experiential learning. The College has the following Departments-

1. Department of BBA
2. Department of MJMC
3. Faculty of LAW
4. Faculty of ARTS
5. Faculty of SCIENCE
6. Faculty of COMMERCE

a) Purpose and Scope:

The purpose of the placement policy is to apprise all stakeholders of the process to be followed for placement activities and third-party assessments. The scope of the policy is to enumerate roles and responsibilities, processes and activities to be undertaken by placement council, schools, faculty coordinators, students to accomplish the above said purpose.

b) Responsibilities of Stakeholders: Role

i) Placement Cell: Function

The Placement Council will be headed by Principal of the College (Chairman) for overseeing the following functions-

1. Preparing placement guidelines.
2. Designing policies for placement preparedness training by Professional Skills Development Cell.
3. Review placement progress periodically.
4. To suggest corrective actions for improving placements.

ii) Career Counselling and Placement Cell: Working

Training & Placement Department provides leadership for establishing corporate relations with industry. It functions as a bridge between corporate and academia for enhancing the visibility of the college with a view to attract different private sectors.

1. Steady interaction with company during recruitment calendar for campus visit.
2. Finalizing a suitable date with the suggestion of academic department and inform Student Council.
3. Issuance of warning letter/ debarment letter as per undertaking.
4. Inform students about their confirmation letters from companies before deactivating the student on placement portal.
5. Hold regular placement council meetings.
6. Student Database Management:
 - Collection of data in prescribed format and vetted by the faculty coordinator.
 - Uploading of the data on placement portal and generating individual username and password.
7. Student Placement Committee:
 - Formation of Student Placement Committee.
 - Seeking appointment of faculty coordinators.

- Regular meetings with placement committee.
8. Third party assessment for the students
 - Placement team should share the major skill gaps through third party assessments with the respective Head of the departments of different faculties.
 9. Managing Recruitment Process:
 - Informing students about the recruitment schedule and process.
 - Publicising details of the recruitment drive through banners/posters.
 - Infrastructure arrangements for the drive like Auditorium, Labs, Classrooms, GD and Interview rooms.
 - Taking care of logistics and hospitality.
 - Compiling of results of Written Test, GD, PI, Informing the students and arranging the interview process.
 10. Joining and No Objection Certificate (NOC):
 - Obtaining offer letters from the recruiters and handing it over to the selected students.
 - Deactivation of the student from the portal after their placement.
 - NOC for early joining-approval, documentation and issuance.
 - Joining formalities of the students.
 11. Summer Internship:
 - Preparing list of interested students for internship.
 - Inviting companies for summer internship.
 - Preparing and sending summer internship manual to the students.
 - Issuing training letters
 - Printing and issuing training diary.

iii) Department

1. During start of session, department will conduct a student sensitization session for enhancing, understanding and motivation of students for upcoming placement activities.
2. Make an E-Brochure of their school.
3. Devise a mechanism for granting the attendance of the student coordinators managing the placement drive.
4. Appointment of Faculty Coordinators.
5. Compilation of a report, question bank and debriefing after the visit of every company.

iv) Faculty Coordinator

Faculty Coordinator has to play an important role in motivating students to attend the placement drives, prepare them for the tests etc. The roles of the faculty coordinator are as follows-

1. Faculty coordinator should motivate the students and ensure maximum participation.
2. Brief the students about the company and its business before the process.
3. Faculty coordinator should take the attendance through the student coordinators before the start of the drive.
4. Faculty Coordinator (or any representative from the school) should be present at the start of the drive till the Pre-Placement Talk and interact with the visiting campus hiring team members.

5. Faculty coordinator should be present during the drive to collect feedback through student coordinators and prepare a question bank of the questions being asked by the recruiters.

v) Development Cell: Professional Skill

1. Professional Skills Development Cell will provide support to schools by conducting soft skill enhancement courses through systematic, structured Curricula/pedagogy /evaluation review.

vi) Student Placement Committee (SPC)

The Student Placement Committee will consist of representatives of students of Final Year and Pre-Final year from all the departments of respective Schools. The members of the Student Placement Committee will be selected by the faculty coordinators. The roles of Student Placement Committee are as under.

1. Collect the resume and database of the students in a proper format.
2. Convey the message to students regarding the companies visiting the campus for recruitment.
3. Collect the names of students who were absent in pre-placement talk delivered by the company as well as names of the students who did not attend the interview after getting registered for the interview process.
4. Inform the students about their result and attendance.
5. Managing placement drive.

vii) Students:

All students are required to do the following-

1. Submit profile in the prescribed format (Personal Data Sheet) for generating individual username and passwords for the online student management platform.
2. All the placement related information (including job profile, company profile, package details) will be shared with the students.
3. The students are advised to adhere to the deadlines. No requests from the students will be entertained after the deadline. The APPLY button will automatically get deactivated after the deadline.
4. It will be compulsory for all the students to appear in the Pre-Placement Talk (PPT) of a company, after giving their nomination.
5. Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
6. If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she will be debarred from the next 5 recruitment drives.
7. Student should come in college dress code.
8. Student shall go through the profile of the company given on their website to know about the company, its products and services, clientele and technologies and processes.

9. Student should carry with them the following items during the campus drive-

- A notebook to take notes or jot down information.
- At least two copies of resume.
- Two copies of passport size photograph

c) Code of Conduct

For appearing in the recruitment drive, the students will:

1. Carry their college student ID at all times
2. Wear black business suit with white shirt and matching tie or black trouser and white shirt with a matching tie (for boys) and Black business suit with white shirt and matching scarf or black trouser and white shirt with a matching scarf (for girls)
3. Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the College's Code of Conduct.
4. Maintain an appropriate level of confidentiality regarding any placement information if advised by placement cell.
5. Inform the placement department of any absences from the placement.

d) Placement: Procedure

i) Interview: Procedure

1. Interview schedules as decided by the company shall be given to the shortlisted students.
2. Keeping the company's convenience in view, selection processes may take place in any other city/town of the state. The students may be required to travel and attend the same. The students are expected to make their own travel and other arrangements at their own risks, if any.
3. Students would be permitted to discuss break-up of the salary as mentioned in the Job Description. They would however be dissuaded not to reopen the salary package other than what has been communicated to them through Job Description. Any violation will be treated as indiscipline.

ii) Job Offers

1. As per the undertaking, a student will opt out of the placement process after getting one offer letter except he/she will be allowed to have one more dream company.
2. Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.

iii) No Objection Certificate

When the company requires the students to join during last semester, student may be permitted to join the company with following conditions.

1. The assigned work by the company of the selected student should be credited as the project work, required for the partial fulfilment of his/her degree program.
2. Selected student shall submit Quizzes, Presentation, Assignments and Project works as per

requirement of continuous assessment. They shall not seek extension of time for submission of Quizzes, Presentations, Assessments and Project work.

3. He/ She should appear for the Mid Term and End Term Examination through personal appearance as per university schedule.
4. They shall fulfil all other academic requirement including clearance of dues.



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