



Unveiling Excellence

# USTM

## **Training and Placement Division**

### **UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

- Placement Policy
- Placement Activity
- Media Coverage
- Recruiters



# Placement Activity Report

## Vision

Equipping the students with relevant and conceptualized professional skills and guiding them towards a bright future and career all around the world with the values of – ‘Sincerity’, ‘Hard Work’ and ‘Ethics’.

## Objective

Training and Placement Cell is to guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.

The Placement Cell started functioning with a very clear objective of ensuring a higher placement record and a better reach to the students of the college. To facilitate this objective, a ‘Placement Awareness Programme’ was conducted, under which, the students are given a short presentation on the Placement Cell and its planned activities for the current year. This ensured that the students were well informed about the placement activities of the University and their contribution in it. For improving employability value addition skills need to be imparted as a result of which training cost & duration of the students once he/she join industry can be reduced, from this perspective students should be motivated to participate in internships. Considering above agenda more focus will be on internships, maximum number of registration for Intershala & other platform is initiated. As a part of capacity building of students it is proposed that an Employability Assessment test phase I and phase II need to be conducted at second year & third year respectively.

## Motive

- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- Maintaining and regularly updating the database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with Human Resources Department of companies and TPO's to promote recruitments.
- To assist students for industrial training at the end of the fourth and sixth semester.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community.
- To assist students in obtaining placement in reputed companies.



Group Photo with the Shortlisted student of USTM

## PRE-PLACEMENT ACTIVITIES

### Career Guidance:

- Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
- Inform students about the available job opportunities in government sectors and off campus drives.
- Arranging Motivational Talks.
- Conducting Psychometric Test.
- Conducting Expectation Management Workshops.

### Training & Development:

Keeping in view the industry requirements, the training curriculum is designed for preparing the students for enhanced personal effectiveness. Below are a few sessions conducted regularly in our Campus both by external resource person and our internal team.

- Personality Development
- Communication Skills & Vocabulary
- Resume Preparation & Email Writing
- Group Discussion
- Interview Skills

- Aptitude Training & Practice Tests

### Placement:

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills.

This activity focuses on the personality development to make the students reliable, with a positive attitude and right decision making.

- Guiding for preparation.
- Arranging mock Interviews.
- Communicating with industry for campus interviews.

We always look forward to establish the vital link between students and prospective employers to facilitate the training and placement of students as they begin their career after graduation. In this age of liberalization, privatization, and globalization, there is an ever increasing industry requirement for professionals who have high employability index and required competencies with an inquisitive mindset for innovations. RIT, an Autonomous Institute in Western Maharashtra region has proven capabilities of our Graduates by inviting increasing number of new Industries for Placement opportunities like TCS, KPIT Cummins, Mahindra, TATA Motors, ICICI, SIQUES, GE, Shriram Finance, Bajaj Allianz, HDFC Ergo, Kotak Mahindra and many more. This Cell also facilitates campus Interviews and helps students to develop leadership, interviewing, and communication skills. We are continuously preparing and training our students for cracking aptitude tests. Partnerships with great companies enrich the University experience for our students while strengthening commitment for great Industry-Institute Interaction. We also organize industrial visits for students, training seminars, conferences, and expert lectures to prepare them for opportunities that await them.

The present batch of our young budding students is working hard to be a part of the large dynamic industry. The intensive training and the encouraging learning environment of our University has made them proficient in the basic as well as specialized fields of relevance. The various value-added courses being imparted at the Institute have given adequate exposure to our students. Apart from core technical skills, our students are competent in soft skills too. USTM has provided a perfect environment for developing the overall personality of the students. We are confident that these young men and women would be an asset to your organization through their technical and managerial capabilities and their talent for innovation. Our aim is to actively assist them in attracting and identifying the individuals best suited to their needs and in developing a successful recruitment relationship.

With great pleasure and honor, we invite industries and corporate houses on our campus and our students to take advantage of all TPO activities.

