POLICY FOR TRAINING AND PLACEMENT

'A' Grade

NAAC Re-Accredited

(3rd Cycle)

Prepared by

Central Training and Placement Cell

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Website: www.nmu.ac.in

Policy for Training and Placement

Preamble:

Kavayitri Bahinabai Chaudhari North Maharashtra University has established "Central Training and Placement Cell" (CTPC) of the University to facilitate training and placement activities for the students. To bridge the gap of communication between the students and industries / business organizations, CTPC has to play a pivotal role for mutual benefits. To facilitate training and placement (T & P) activities, CTPC shall have a full time Training and Placement Officer (TPO) and a Co-ordinator at central Office while each School / Department/ Institute / affiliated college shall appoint a co-ordinator to support T & P activities The university has following Placement Policy.

Policy:

1. The CTPC in coordination with department/ School/ Institute / affiliated college shall facilitate getting internship offered by the various companies for the students to train himself/herself, acquaint essential practical skills and learn industry culture.

2. All the students enrolled in the University School / Department/ Institute / affiliated college or alumni are eligible for the training and placement through Campus Interviews organized by CTPC of the university.

3. Students who wish to appear for the campus interviews need to register with the CTPC through their co-ordinator of the university School / Department/ Institute / affiliated college

4. Those students who have cleared the final examination or studying in the last semester of the course opted are eligible to register at CTPC and appear for either the campus interviews / off campus placements.

5. Students are permitted to appear for interview process subject to his / her credibility and fulfilling the criteria laid down by the company / organization.

6. The university promotes "ONE STUDENT; ONE JOB OFFER" in view of providing job opportunities to a greater number of students.

7. If more than one company / organization visit campus for the recruitment on the same day, the student has a liberty to appear for the interview as per his / her choice and select a better opportunity.

8. Upon selection of a student by the company, the offer extended by that company should be accepted morally by the student. It is essential for students to read the terms and conditions laid down by the company prior to interview.

9. Students need to go through the Guidelines Step by Step.
   o Placement Drive Details :

   It is the prime responsibility of students to check all the updates related to Campus, Recruitment Drives, its eligibility, dates, venue etc. available at Central T&P Department & web portal.

10. Placement Process to be opted by the companies / organizations:
    - Presentation about the Company & Job Profile (PPT)
    - Written Exam (Aptitude / Technical Test)
    - Group Discussion (10 to 12 Students)
    - Technical Interview (One to One)
    - HR Interview
    - Verification of Documents

11. Pre Placement Talk:
    o It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments. Students will be given a choice to back out after the Presentation (PPT) of the company. No student will be allowed to back out from the company after clearing the 1st round (i.e Written test). If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

12. Eligibility:
    o All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the placement portal. All mark sheets are checked at the time of joining and if company founds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and your name will be blacklisted forever.

13. Data:
    o All Students need to ensure that their Data is correctly entered in placements data sheets available at the Central TPO, if there are any changes then they need to contact Placement Officer immediately.

14. Direct Interaction:
    o Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem, they must first contact Placement Officer and discuss their problem with them.

15. University shall not be held responsible for any kind of contract between the student and company.

16. In case of student's inability to join the employer company / organization upon selection through campus interview, student must inform the company about his /her "Inability to join with proper reasons thereof" through CTPC well in advance.

17. Student who has been selected for job through campus interviews shall not be considered for any other job through campus placements further.

18. It is the responsibility of the individual student to clear the medical examination as per the criteria laid down by the organization concerned. The university shall not be responsible for any result of the student's medical examination.

19. Upon selection of a student in company / organization through campus interviews, the students have moral binding to accept the said offer.

20. In case of withdrawing the students' offer of appointment by a company for any valid reason, the student must honour that decision and search for another opportunity.

21. Students being the most important stakeholder of the university, students' benefit is the priority of the university.

22. University sincerely feels that in the present scenario, "STUDENTS NEED TO BE JOB CREATORS, NOT JOB SEEKERS". Hence students are encouraged to join the Incubation Centre with their fascinating ideas to jolt their startups and become an entrepreneur.

