

CHARUSAT PLACEMENT POLICY

Charotar University of Science and Technology (CHARUSAT) believes in producing graduates with impactful employability skills. Towards this, a dedicated University level Career Development and Placement Cell (CDPC) has been constituted for serving students of all the programmes of Charusat. Out of several activities of CDPC, one activity is to help and facilitate students to obtain job placements. This policy lays down rules for this activity.

Eligibility for Campus Placement:

Following are the eligibility criteria for placement drives:

- A Student must exhibit strong intentions for Placement. Any Student who wants to go for Higher Studies or wants to become entrepreneur shall not appear for Placements.
- Students with attendance record of minimum 80% and above will be eligible for campus placement assistance.
- Attendance for the Pre-Placement Talk is compulsory for the aspiring students.
- All Students must have to clear Placement Eligibility Test (PET) taken by CDPC. Students failing to score more than 50% in the First Placement Eligibility Test will not be allowed to appear for Placement Process for next four Months. After four Months, again a Second Placement Eligibility Test will be taken for students who are willing to appear for Placements.

Preparation for Placement

CDPC conducts various activities to make student employable like Professional Readiness Programme, Aptitude Preparation, Technical and soft skill expert sessions, domain knowledge sessions by industry experts and mock interviews. Placement desirous students must attend all the sessions organized by CDPC.

Placement Drive

CDPC approaches different organization for Campus Placement Drive for students. This can be On-campus (company visiting CHARUSAT) or Off-campus (students needed to visit company premises or other location for selection process). CDPC guarantees 100% assistance to each eligible student at each stage of selection process to achieve their desirous job. However, placements are dependent on economic situation and student's performance.

Selection Process

The selection process may comprise of all or any of the combination of the following:

- 1) Aptitude Test (written or online)
- 2) Technical Test (written or online)
- 3) Group Discussion
- 4) HR Round (Personal Interview)
- 5) Technical Round (Personal Interview)

A student is expected to perform excellently in each of the above stages to assure a placement. He/she should start his/her preparation from day 1 he/she takes admission.

Post Placement

Every company visiting on/off campus declares their result on a same day after completion of selection process. CDPC immediately declares the result once it is received from company to students through students' group email ids and whatsapp group. The University follows the policy of '**one student one job**'. No student will be allowed to appear for another job if placed in one

company. In case a student gets selection from more than two companies on same day then the student can select any company based upon his/her preference.

General Rules and Regulations:

1) Do's:

- All students appearing in campus recruitment process are required to come in formal dressing and formal shoes.
- Students must carry their I-cards at all times during interviews and screening tests. No one is allowed to enter the test/interview venue without the I-card.
- Students should report 15 Minutes prior to reporting time and be present during the attendance taken for the day.
- All students must carry two copies of CDPC recommended resume only, as was submitted to that company online. He/she should also carry other documents such as photographs, mark sheets, etc. as informed for any particular Campus drive.
- Students must keep themselves well informed by visiting their email communication or whatsapp group or Facebook group or CDPC for information about placement opportunities.
- For any queries, students should contact their Departmental Career Development and Placement representative faculty or student.

2) Don'ts:

- Indiscipline or Impersonation in tests or any kind of malpractice during the entire Campus Placement Process will be treated as a serious offence.
- If the student is not appearing any campus drive after registration without informing CDPC team, he/she will be considered placed and will be allowed to sit in any other campus drives only after the remaining students are placed.
- A student cannot skip the recruitment process at any stage, halfway.
- After getting selected, if the student does not accept the placement offer, the Institute/University will take strict actions.
- Selected student has to work with that organization for stipulated time. He/ She can't leave that organization without "No Objection Certificate" from that organization.
- **Any Student found of such act will be referred to the university authorities for disciplinary action which may include withholding Degree Certificate /Character Certificate / NOC / Recommendation Letter/ Reference Letter etc. from the University.**
- A list of companies coming for on-campus recruitment will be put up on CDPC website. Students must NOT apply to any of these companies off-campus through email or phone without consent of CDPC.
- Students are not allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through CDPC or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action.

CDPC will put all the efforts for placement of the students. However, it does not guarantee the placement to every desirous student as it is dependent on company policy and student's performance.

(All decisions regarding Placements taken by CDPC will be Final and binding.)