

GATI SHAKTI VISHWA VIDYALAYA

(Central University under Ministry of Railways, Govt. of India)

Career Development Centre (CDC) Policy



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1. Definitions

This policy document details the execution process and norms of placement at GSV. The following terms (indicated in UPPER case) defines the scope of this policy.

Branch	:	The PG/ UG program branch in which the student is enrolled. (For e.g., BBA, B.Sc., MBA, B.Tech. etc.)
Base Cost To Company(BCTC)	:	It declares the minimum acceptable CTC to be offered by the company. CDC reserves the right to decide BCTC considering the market trend and nature of program (UG/ PG).
Company	:	The organization offers placement opportunities to the students.
Company Registration Form (CRF)	:	Registration by the students expressing their interest to participate in the selection process of a visiting company through a Google form floated by CDC.
University	:	Gati Shakti Vishwavidhyalaya (GSV)
Career Development Center (CDC)	:	CDC is the facilitator for the internship and placement related activities; it does not guarantee an employment. It will provide a platform to the students for the interaction and showcasing the competencies and skills to the reputed organizations which may help them to receive a good placement offer.
Off-Campus Placement	:	Job offers to a student from a company other than on-campus placement.
On-Campus Placement	:	Job offers to a student from a company visiting the University.
Placement Drive	:	Process of selecting students by a company through the CDC.
Pre-Placement Offer	:	Job offers to the student during or on completion of an internship or otherwise but prior to the formal placement session.
Lateral Placements	:	Job offers specifically made to the students with work experience.

Student	:	A full-time student enrolled in any program offered by the University.
Registered Student	:	A full-time student enrolled in any program offered by the University and registered with the CDC for placement/ internship assistance.
Code of Conduct	:	Code governing behaviour of students for this policy.
Student Placement Coordinator (SPC)	:	Selected students working on behalf of their respective batch to coordinate placement and internship activities at the CDC.
Unprofessional Conduct	:	Student behaviour in deviation from the set code of Conduct as prescribed in this policy.

2 Introduction

Being a University of first of – its – kind, GSV places a strong emphasis on transport-related education, multidisciplinary research, and training. As a Central University under the Ministry of Railways, GSV aims at creating a talented human resource pool of best-in-class professionals for the entire transportation sector. GSV students are uniquely qualified to pursue and excel in careers for the shifting needs of the globalized economy.

The University follows a demand-driven curriculum while aligning with industry priorities, **understanding the significance of well-informed Graduates and Undergraduates to meet the ever rising demands of Global Economic order.** To ensure best-in-class delivery of education, GSV follows a highly experiential and unique interdisciplinary pedagogical approach that incorporates the latest technologies such as live classrooms and online programmes and sessions as engaged by high-quality faculty with global exposure.

3 Placement Calendar

The **final** placement process for all the **final** year students of all programmes will commence in August/September of every academic year and conclude in May/June.

4 Purpose of CDC Policy

The purpose of CDC policy of GSV is to ensure fair, equitable and consistent practices, making it a positive and productive experience for all stakeholders.

5 Scope and Activities

CDC policy applies to all students of the University registered for placements. In this context, the policy encompasses:

- Student registration for placement assistance;
- Processes related to assisting Placement;
- Processes related to facilitation of interaction between students and Companies/
Organisations/Industries in the context of Placement;

This policy does not apply to:

- any such engagements outside the approved curriculum of the program;
- off-campus Placement

The broad activities undertaken by the CDC are:

- Formation of ‘Students Placement Committees’ for final placement and summer internship.
- Preparation of Placement Brochure for final placement and summer internship
- Pre Placement Visits (PPV) to the companies.
- Communication, networking and relationship building with the potential recruiters and alumni.
- Invitation to potential recruiters to visit the University.
- General follow-up, joining formalities and other administrative activities.

6 Organizational Structure of CDC

Official/ Team	Roles and Responsibilities
Chairperson	He/She will provide the overall direction to the CDC and interact with the industry to explain the key features of the academic curriculum, skills and competencies of the students.
Vice Chairperson	He/She will provide necessary coordination and planning support to Chairperson. He will accompany Chairperson for industry visits and facilitates the industry interactions.
Advisory Committee	This consists of faculty, officials of GSV, social luminaries and industry professionals to provide valuable inputs from time to time in revamping the placement ecosystem at the University.

