

Student Placement Coordinator Policy

(Revision Date: 25th August, 2016)

1. Purpose:

Excellent Placements are a key indicator of any Education Institute's performance. Students are not only required to participate in Placement Drives, Workshops, Guest Lectures, they have to play a vital role in conduct as well, 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 is being established, focusing primarily on Student's role in **Division of Career Services**. The policy defines the process of selection, roles & responsibilities of a **Student Placement Coordinator (SPC)**

2. Definition:

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

3. Responsibilities

- a. HOD/COD-Planning Cell & Backend Operations Cell :** The process of SPC registration would be initiated and coordinated by HOD/COD Planning cell of DCS
Initiate the process of formation of Student Body, create all related policies & formats.
- Oversee the process of selection of Student Placement Coordinators.
 - Arrange training session for selected SPCs.
 - Informing students regarding the Placement Drive, Workshop, Guest Lecture etc.
 - Ensuring that Duty Leaves are credited into the student's account within 3 days of the event.
 - To take care of any indiscipline cases that might be reported against the students.
- b. TPCs (Training & Placement Coordinators) :**
- Promoting the concept of student body and encouraging the students to join the same.
 - Act as panelist during SPC Selection Interviews.
- c. Event & Conduct Cell , DCS (Division of Career Services) :** Planning Interviews for selection of students for Student Body.

d. Student Placement Coordinator:

- Promoting placement drives, workshops, seminars among students and generating awareness to maximize the participation as decided by DCS officials.
- Making phone calls/writing emails to students of LPU & other University/Colleges for any activity as decided by the DCS.
- Physical participation in conduct of Placement Drive, Workshops, Guest Lectures, for e.g. duty at registration desk, hospitality etc.
- Conduct of Guest Lectures, Workshops, Industrial Visits and Seminar organized by DCS or by School.
- Taking University Guest on any excursion trip, escorting them lunch, dinner etc. as directed by DCS officials.
- Taking feedback from students, HOD/COD, HOS, Company officials.
- Assist in preparing and maintaining all kind of student records as directed by DCS officials.
- Sending letters / Communication with Parents over telephone or any other medium as per directions of DCS.
- Query Handling of students during the event.
- Follow the dress code of Placement Drives whenever they are asked to provide services.

• Eligibility criteria

A student applying for the role of SPC must satisfy the following academic requirements.

- a. CGPA of minimum 5.6 with not more than 2 backlogs/reappears.
- b. For first year students the criteria is a minimum of 60% marks in the previous qualifying exam.
- c. Student must not have been reported for any indiscipline case.

• Selection Procedure:

- a. An interaction session to generate awareness about the Student Body will be conducted by TPCs.
- b. Students will register themselves online through UMS and fill in the requisite details.
- c. Interview would be held for the final selection chaired by HOD/COD of DCS, and Training & Placement Coordinator of the school. To clear the interview the student must score a minimum of 60% in the interview.
- d. Selected students would be informed in due course and would remain SPC for a full academic year.

- e. The total number of SPC's selected would be 5% of the total number of students eligible for placements. For e.g. If there are 500 students of mechanical engineering to be placed then 25 SPC's from mechanical engineering would be selected.
- f. The preferred ratios of students taken from each year should be as under

Program	Preferred ratio from each year
4/5Year	30% from 1 st Year ,40% from 2 nd Year 20% from 3 rd Year ,10% from 4 th ,5 th Year
3Year	40% from 1 st Year, 40% from 2 nd Year,20% from 3 rd Year
2 Year	70% from 1 st Year,30% from 2 nd Year

- g. The selected students would be divided into tiers A+, A & B based on their scores in the Interview & their previous achievements, i.e. whether they were SPC earlier or not. The students in the A+ category would be given preference in terms of participation in Major Drives. The classification of the students in various categories will be as per the following table

Achievement	Category
SPC for last 2 years & >=70 Marks in Interview OR >= 80 marks in Interview	A+
SPC for last 1 year & between 60-79.9 marks in Interview OR Between 70-79.99 marks in interview	A
Between 60-69.9 marks in interview	B

- h. The selection process must be conducted in August every year.

- **Tenure of the SPC:**

- a. The SPC shall be appointed for one academic year.
- b. For each new academic session the selection procedure for the appointment of SPC should be followed again.
- c. The tenure of SPC can be extended for 6 months, after reviewing the performance.
- d. A student not willing to continue as SPC must report the same to DCS via a written application.

- **Communication with the SPC:**

- a. For providing information to the students regarding participation in any Activity's conduct, the information would be shared through DCS /concerned TPCs.

- b. SPC would register for participation in conduct of Placement Drives, activities like conduct of workshop etc. through UMS only and the chosen students would again be informed by DCS. A student who once registers to participate in Drive conduct or any other activity will not be allowed to de-register. In case of some issue, if the student is unable to report for the duties, It would be treated as a case of misconduct and treated accordingly.

- **SPC's benefits**

- a. Duty Leaves for participating in Conduct of activities.
- b. Free meals as per the duration of activity, participation.
- c. Certificate of recognition(SPC Appreciation Letter) at the end of association with 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.)
- d. Be part of get together & celebrations of DCS achievements with Invitation.
- e. 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.

- **Repeal of SPC :**

- a. If SPC is reported on account of any misconduct/misbehavior, the case will be reported to concern DCS HOD/COD using Annexure-III. The concerned will further route the case to the Office of Pro Chancellor for the final decision to be taken against the SPC.
- b. During this entire process the SPC will be on probation. The final decision whether to repeal the SPC or to take disciplinary action against him shall be decided by the Pro Chancellor.
- c. If the SPC is removed from his post the concerned DCS official may appoint the new SPC as per the stated process.
- d. If in case a SPC is not performing his/her duty well, the concerned DCS Official may change or repeal the SPC as per process stated. However before changing the SPC concerned DCS official should counsel him/her and give a reasonable chance of improvement before taking this step.
- e. The SPC once removed will not be given the opportunity to apply for SPC ever again.

Annexure-I

(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

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

Overall Comments: -

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Name of Interviewer 1

UID:

Name of Interviewer 2

UID:

Annexure-III

Report of Misconduct/ Misbehavior

Name of the SPC:

Registration No:

Discipline/School Section:

Date of committing misconduct/misbehavior:

Nature of Misconduct/Misbehavior:

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Signature of SPC: _____

Proposed Action to be taken against the SPC *:

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Signature of DCS HOD/COD _____

Department HOD/COD/TPC _____

Date:

Date:

*: All the cases after being presented before the HOD/COD and Department HOD/COD/TPC, then they will be forwarded to the Office of Pro Chancellor for the final decision to be taken.

Decision Taken against the SPC:

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Signature of the Pro Chancellor: _____

Date:

Annexure-IV
Compilation Sheet

Sr. No.	Registration No.	Name of Student	Gender	Semester	Discipline	Interview Score	SPC Category