



Unveiling Excellence

USTM

TRAINING & PLACEMENT POLICY

(Chapter - XXV, University Policies & Guidelines)



CHAPTER XXV

TRAINING & PLACEMENT POLICY

Introduction

The transition from university to professional life is a milestone! Your imminent graduation and the search for your first “real” job mark the beginning of a new and a significant stage in your life. The goal of your search should be to find a situation that supports your onward progress in life, and where you feel appreciated and comfortable in short, a job that you will find satisfying in all respects.

University of Science and Technology, Meghalaya, Training and Placement Division is fully equipped to render all the necessary assistance for you to make students 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 the students. The training and placement division in coordination with the University Finishing School comes together to blend in both Job ready skills and value education. The below policy will highlight the framework that governs the student’s involvement in the various aspects of the placement processes.

University Finishing School (UFS)

University’s Finishing School Program is designed in a manner to help you make the best out of every market situation and achieve a good start in your career. The program provides advice and encouragement on how to assess your current situation and your professional opportunities and offers numerous tips on how to present yourself to the best of your advantage during the application and selection process.

University Finishing School (UFS) is designed to help you improve your chances to get yourself a right career opportunity and make you industry ready. UFS seeks to assist participants with professional development and career advancement process thus equipping you with the skills that are required for employment.

The list of proposed workshops is as follows:

Proposed Workshops	Value Proposition
Industry Insights Sessions	This will help students Explore Diverse Career Opportunities with Industry Practitioners sharing key insights on working in specific industries.
Life Skills Training	This will help build confidence in both spoken skills and for group collaboration and cooperation, find new ways of thinking, problem solving and decision making etc.
Resume and Cover Letter Development	Nobody can ever underestimate how important it is to have a good resume. First impressions count, and the first impression that a potential employer will have of a Bennett University Student, is going to depend on how they present their resume.

Curating Social Media Presence	Importance of a LinkedIn profile can hardly be undermined. We will have professionals from LinkedIn come and guide students create and improve their LinkedIn profiles via Rock your Profile session.
Art of Networking	Connections for Better Opportunities . Jobs never fall from the sky! Every individual is supposed to work harder and make endless efforts in order to secure a high prospective job . Besides struggle and determination, networking is also important for better employment opportunities .
Testing/Assessment	Assessing students on skills that are important for industry and suggesting an improvement plan will help with better placements.
Interview Training including Mock Interviews, Role Plays, Case Studies and Presentations (With Inputs from Industry Practitioners)	Interviews are key for better jobs in the industry and hence training students with the best trainers for this most important selection process.
Negotiating Salary: How to ask for a higher salary?	Compensation is an important benchmark on how universities and educational institutions are perceived amongst industry and prospective students. Hence, training and helping our current students ask and get better salaries is paramount.
Technical Trainings	Training on emerging areas and technology to give an edge to our students.
Aptitude/Reasoning/Logical Analysis	It's now a common practice for campus recruiters to conduct tests in these specific areas to gauge student ability. Training students in these specific areas will increase their employability.

Placement Rules & Regulations

General Guidelines

- i. The **Placement Committee** of each School is responsible for operationalizing the Placement Process. At the commencement of each academic year, each participating School will constitute a Placement Committee consisting of representatives from Training and Placement Division, student member and a faculty member to be nominated by the Dean of the School.
- ii. The University's Placement Office will facilitate the placement of all eligible students who are validly enrolled in the respective programmes.
- iii. All students who are eligible and require placement assistance must fill a Placement registration form.
- iv. Once registered, each student must participate in the placement activities.
- v. Student wishing to opt out of the placement assistance can do so by signing the declaration in Appendix 1.

