Guidelines for appointment of Student Placement Coordinators
(For Session 2021-22 onwards; Date:04-Mar-2022)

1 Purpose

Excellent Placements are a key indicator of any education institute's performance. Students are not only required to participate in Campus Recruitment drives, Workshops, Guest Lectures, etc. but they also have to play a vital role in conduct of such events, which helps them gain unparalleled exposure to experience of team work, shouldering responsibilities and have firsthand interaction with Company Officials.

The university is committed to ensure that the capabilities of the students are well utilized; hence a student body constituting 'Student Placement Coordinators' (SPCs) is established, focusing primarily on student's role in Division of Career Services (DCS). These guidelines define the process of selection, roles & responsibilities and benfits of a Student Placement Coordinator (SPC).

2 Definition of SPC

Student Placement Coordinator (SPC) is a student from a section of a program selected to do the following:
- Assist the DCS team in all the activities related to conduct of campus recruitment drives, Job Fairs, Workshops and Guest Lectures, etc.
- Establish connect with students in relation to campus recruitment and other student-preparedness related activities.

3 Responsibilities of SPC
- Promoting placement drives, workshops, seminars among students and generating awareness to maximize the participation as directed by University officials.
- Making follow up calls/emails to students of LPU & other University/Colleges for any activity as directed by University officials.
- Physical participation in conduct of Placement Drive, Workshops, Guest Lectures, for e.g. duty at registration desk, hospitality etc.
- Taking University Guest on any excursion trip, escorting them lunch, dinner etc. as directed by University officials.
- Taking informal feedback from students appearing for Companies' selection processes and reporting the same to concerned Backend Operations and Logistics Support Cell Staff member coordinating the placement drive/event.
- Assist in preparing and maintaining all kind of student records as directed by University officials.
- Query Handling of students during the event.
- Follow the concerned staff's directions for any other official duty.

4 Eligibility criteria

A student applying for the role of SPC must satisfy the following academic requirements at the time of application.
- Minimum 5 CGPA (or equivalent) in current degree with not more than 2 standing backlogs/reappears.

- For first year students the criteria is a minimum of 60% marks in the previous qualifying exam.
- Student must not have been reported for any indiscipline case.

5 Selection Procedure

- The selection process shall be coordinated by Backend Operations and Logistics Cell of Division of Career Services.
- Eligible and interested students will apply online for SPC registration through UMS and fill in the requisite details.
- Applicants to appear for interview as per reporting schedule announced through UMS.
    - To clear the interview the student must score a minimum of 60% in the interview.
    - Student must bring his/her testimonials/certificates/supporting documents while appearing for interview. An additional cut-off may be applied for final selection of the qualified candidates.
- Students finally selected as SPC would be informed about their selection through UMS announcements in due course and would remain SPC for a full academic year.

6 Tenure of the SPC

- The SPC shall be appointed for one academic year.
- For each new academic session, the selection procedure for the appointment of SPC should be followed again.
- A student not willing to continue as SPC must report the same to HOD/COD, Backend Operations and Logistics Cell, DCS through a written application.

7 Communication with the SPC

- For providing information to the SPCs regarding participation (duty) in conduct of any activity, the information would be shared by concerned DCS officials/or respective school TPCs (in case of any school specific event related to placements).
- If the student is unable to report for the duties, it would be treated as a case of misconduct and treated accordingly. Repeated requests of this nature may lead to revocation of students' candidature as a SPC. It is suggested that inability to report for duty at least 1 day prior same to be duly informed to concerned authority assigning the duty.

8 Benefits to SPCs

- Duty Leaves for participating in Conduct of activities.
- Free meals as per the duration of activity, participation.
- Certificate of recognition (SPC Appreciation Letter) at the end of session from DCS or before the placement season for the candidate kicks in. (If student is serving a role of SPC from at least one year and has been a part of at least 5 drives.). Certificate issuing authority would be HOD/COD Backend Operations and Logistics Support Cell, DCS.
- Be part of get together & celebrations of DCS achievements upon invitation.
- In case of the drives running late night, students who are not availing the residential facilities of the University would be provided the same free of charge subject to

recommendation from HOD/COD Backend Operations and Logistics Support Cell, DCS.

9 Repeal of SPC

- If SPC is reported on account of any misconduct/misbehavior, the case will be reported to HOD/COD, Backend Operations and Logistics Support Cell, DCS for further proceedings.
- If any student gets his/her candidature revoked as a SPC, concerned DCS official may appoint the new SPC as per the stated process, if required.
- If in case a SPC is not performing his/her duty well, the concerned DCS Official may change or repeal the SPC as per stated process, if required. However, before changing the SPC concerned DCS official should counsel him/her and give a reasonable chance of improvement before taking this step.
- The student who gets revoked from his assigned SPC designation, will not be given the opportunity to apply for SPC again.
- Repealed SPCs would not be eligible for SPC Appreciation Certification despite coordinating prescribed minimum no. of drives as stated herein this policy.

10 Disclaimer

- The university reserves the right to change/modify any point of the policy as deemed appropriate by the University.
- Any deviation to these guidelines shall be under the accord of HD/CD, Division of Career Servies.

Annexure-I
SPC Application / Questionnaire
(To be filled by the student)

A brief Write on 'Why I want to become a SPC?'

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Write three likes and dislikes about your own University?

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Participation in co-curricular activities (Please provide details. Certificates may be verified at the time of selection interview):

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Participation in Sports (Please provide details. Certificates may be verified at the time of selection interview):

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Participation in Cultural Events: (Please provide details. Certificates may be verified at the time of selection interview):

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Whether appointed as SPC earlier? Give Details

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I certify that the above information is correct and if any mistake is found in above information, my application for the post of SPC will stand rejected.

Signature of Student …………………………..Date:………...

Annexure-II
Selection interview: Evaluation Sheet
(To be filled by Interview Panel)

S. No.	Parameter	Max Score	Score	Remarks (mandatory)
1	Attitude (How positive he/she is towards the university and towards being a SPC?)	10		
2	Personality/Communication Skills	10		
3	Coordination Qualities / Team Skills	10		
4	Academic Record (CGPA in case of continuing student or qualifying degree %age divided by 10 in case of first year student)	10		
5	Participation in Sports/Cultural/Co-curricular/placement activities (Pre/Post Joining University)	10		
	Total Score (out of 50)	50		

Overall Comments: -

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Signature of the Interviewer
Name of Interviewer:
UID:
Date:

Annexure-III
Report of Misconduct/ Misbehavior

Name of the SPC:

Registration No:

School/Section:

Date of committing misconduct/misbehavior:

Description of the case:

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Signature of SPC: _____

Action proposed by the Committee: Date: _____

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Note: The misconduct and action shall be reported in security department of the University for needful update against the student profile.

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Committee Member-1 (HOD/COD Backend Operations and Logistics Cell, DCS) Name/UID	Committee Member-2 (Cooordinator, Backend/Conduct Cell, DCS) Name/UID	Committee Member-3 (School TPC) Name/UID

Approval Remarks:

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Signatures HD/CD, DCS (with date)