Placement Officer	To hold correspondence with prospective companies for interview date and schedule of events. Extensively visit and interact with the industry to highlight the key features of various academic programs and invite the potential recruiters. To arrange for interview facilities at the campus and written test halls.
Student Placement Committee (SPC)	<p>The student placement committee (SPC) is the nodal body of the students which remains responsible for coordination of activities pertaining to placement processes between students and CDC.</p> <p>The members of SPC are selected based on due evaluation methods in the month of January of each academic year. The broad range of activities of the committee significantly include coordination of end-to-end activities underlying Final-Internships, Guest Lectures, Expert talks, Industry and Field visits, apart from the dominant engagement with activities related to final placements.</p> <p>The SPC members report to the Placement Officer. CDC reserves the right to replace the members of the committee in the event of dereliction of duties or lack of due involvement with the assigned activities meant for the SPC members and other such similar grounds.</p>

7. Placement Brochures

The ‘Student Placement Committee’ under guidance of Placement Committee, Placement Officer usually prepares a Placement Brochure giving full details of the academic programs, faculty, key features of the University and profile of the graduating students which can attract the potential recruiters.

8. Industrial Visits for Placements

These visits are undertaken by nominated members of the placement committee along with the faculty members and 2-3 students. The purpose of these corporate visits is to establish new relations or strengthen the existing relations and also to appraise the potential recruiters about the University and the programs that University offers, share the students’ profiles and diversity available for recruitment through distribution of placement brochures – which provides the details of the student’s profile bringing out their diverse professional orientation and expertise. The brochure also mirrors details about final placements and summer internship.

9 Placement Protocol

Students are strongly advised to take note of the fundamental principles underlying the nature and functions of CDC while becoming part of various formalities and tasks undertaken by Career Development Cell (CDC). Some of these include namely;

- ❖ Registration for placements is optional. Students, who are not interested in pursuing jobs associated with placement processes, are advised not to register.
 - ❖ The primary role of the CDC is to put in place a functional mechanism in order to sensitize and counsel students about placement opportunities and facilitate the drive and formalities related to placement processes. However, CDC cannot guarantee any job placement.
 - ❖ While CDC remains proactively committed to the cause of placement of students of the university, students under no circumstances should deem it as a kind of guaranteed entitlement or a matter of right for them.
- 9.1. All full-time registered final year students of GSV are eligible to participate in the campus recruitment processes for placements through the Career Development Center (CDC).
 - 9.2. All UG and PG students who meet the minimum CGPA criterion and are expected to graduate from the University by the end of the academic year are eligible to register for campus placements. Such registration takes place in the month of May/June of each academic year. Non-registration of students within the stipulated date shall be deemed as opting-out of campus placement process. Additionally, student can also opt out of the placement process by signing a declaration form as available with CDC.
 - 9.3. A student with a CGPA of 6 and above is eligible to register for the placement process. However, it is important to note that the CDC reserves the right to modify the minimum CGPA criterion for placement registration. In such cases, students who do not meet the revised minimum CGPA requirement will be de-registered from participation in the placement activities. Any changes to the criterion will be communicated to students in advance.
 - 9.4. If any student is found to be violating the professional code of Conduct, he/she are liable to be debarred from the campus placement process and may face further disciplinary action as per the University rules.
 - 9.5. All participating students are required to be present for placement activities in

formal attire. Formal attire for male students comprises of Navy blue/grey suits, formal trouser, formal shirt and tie, formal shoes; for female students, it is Navy blue/grey suit, formal trouser or skirt, formal shirt and tie, or sari with formal footwear.