- vi. Campus placement involves interacting with external entities/people. It represents a significant opportunity for creating goodwill and esteem for the student and the University. The participating entities view the student as an ambassador of the University. Students are therefore cautioned to display civility and good professional conduct while interacting with the external entities. If any student is found to be in violation of professional code of conduct, he/she is liable to be debarred from placement assistance.
- vii. All participating students are required to be present in the University on all days of placement-related activities in formal attires. For male students this means blazers/suits/shirt & tie, and for female students this means sarees/ business suits.
- viii. It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails, messages, or notices from the online portal and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.
- ix. Students are required to keep a track of the communications regarding the companies with Job opportunities. If a student eligible as per the Job Description chooses not to apply for **three (3)** consecutive eligible job postings, then it may validly imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.
- x. For securing a job, a maximum of **five (5) attempts** of selection rounds will be allowed. If a student fails to obtain a confirmed job offer after appearing for selection interview of five (5) organizations, then he/she will automatically opt out of the placement assistance from the University.
- xi. All job offers will be made via the Placement Office. No direct offers to students will be permitted.
- xii. The University follows a one student, one job offer policy. So, it becomes mandatory for the student to accept the first job offer. Upon receiving the first job offer, the student will be automatically considered as placed, and removed from list of students awaiting job offers.
- xiii. Students are expected to behave professionally with all employees of the University. Any misconduct, misbehavior, non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement related assistance from the University.

Sl. No	Designation	Officials Designation
1	Chairman	Dean
2	Convener	Director Training
3	Organizing Secretary	TPO
4	Faculty Member	All HoD or their representative
5	Students Member	Two students from all outgoing batches

Eligibility

The University would facilitate final placement of its students undergoing UG/PG Programme basis fulfilling the below mentioned criteria:

- i. Successfully completed the semester examinations/course with no backlogs.
- ii. Satisfactory conduct with no disciplinary action throughout the program.
- iii. The entire requisite fee has been paid to the University.
- iv. Good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).
- v. 90% attendance in the proposed trainings conducted as part of University Finishing School as per clause 2 of this document.
- vi. Graduating students who wish to pursue their startup ambitions instead of seeking placements, may seek deferment from the on-campus placement process by obtaining formal approvals from their respective Dean, CIE and final approval from Vice Chancellor by 31st August of the year in which the applicable placement process starts.
- vii. The University placement office will attempt to find suitable opportunities for deferred-students who return to request placement support within 12 months of their graduation date. Placement support to such students will be made on a best- attempt basis without any assurances or guarantees.

Placement Process

- ii. University of Science and Technology Meghalaya will follow a rolling placement process starting August every year. The placement process will have the flexibility to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:
- iii. Recruiting companies will inform the University about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.
- iv. These details will be shared with students through the Placement Committee. Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests.
- v. Resumes of interested and/or suitable students will be sent to the recruiting organization, basis which the company will notify a shortlist of students.
- vi. Shortlisted students will be informed about the selection process which may include one or more of the following: Personal or online Assessment, Telephonic interview, Skype Interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted on the University's campus or at other premises to be chosen by the company.
- vii. Students may be required to go to the company's office or other pool campus Locations for final placements as may be decided by the company.
- viii. After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be allowed to withdraw. Any withdrawal will result in debarring the student from the

- placement assistance process.
- ix. It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.
 - x. In the event of students appearing for multiple recruiting companies' selection process for final placement, it would be mandatory for the student(s) to accept the first offer and join that company.
 - xi. If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and will not be eligible for further placement assistance from the University.

Early Joining

- i. Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office, HOD and Dean.
- ii. At present, the University does not have an explicit policy for early joining. The University does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the degree. However, such early joining may be permitted depending on the merits of the case. In all circumstances the student would be allowed to join early only if recommended by the respective Dean and approved by the Vice Chancellor.
- iii. If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

N.B: The University reserves the right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.

Appendix 1

DECLARATION

Please fill all information in CAPITAL LETTERS

A. STUDENT INFORMATION

Paste your formal colour photo here (Mandatory)

Student Name University Enrolment No.....

ProgramStream

School.....Batch

Your Postal Address.....

.....PIN.....

Student contact no. (M).....Landline (R).....

Mother's contact no. (M)Father's contact no. (M).....

Primary Email Id
.....

Alternate Email
Id.....

B. DECLARATION

1. Do you need placement assistance? Yes No

If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to following reason

Entrepreneur.

Further Studies in India.

Further Studies Abroad.

Joining Family Business

Other Personal Reasons

Signature / Name of the student.....

Date

Campus

Techno City, Khanapara, Kling Road, Baridua, 9th Mile, Ri-Bhoi, Meghalaya-793101

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