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Guidelines & Code of Conduct

(For Students Appearing for Campus Interviews)

Preamble:

The Central Training & Placement Cell (CTPC) aims to bring jobs for our students. However, students should speculate the expectations of the company and think on how to meet those expectations. It is imperative to understand that both the employer and employee are searching each other while appropriateness brings them closer. Those students who meet the expectations of the employer, gets the job irrespective of academic success. There are a very high number of students as job seeker from several academic institutions, but always employers are a few. Hence, there is a fierce competition among the students who want job. It is recommended to follow the following guidelines and code of conduct which can help students avoid the common mistakes when looking for job.

Guidelines for students:

1. Please read the Placement policy of the university displayed on the website as well as notice board carefully.
2. Check the E-mails regularly to avoid missing the deadlines.
3. Eligibility criteria are defined by the visiting company and not by CTPC.
4. Last date for applying the advertised post has to be adhered to. If a student loses a chance because of ignorance towards to last date of application, the CTPC cannot force the company to consider the candidature.
5. Salary component (CTC-cost to company) is defined and is displayed as stated by the company.
6. Students must carry identity cards during all campus procedures.
7. Any issue related to placements should be forwarded to Training and Placement Officer, CTPC through the respective placement Coordinator of the Department / School / Institute.

Code of Conduct:

1. Apply for the selection process of a company only if you wish to join it. Do not apply and face the interview just for experience.

2. Before facing interview, do some basic search about the company, alumni working in it and check your suitability of working in that company before applying.

3. Once you have applied for a company, it is compulsory for you to appear for the complete process.

4. Students should reach selection process on time.

5. Students should appear for the interview in leniently and be truthful avoiding aggressiveness.

6. Express your strengths, abilities, subject knowledge, but try to avoid the exaggeration.

7. During the campus selection process, the candidate is expected to appear in formal attire and be neatly dressed. The objective is to project their seriousness about the interview and the job.

8. The students have liberty to use any kind of clothing, it is recommended to use dress-code as stated below,

   - Boys – Formal Shirt, Trouser, Tie, Blazer, Formal Shoes.
   - Girls – Sober coloured Salwar Kurta, Western Formals.
   - Try to avoid using very dark / very bright coloured dress. In general; decent dress should be worn by the candidate.

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Campus Recruitment Invitation for Final year B.E., B.Tech, M.Tech, M.Sc., MCA, BBM, MBA Students from Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Dear Sir/Madam,

Greetings from Central Training & Placement Cell, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Kavayitri Bahinabai Chaudhari North Maharashtra University (formerly known as North Maharashtra University), Jalgaon is a premier state University bestowed with the status of "A" grade (Cycle III accreditation) by NAAC, Bangalore. KBC North Maharashtra University is running various UG, PG and Ph.D. courses. We are running the following technology oriented courses like (i) B.Tech four year degree course:- Plastic Tech., Chemical Engg., Oil Tech., fats & waxes Tech., Paint Tech., & Food Tech, Two year Post Graduate M.Tech. Course in Chemical Engg., Food Technology, Paint Tech., Food and Fermentation, (ii) BBA and MBA in management Science, (iii) MCA in computer science, (iv) M.Sc. in Electronics, Physics, Chemistry, Pesticides & Agrochemicals, Organic Chemistry, Polymer & Industrial Chemistry, Microbiology, Biotechnology, Biochemistry, Environment science, Statistics, Mathematics, Information Technology. Apart from Science & Technology faculty, we have students from Commerce and Management, Humanities faculties as well as Faculty of Interdisciplinary studies conferring degrees like M.Com, MA in languages and various subjects, B.Ed and M.Ed., B.Pham. and M.Pharm. while students are also taught the great thoughts of social reformers like Babasaheb Ambedkar, Swami Vivekanand etc.

We have a very competitive curriculum for our students developed by experts in the respective fields. The faculty members have their background of reputed institutions of India like IIT and ICT, Mumbai; HBTI, Kanpur; IIT, Delhi, TISS Mumbai and many reputed universities in India and abroad.

