

ST ALOYSIUS DEEMED TO BE UNIVERSITY

PLACEMENT POLICY FOR AY 2024-25

PREAMBLE:

The transition from College/University to professional life is a significant milestone. The imminent undergraduate/postgraduate studies and the search for the first “real” job mark the beginning of a new and a significant stage in life. The goal of this search would be to find a situation that supports one’s onward progress in life wherein a student aspires for a job that will give her/him satisfaction in all respects. The Placement Cell of St Aloysius Deemed to be University is fully equipped to render all the necessary assistance to students to make their job search meaningful. By connecting to external organizations, the Placement Office endeavours to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of its students. The following policy framework governs the student’s involvement in the various aspects of the placement processes.

1. ELIGIBILITY FOR PLACEMENTS:

- I. The students of 2nd year PG and 3rd year UG will automatically become eligible to register for placements at the beginning of their Academic Year.
- II. The students will be sent a Google Form originating from the Department of Training, Placements and Careers to register for placements at the beginning of the Academic Year. Only the students who register for Placements using the Google Form will be allowed to take part in placement activities.
- III. All students of the final year will have to also register with the Placement Connect App as part of their registration into the final year to help facilitate information flow.
- IV. The students who register for Placements will receive constant communication regarding the on-campus and off-campus placement drives taking place during the Academic year.
- V. The eligibility criteria put forth by the companies will be communicated to students well in advance. The registered students who meet these criteria will be shortlisted for the placement process, and they will be sent a confirmation email regarding the same. The registered students who do not meet the criteria will be communicated the same by the placement in-charge.
- VI. A week before the designated company visits the campus all shortlisted students are required to visit the Training, Placements and Careers department to confirm their nomination. They are also required to validate their documents at the department.
- VII. The students who do not register for placements are required to visit the Department of Training, Placements and Careers and fill a Declaration form stating that they are not interested in Placements. This form will be documented by the Department for future reference.
- VIII. Other than the above mentioned eligibility criteria, the Department of Training, Placements and Careers may decide to withhold placement opportunity of a student if he/she does not comply with the rules regarding

minimum attendance in the Training programs and Webinars hosted by the department aimed at Placements.

2. PLACEMENT COMMUNICATION:

- I. Students who have registered for placements will receive constant communications to the email addresses he/she provides in the Google form and Placement Connect App.
- II. Students are expected to check their emails/ read notices and schedules put up on the notice boards and keep themselves updated on the placement process regularly.
- III. The placement coordinators of different Faculties/Departments will also relay the information to the students on their class WhatsApp groups for wider coverage.
- IV. Placement Connect will also serve as the source of information for the students with respect to any updates from the Department.

3. PRE-PLACEMENT TALK:

- I. The companies that visit the campus for the drive will host a pre-placement talk. The venue, time and the other details of the pre-placement talk will be communicated to the students registered for placement.
- II. Attendance for pre-placement talk is mandatory for students who have registered for placements.
- III. Students are expected to be present for the pre-placement talk in formal attire along with their resume and certificates at least 15 minutes in advance.
- IV. Late comers to the pre-placement talk will not be allowed to attend the interview process for that company. Regular instances of coming late to the pre-placement talks will be viewed seriously.
- V. Students are expected to participate in the pre-placement talks for the entire duration.
- VI. Online orientation and pre-placement talks conducted via Zoom and other platforms will also be monitored for attendance and student participation.

4. PLACEMENT ROUNDS:

- I. Once the pre-placement talk is complete, the students will be guided to the rooms assigned for the aptitude test, group discussions and personal interviews.
- II. It is mandatory to carry the College ID cards, copies of resume and the academic documents for all the rounds of the interview.
- III. In case a student does not adhere to the dress code prescribed, the department of training, placement and careers have the right to withhold her/him from meeting the company representatives for the interview.
- IV. Students are expected to follow the timelines and maintain utmost punctuality set for each of the rounds of the interview.

- V. No student will be allowed to quit/leave in between the rounds of the interview.
- VI. Any sort of misbehaviour by students will be viewed seriously and may result in blacklisting of the student in the future rounds of interview.
- VII. The selection/ rejection of any candidate is the sole discretion of the company representatives.

5. OFFERS:

- I. The students at St Aloysius Deemed to be University will have the provision to attend multiple interviews based on the companies that visit the campus. Such students will however be dropped from further campus placements if they receive the selection/offer/ offer letter from any company.
- II. However, selected students may be allowed to appear for interview pertaining to big brand or dream/core companies at the discretion of the Department of Training, Placements and Careers.
- III. Students are expected to submit a copy of the offer letter to the Department of Training, Placement and Careers within a week of receiving the offer.
- IV. If a student receives more than one offer owing to delay in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.
- V. Offers received from the companies must be collected as per the timings in the circulars/notices published on the placement notice board. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
- VI. In case offers are received directly by the student from the company, the same must be intimated to the Department of Training, Placement and Careers within three days of receipt.

6. JOINING:

- I. Students who are offered a job in the campus placement cannot reject it under any circumstances. If there are certain unforeseen circumstances, the same should be given in writing to the Department of Training, Placement and Careers.
- II. Once the students join the company, the appointment letter should be shared with the Department of Training, Placement and Careers within 15 days of joining.
- III. If the student rejects a core/dream offer, he or she may be penalized for the same. The amount of penalty will be at the discretion of the management.

Note:

For all matters, issues and concerns, if any, that arise beyond the regulations stated in the policy, appropriate decisions will be taken by the Department of Training, Placement and Careers as and when they arise.