- 9.6. It is the responsibility of students to follow all communication and deadlines of the placement process(s) as communicated by the CDC. For this purpose, the student must regularly check the emails, messages, or notices shared with them to ensure that they don't miss out any communication and comply with the instructions as required within the given timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews, group discussions, etc.
- 9.7. On receiving the first job offer, the student will be automatically considered as placed, and **thus** will be removed from the list of students awaiting placement.
- 9.8. Students may be allowed to apply for a **second** job only after 80% the students have received one job offer. However, students may be provided with a **second** job opportunity, allowing them to apply to a maximum of **three** companies. They are permitted to apply only to those companies that offer a gross package (CTC) that is at least two times greater than or equal to the package of the first job offer they have secured. Once they secure a second job that meets the aforementioned criteria, the acceptance of the first job offer will be revoked, and the student will be excluded from any further placement processes.
- 9.9. Students who have accepted the job offer below base CTC will be provided an additional opportunity (**ONLY ONCE**) to participate in placement process for the company which offers the compensation above the base CTC.
- 9.10. Students who have accepted the job offer below or above the base CTC will be permitted to participate in the PSU's placement drive. If the students are placed in any PSU, they will be removed from the list of students awaiting placement and will **NOT** be permitted to participate in any other placement process.
- 9.11. All job offers will be made via the Placement Office. No direct offers to students, who have opted for placement assistance, will be permitted.
- 9.12. Off-Campus Application Rule: Students are strictly prohibited from making any contact with organizations listed **with University as recruiters in the past**. If students are found promoting or applying to those companies, they will be debarred from all CDC processes and will face strict disciplinary action.

- 9.13. The student is expected to be informed about the acceptance of the offer (whether an offer is received from one company or multiple companies) within 48 hours of the announcement of the results. A student can accept only one offer in the case of multiple offers received, and the same must be communicated to CDC.
- 9.14. Students, who have a pre-placement offer (PPO) that has not yet been accepted, will be allowed to register for placements. However, such students will be eligible to appear for placements only until the day on which the company (which has offered PPO) visits the campus or declares the close of its placement process.
- 9.15. Students are not allowed to join the company before the completion of the academic year which usually ends in the month of May/June.

10. Placement Process

The GSV placement process comprises the following steps:

- 10.1. All students, who are eligible to participate in the placement/final-internship session and wish to avail assistance of the CDC, are required to register themselves mandatorily with the CDC. However, in case a student opts not to register with the CDC at the beginning of the session, he/she shall not normally be allowed to participate in the on-campus placement drives.
- 10.2. Eligible students are required to create their CV on the CDC prescribed template only. It is expected that a student shall NOT add any ambiguous / wrong / fraudulent / misleading information in her/ his resume. Resumes submitted to CDC by students shall be subject to continuous scrutiny and review throughout the placement process. If any discrepancy is found on verification, the student shall be debarred from all CDC processes subsequently. This will also entail strict disciplinary action. If a student is already selected based on misleading representations of her/his resume, the same will be communicated to the recruiting organization and the case will be recommended for strict disciplinary action as per University norms.
- 10.3. Students should satisfy the requirements in terms of CGPA/percentage, academic background, technological/skills requirements, etc., specified by the respective company according to the job description. If companies request/ask the CDC to perform the initial screening for further processing, the CDC will

shortlist the students based on their CGPA.

- 10.4. Student applying for placement should not have any backlog. The CDC may monitor the information provided by the students throughout the placement process for any ambiguous/wrong/misleading/fraudulent information. If any student is found to be involved in such practices, the student may be debarred from the placement process. In addition, this may also invite disciplinary action against the student.
- 10.5. CDC shall start inviting companies for Placement drives from the beginning of the placement session i.e. August/September.
- 10.6. Interested companies shall express their interest and provide details of profile of the jobs being offered, Job description, CTC and eligibility requirements for the students. The details shall be sent to the CDC by email at cdc@gsv.ac.in.
- 10.7. The Company shall be offered dates/slots for carrying out placement process comprising of, but not limited to, Pre-Placement Talk/Written Test/Online Test/Group Discussion/Technical Interviews/Personal Interview.
- 10.8. All information/resumes of the interested students shall be provided to the companies for shortlisting.
- 10.9. On receipt of the results from the Company, CDC shall announce it to the students. Students interested in participating in the company will be required to register for the same in the stipulated time period. This registration is in addition to the student registration for the placement at CDC and will have to be done for each visiting company.
- 10.10. All applications to the companies are to be made through the online registration system of the Office of CDC only. If a student does not apply on the CDC registration form for a particular company, he/she will not be allowed to take part in the selection process of that company and the subsequent companies that follow.
- 10.11. A student can register for a maximum of 15 companies to participate in the placement process.
- 10.12. If a student does not apply for 7 companies consecutively, they will be removed from the placement process.
- 10.13. CDC is not responsible if a company decides to reject a student application based on pre-placement talks/ presentations / workshops attendance etc. which may be shared if companies ask for it.