Our past students are working in various Organizations such as General Motors, TATA Motors, Asian PPG, Kansai Nerolac, Elantas Beck, Lupin Ltd, Cipla Ltd., Amul India, Marpol Pvt Ltd, Mahindra & Mahindra, Nippon Paints, Videocon International, Asian Paints, Maruti Motors, ICI, BASF,Honda Motors, Chembond Chemicals, Motherson Mate, Rapid Coating, Cippy Polyurethane, Leo coats while many of our alumni are working in Govt sector also.

Campus Recruitment Programmes (CRP) have been successful in the past because of active participation by many industries located in different regions in India and Abroad (UAE, Singapore, Malaysia etc.). We are connected with these organizations not only for the placement of fresh students, but even for promoting senior recruitment of our alumni.

In continuation of this exercise, we are inviting various organizations for participation in CRP-2020-2021 commenced with effect from 1st Jun., 2020. It will be a great honor for us, if your esteemed organization accepts our invitation and conducts Placement Interviews for B.Tech & M.Tech (Chemical Engg., Plastic Tech, Oil Tech, Food Tech, Paint Tech), MCA, M.Sc. (Statistics, Mathematics, Electronics, Physics, Chemistry, Microbiology, Biotechnology, Biochemistry, IT), MBA, BBA, MA languages and social Sciences, MSW., B.Ed. And M.Ed. etc. students during the period.

We feel proud and privileged to present our young technocrats to the seekers of talent & dynamism. Details can be finalized through further correspondence (e-mail/telephone/post).

We look forward to your visit to beautiful campus of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon for strong and mutual interaction.

With warm regards,

Sincerely yours,

Co-ordinator
Central Training & Placement Cell

STUDET FEEDBACK FORM

Sr. No	Particulars	Remarks
1.	Name:	
2.	Address:	
3.	Contact Details: Mobile: E-mail:	
4.	Education: Specialization:	
5.	CGPA:	
6.	Name of T& P Coordinator	
7.	Name of Workshop Conducted:	
8.	Whether attended any workshop Earlier? If Yes, Please Provide details:	
9.	Whether attended any Workshop Arrangements?	
10.	Whether adequate knowledge gained in the workshop conducted?	
11.	Whether Knowledge so gained will be implemented?	
12.	Whether the Speaker had provided adequate insights of the subject in matter?	
13.	Whether you wish that the University should conduct more workshops for preparation for interview? If Yes, for which area of concern:	
14.	Rate this Workshop (Out of 10) 01 (Lowest)……………..10 (Highest)	

Extra sheet may be attached if required.

Signature of student

(Name:-------------------------------------)

Note: For any queries visit Central Training & Placement Cell or mail at tpc@nmu.ac.in or contact on 0257 -2257346.

Prepared & Compiled by

Career Opportunity at ……………………………..   Date:

Company Logo	**Company Profile in brief**

Company Website:

- ❖ <u>**Details about Role offered**</u>
1. **Position/Designation:**
2. **Qualification:**
3. **Eligibility Criteria:**
4. **Age Limit:**
5. **Fresher's /Experience:**
6. **No of Requirements:**
7. **CTC:**
8. **Gender:**

   (Male/Female)

9. **Job Location:**
10. **Shifts:**(Yes/No)
11. **Interview Process:**

    Aptitude Test:

    Technical/Written Test:

    Group Discussion:

    Personal Interview:

12. **Service Agreement:**
13. **Training Period:**

    Probation Period :

Detail Specifications:

- ➢ …… ……………………………………………
- ➢ …… ……………………………………………
- ➢ …… ……………………………………………
- ➢ …… ……………………………………………

Training & Placement Officer/ Co-ordinator

Title of the Job (Ex: Summer Internship Opportunity)

Company Logo	**Company Profile :(Name of Organization and details)**

Company Website:

