

# USTM



Unveiling Excellence

# Training & Placement Division

## UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited by NAAC "A" Grade

**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 students 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.





# OUR RECRUITERS



## Placement Committee

The Placement Committee at USTM constitutes of the Director, Training and Placement Division, HOD's of all respective departments, students, faculty placement coordinator and student placement coordinator 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.



*Students participated in the GD session*



## 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.



# PLACEMENT POLICY

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  - Eligibility
  - Placement Process
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  - Early Joining
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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 attire. 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.



*Session on importance of Soft Skill*



*The Dignitaries of the university with the invited Resource persons*



**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





# FEW SNAPSHOTS





# Snapshots of Drive





# Snapshots of Drive



CAMPUS RECRUITMENT DRIVE-19/22  
By ADP  
Organized by  
Training & Placement Division  
UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA  
Date: 18th November, 2022 Venue: Smart Room, Muzich



THE NORTH EAST TIMES

Including retro-products in GST ambit

GUJARAT: Gujarat polls: heavyweights, MLAs, ministers bite the dust

GUWAHATI WEDNESDAY DECEMBER 20, 2017

Mega pool campus drive at USTM

GUWAHATI, DEC 19: A mega pool campus drive will be held at the University of Science and Technology Meghalaya (USTM) on December 21 (Thursday), where more than 2000 students belonging to the 2017-18 batch from different colleges across the Northeast are expected to participate...

North East Graduate Congress in February

The recruiters look for post graduates, graduates as well as under graduates in different disciplines with good communication skill. It must be mentioned that this job fair is an exclusive for students trained through Employability Enhancement Training Program (EETP). The Campus Drive will start from 9 in the morning and the link for registration is eetp.ictacademy.in/drive

chronic WEDNESDAY GUWAHATI, DECEMBER 20, 2017

Mega Pool Campus Drive at USTM

CHRONICLE NEWS SERVICE

GUWAHATI: A mega pool campus drive will be held at the University of Science and Technology Meghalaya (USTM) on Thursday where in more than 2000 students belonging to the 2017-18 batch from different colleges across the Northeast are expected to participate.

The drive has been organized by ICT Academy in association with the Regional Institute of Science and Technology (RIST) & USTM and it is supported by All India Council for Technical Education (AICTE).

The drive has been organized through 'Link 2017', a job fair that aims to create opportunities for students there by showcasing

The drive has been organized through 'Link 2017', a job fair that aims to create opportunities for students there by showcasing their talents to organizations and obtain their dream placement offers.

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their talents to organizations and obtain their dream placement offers.

The recruiters in the Link Job Fair 2017 at USTM includes, ALLSEC Technologies based in Chennai and Noida, AEGIS based in Chennai, TNQ based in Chennai and Coimbatore, S10 Health based in Shillong and Chennai, First Source based in Chennai and IMARQUE Solutions Global Technology Services based in Chennai.

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Mega recruitment drive at USTM

GUWAHATI: A mega recruitment drive was held in the campus of University of Science and Technology Meghalaya (USTM) where more than 1,500 students from institutions across the northeast appeared for interviews with HR professionals of six reputed Chennai-based companies.

The drive was organized by ICT Academy in association with the Regional Institute of Science and Technology (RIST) & USTM and it is supported by All India Council for Technical Education (AICTE).

USTM chancellor Mahabul Hoque called upon the participating students to be innovative, adding that the students need to select organisations based on their culture and background.

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THE TIMES OF INDIA THURSDAY, DECEMBER 28, 2017



More than 1500 students turned up at the recruitment drive

GU gears up for inter-varsity youth festival

GUWAHATI: After a gap of 25 years, Gauhati University (GU) is all geared up to host Pragjyoti Mahotsava - the 33rd East Zone Inter University Youth Festival 2017-18 - from January 5 to January 9.

Ranjan Kumar Kakati, director of students' welfare, said an organising committee, along with 18 sub-committees, has been constituted. Assam governor Jagdish Mukhi will be the chief patron while chief minister Sarbananda Sonowal, education minister Himanta Biswa Sarma, cultural affairs and sports minister Naba Kumar Doley, and GU vice-chancellor Mridul Hazarika will grace the fest as patrons.

About 25-30 universities from eastern India are expected to participate in the festival in 26 different music, cultural, literary and fine arts' competitions with approximately 800 participants," Kakati said. He added that all the venues of the competitions will be national socio-cultural centres.

Addressing a vast gathering of job aspirants, Anand Babu P, Senior Manager-ICT Academy said that the ICT Academy is now working for skill development in all the north-eastern states with 17,000 students and also helping them in placement. The Academy has been endorsed by the NITI Aayog as a model organization and has been working in collaboration with the state Governments and Industries.

"ICT Academy is a not-for-profit society, the first of its kind pioneer venture under the Public-Private-Partnership (PPP) model that endeavours to train the higher education teachers and students thereby exercises on developing the next generation teachers and industry ready students", he added. Pradip Chetry, State Head, North East States, ICT Academy also addressed the participants and announced that in March 2018, more companies are coming up for campus drive in the North East.

NOTES

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The Assam Tribune

Mega pool campus drive at USTM

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The drive aims to create opportunities for students to obtain their dream placement offers. The recruiters in the Link Job Fair 2017 at USTM includes, ALLSEC Technologies based in Chennai and Noida, AEGIS based in Chennai, TNQ based in Chennai and Coimbatore, S10 Health based in Shillong and Chennai, First Source based in Chennai and IMARQUE Solutions Global Technology Services based in Chennai.

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पूजादिन

शिवलक्ष्मी पूजादिन... १२... १११ Guwahati, Tuesday, 29 October 2013, Price ₹ 7.00...

बेहतर शिक्षक हों तो प्लेसमेंट समस्या नहीं : हक

शिवलक्ष्मी पूजादिन

एक संवाद... गुवाहाटी, 29 अक्टूबर 2013



हक : गुवाहाटी में ही अग्रणी गुवाहाटी वाले संस्थान होने पर भी युवा चारू जाना चाहते?

एक संवाद... गुवाहाटी, 29 अक्टूबर 2013

एक संवाद... गुवाहाटी, 29 अक्टूबर 2013

पर के पास मिले तो कितने नहीं भाएंगे?

काविल शिक्षक (कैम्ब्रिज) के उपलब्धता की क्या स्थिति है?

हक : अब कुछ ठीक हुई है। शिक्षकों की संख्या में भी काफी आर्थिक गैर-समानता के कारण। लेकिन पहले से शिक्षकों की कमी की वजह से भी चारू जाना चाहते हैं।

संस्थान की लोकप्रियता पर ध्यान देने पर चारू का उत्तर भी कालेक है या इस प्रश्नकोत्तर की भी बात आती है?

हक : आइए देखें। वे विद्यार्थी प्लेसमेंट की वजह से नहीं जाते। वे बहुत जल्द अपना काम चलाते हैं। तो इस वजह से कि क्या बेहतर शिक्षक नहीं हैं? हमारे पास बेहतर शिक्षक हैं तो क्यों भी प्लेसमेंट तो मिलेगी ही।



# USTM

## Campus

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