- 10.14. All students are advised to verify the profile and credentials of the company thoroughly before applying. They are expected to make informed decisions BEFORE applying to any company on campus. CDC would NOT be liable for any default from the company's end at any stage later. Once you apply to a company all rules as per CDC policy will apply.
- 10.15. Rules of Withdrawing an Application: The student can withdraw her/his registration to a company ONLY if the last date of registration to that particular company is NOT over. There can be NO withdrawal done after the stipulated date.
- 10.16. Students who willingly withdraw or do not participate in the selection process after registering without any valid reason will be issued a warning in the first instance, and subsequent repetitions will result in debarment of the student from the placement process. However, they may be allowed after 80% of placements are achieved in her/his branch, subject to the CDC decision.
- 10.17. CDC shall notify the list of eligible students for the respective placement drive which shall also be shared with the company for further process.
- 10.18. The company can decide the selection process as per their requirement. Infrastructure and assistance will be provided by CDC to the company in their selection process.
- 10.19. List of shortlisted students shall be provided by the company to the CDC for further process of the placement by them.
- 10.20. Final selection result by the company, duly signed by the authorized representative, shall be provided to CDC only after due process of selection has been completed.
- 10.21. No on-the-spot offers shall be made directly to the students.
- 10.22. Confidentiality of the selection or placement process shall be maintained by the company.
- 10.23. If a student receives multiple offers, he/she will choose one offer and the decision of the student shall be communicated by the CDC to the company within 24 hours.
- 10.24. Once the selection process is complete and the company has finalized the candidates, the offer letters shall be sent to the CDC. The CDC will then forward the offer letters to the selected students for their confirmation of acceptance. It is important to note that, except during the Placement processes,

there should be no direct communication between the student and the company. All communication regarding offers and acceptance should go through the CDC.

- 10.25. On acceptance of the job offer by a company, through an official communication to the CDC by the company and the student, the student shall be out of the placement process and the responsibility of the University ends. Only if the job offer is revoked or put on hold by the company, the concerned student will be allowed to participate in further placements.

11. Lateral Placements - For Students with Work Experience

Companies may choose to recruit students with substantial work experience through a lateral placement process. Students, meeting the following conditions will be allowed to take part in the lateral placement process.

- 11.1. The student meets eligibility criteria outlined in GSV placement policy.
- 11.2. The student has at least 12 months of full-time work experience (or as specified by the company).
- 11.3. Students meet other criteria, viz. higher cut-off, specific sectorial experience, etc., as determined by the company.
- 11.4. All other conditions of the placement policy shall apply to Lateral Placements as well.
- 11.5. The option will be open for students of a branch/stream only when 60% placements for that branch/stream are achieved.

12. Code of Conduct

CDC only holds the sole right to deal with Training and Placement matters (internal or external).

- 12.1. An official complaint against any students, reported for any kind of unacceptable behavior such as unprofessional communication, physical or psychological harassment, ragging, and malpractice, cheating in exams or any unethical external communication will be taken seriously by the CDC and disciplinary committee may recommend rejecting the candidature of the student from all the placement activities.
- 12.2. Students are liable to be debarred from the placement process if s/he is found violating academic, personal and professional integrity or any complaint reported against him or she by dean/faculty/administration/hostel warden is