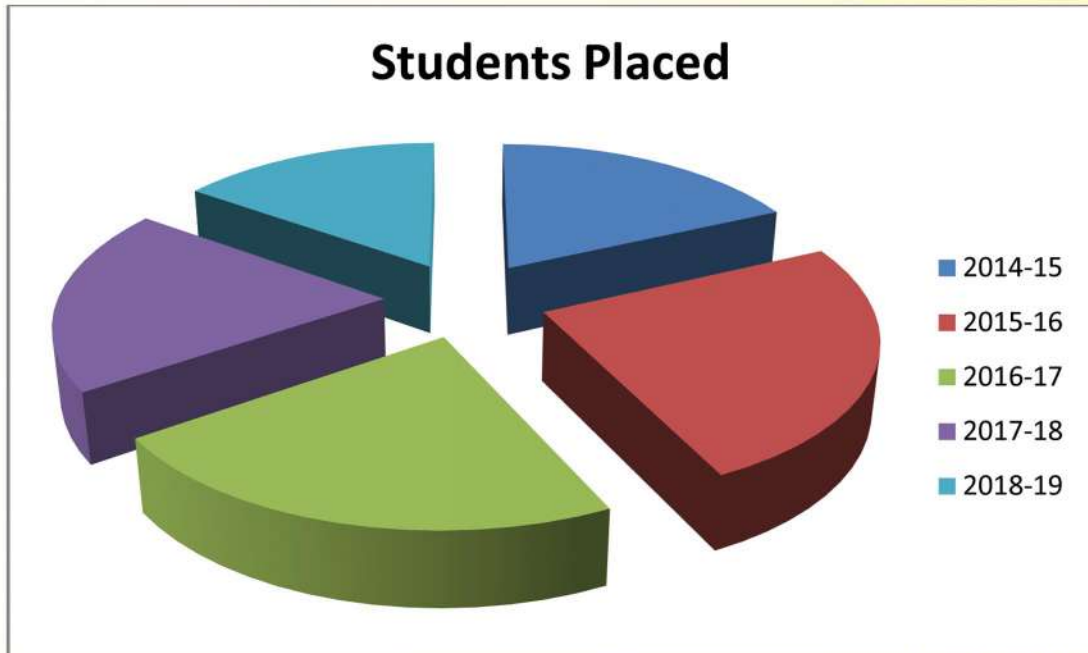


## PRE-PLACEMENT ACTIVITY SCHEDULE

(Final Semester Students only)

Activity	Timeline
Career Guidance	Apr- May
Training and Development	June
Scheduling of Interview	July
Placement	August

## PLACEMENTS BREAK UP YEAR WISE



## OUR RECRUITERS

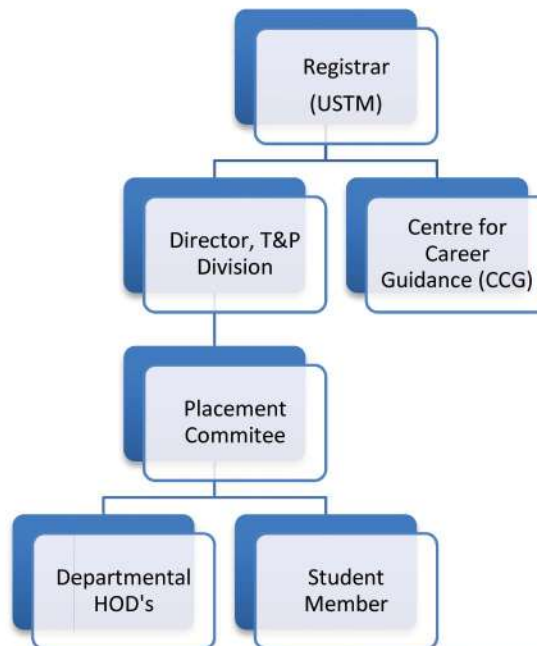


## Placement Committee

The Placement Committee at USTM constitutes of the Director, Training and Placement Division, HOD's of all respective departments and student member who work towards achieving the goal of obtaining the desired placement offers for the students in terms of both profiles and organizations to work with. In addition, the placement committee plays an instrumental role in developing and sustaining a mutually beneficial long term relationship with the industry.

Everything required for placements – right from slotting companies and arranging the necessary infrastructure to conducting this highly taxing and nerve-racking exercise – is done by the Committee with close guidance with the Director, Training and Placement Division.

## Training and Placement, Hierarchy



*Snapshot of Personal Interview*

# PLACEMENT POLICY

## ***Table of Contents:***

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## **1. 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 Office 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 following policy framework governs the student’s involvement in the various aspects of the placement processes.

## **2. Placement Rules & Regulations**

### **General Guidelines**

- 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 placement office, students and a faculty member to be nominated by the Dean of the School.
- The University’s Placement Office will facilitate the placement of all eligible students who are validly enrolled in the respective programmes.
- All students who are eligible and require placement assistance must fill a Placement registration form.
- Once registered, each student must participate in the placement activities.
- Student wishing to opt out of the placement assistance can do so by signing the declaration in **Appendix 1**.

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.

- 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.
- 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.
- 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.
- 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.
- All job offers will be made via the Placement Office. No direct offers to students will not be permitted.
- 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.
- Students are expected to behave professionally with all employees of the University. Any misconduct, misbehaviour, non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement related assistance from the University.

## **Eligibility**

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

- Successfully completed the semester examinations/course with no backlogs.
- Satisfactory conduct with no disciplinary action throughout the program.
- All the requisite fee has been paid to the University.
- Good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).
- 90% attendance in the proposed trainings conducted as part of University Finishing School as per clause 3 of this document.
- 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.
- 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**

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:

- Recruiting companies will inform the University about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.
- 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.
- Resumes of interested and/or suitable students will be sent to the recruiting organization, basis which the company will notify a shortlist of students.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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**

- Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office, HOD and Dean.

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.
- 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.

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.

### University Finishing School

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
<b>Industry Insights Sessions</b>	This will help students Explore Diverse Career Opportunities with Industry Practitioners sharing key insights on working in specific industries.
<b>Life Skills Training</b>	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.
<b>Resume and Cover Letter Development</b>	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.
<b>Curating Social Media Presence</b>	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.
<b>Art of Networking</b>	Connections for Better <b>Opportunities</b> . Jobs never fall from the sky! Every individual is supposed to <b>work</b> harder and make endless efforts in order to secure a high prospective <b>job</b> . Besides struggle and determination, <b>networking</b> is also <b>important</b> for better <b>employment opportunities</b> .
<b>Testing/Assessment</b>	Assessing students on skills that are important for industry and suggesting an improvement plan will help with better placements.

**Appendix 1**  
**DECLARATION**

**Paste your  
formal colour  
photo here  
(Mandatory)**

Please fill all information in CAPITAL LETTERS

**A. STUDENT INFORMATION**

Student Name .....University Enrolment No.....  
Program.....Stream .....  
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 .....

# FEW SNAPSHOTS







## Campus

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