❖ **Details about Role offered**

1.	**Position/Designation:**	
2.	**Qualification:**	
3.	**Eligibility Criteria:**	
4.	**Age Limit:**	
5.	**Freshers /Experience:**	
6.	**No of Requirements:**	
7.	**CTC:**	
8.	**Gender:** (Male/Female)	
9.	**Job Location:**	
10.	**Shifts:**(Yes/No)	
11.	**Interview Process:** Aptitude Test: Technical/Written Test: Group Discussion: Personal Interview:	
12.	**Service Agreement:**	
13.	**Training Period:**	

❖ **Detail Specifications:**

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❖ **Campus Recruitment Procedure:**

1. Send this detailed Notice at tpc@nmu.ac.in to display/communicate with our students.
2. Mutually convenient date will be fixed after further communication.
3. Pre-Placement Talk, Interview Process (Aptitude/Written Test, GD, and Personal Interviews) will be conducted by company on a given date.

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon
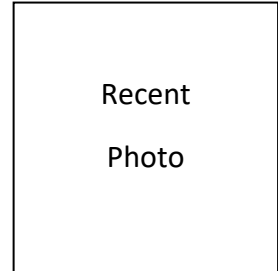
Student Profile

Name : _____   Dept. /School : _____

Address :   _____

Mobile: _____

Email-ID :   _____

Date of Birth :   _____

Recent Photo

Social Media URLs/handles :

    LinkedIn:
    Twitter:
    Instgram:
    Facebook:

OBJECTIVE (Optional)

_____

_____

ACADEMIC QUALIFICATION (Compulsory)

PRN No   : _____

Branch of Study : _____   Current CGPA or % : __ / __

QUALIFICATION	INSTITUTE	YEAR	SCORE/SGPA	CGPA
M Sc / M.Tech /B.Tech/ MBA/ BBA /MA / MSW/ …………… Last Semester	Kavayitri Bahinabai Chaudhari North Maharashtra University		of 10	of 10
M Sc / M.Tech /B.Tech/ MBA/ BBA /MA / MSW/ …………… Last Semester	Kavayitri Bahinabai Chaudhari		of 10	of 10
M Sc / M.Tech /B.Tech/ MBA/ BBA /MA / MSW/ …………… Last Semester	North Maharashtra University		of 10	of 10
BE /B.Tech / B SC			% / Grade	
CLASS XII (HSC)	School Name / Board		%	
CLASS X (SSC)	School Name / Board		%	

SUMMER INTERNSHIP (If applicable)

- Company or Institute Name   Period (From - To)
  Summary about the internship.

PAPERS/CONFERENCES (If applicable)

- Title/Topic   Period / Date
  Summary about the paper. (Author Name/Speaker Name)

PROJECTS/ACTIVITIES (If Applicable)

- Project Title
  Date
  Synopsis:
- Project Title
  Date
  Synopsis:

COMPUTER PROFICIENCY (If applicable)

- Programming Languages:
- Website Designing :
- Database Management:
- Software Packages:

CURRENT ACTIVITIES (If applicable)

- Any position currently held in any team/organization.
- Any ongoing project/activity/event participation.

ACHIEVEMENTS AND AWARDS (If applicable)

EXTRA CURRICULAR ACTIVITIES (If applicable)

- Sports/Music/Dance/(any talent)
- Positions held in Events/Team/Organizations
- Add any other thing you are proud of.

I hereby acknowledge that the information furnished above is correct to the best of my knowledge.

Date   Name & sign

Documents Check list for Student

The students should always carry the following documents during the placement process. However, any other certificate / information requested by the company / organization should be furnished.

Document Checklist: Please tick in relevant box

1.	Updated CVs (in the said format)	☐
2.	Mark sheets from 10th Std onwards	☐
3.	Any certificate showing Date of Birth	☐
4.	Caste certificates (if any)	☐
5.	Passport size Photographs	☐
6.	Identity card issued by University Dept / School	☐
7.	Any other relevant Document / certificate	☐

Name & Signature of the student
PRN No.
Mobile No
Email.
Dept / School