found true

- 12.3. Only with the special permission of the CDC any other student may deal with Placement matters.
- 12.4. All post job-offer communication between student and company should be channelized through the CDC.
- 12.5. Direct communications with the company officials are not allowed.
- 12.6. In case the students become subject to any behavioral problem from the recruiter's end, they should inform the same to the CDC immediately without trying to deal with the very issue on their own.
- 12.7. It is mandatory for the students to register in the company to participate in the placement process of the company.
- 12.8. Students appearing for any tests/GDs/presentation should be present at the venue at least 10 minutes prior to the start of the same process. Any entry to the venue 5 minutes post the scheduled time shall not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after the time limit would be making the student in debarment from the placement process.
- 12.9. No cell phones are allowed in a test or any shortlisting/selection process. The process holds the same sanctity as any form of examinations/evaluations undertaken by GSV and thus the candidate shall be debarred from further placement processes if found violating it.
- 12.10. Seating in tests in physical/offline mode will be pre-defined by CDC. Any violation in this regard will be considered as malpractice and the student is liable to be removed from the placement process immediately. She/he shall also be referred to the concerned authorities for disciplinary action.
- 12.11. Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.
- 12.12. Any kind of misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred / blacklisted from future campus placements.
- 12.13. Students are not allowed to share their personal contacts via any means with the companies coming on- campus. If asked or persuaded to do so by any

company, student should instead fill in the contact details of CDC unless explicitly allowed by CDC. They may also draw the attention of CDC to the issue concerned.

- 12.14. Students who have NOT applied to companies through the CDC registration system or have not been shortlisted are NOT allowed to appear in any final selection process (test/GD/interview etc.) of companies.

13 Placement Rules for Recruiters and Companies

- 13.1. Companies are required to provide the list of the selected students (along with an “extended offer” list) to the CDC Office.
- 13.2. Company communication should be addressed to the CDC.
- 13.3. All companies release the job offer and communicate to the CDC Office after the completion of the recruitment process.
- 13.4. The students should send consent of acceptance of job offer within 48 hours (on the day following the release of offer) with a copy to the CDC.
- 13.5. No on-the-spot offers shall be made directly to the students.
- 13.6. The University follows ‘One Student One Job’ policy and the companies should honour their commitments in this regard relating to CTC, profile, work location etc. as given in the Job Descriptions.

14 General Guidelines

- 14.1. If any company has specified certain prerequisites/selection criteria such as their academic scores, gender, experience, domain knowledge, languages, location etc., only those students meeting such criteria will be allowed to sit for the process. The CDC can verify the veracity of the information provided by the Students with the Office of the Controller of Examination (CoE).
- 14.2. As the company decides the selection criteria as per its HR policies, the CDC will have no role in deciding the selection process and the students will have to abide by the Company’s selection rules/criteria. CDC/Placement Committee will not be liable to answer any such shortlisting parameters determined by the company.
- 14.3. The eligible students, who do not wish to apply to any company or back-out from the selection process, may have such freedom for any 3 companies during the entire placement season. The students, who are not eligible to participate in the placement process of a particular company, will not be considered as having

availed the placement option (for that company).

- 14.4. Students who are not participating in placement process for three consecutive recruitment drives will be considered out of placement process.
- 14.5. All the eligible students should apply for all the companies visiting to the campus in sync with their respective specialization/discipline and also attend Pre-Placement Talks to gain knowledge about the companies and the concerned job profiles offered by them. In the case of the companies, which have conducted the pre-placement talk, and only in these companies, the students will have the option to roll back their names after applying and before the company has started their process. There is no restriction to the students on the number of companies to roll back their name once the pre-placement talk is concluded.
- 14.6. The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. It is the responsibility of students to follow all communications and deadlines of the placement processes as communicated by the CDC Office from time to time. For this purpose, the student must regularly check the emails, messages, or notices shared with them to ensure that they don't miss out on any communication and comply with the instructions as required within the given timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews, group discussions, etc.
- 14.7. Joining date will be completely at the sole discretion of those respective companies. GSV is not liable for any delay in issuing the appointment letter or revoking the offer. Also, GSV will not revise the examination date/conclusion of the session etc., to suit early joining.
- 14.8. Grievances with any issue regarding the placement process should be referred to the placement committee by means of formal communication only.
- 14.9. The placement assistance window will be closed on the last working day of the academic year.
- 14.10. A Student whether placed through the placement process of the University or otherwise has to submit a copy of his/her offer letter within 48 hours. Once received.

The Career Development Centre (CDC) may amend any of the above clauses and/or add or delete any clauses thereof for the betterment of the Placement process of GSV students.

For Further clarifications or queries please contact CDC on cdc@gsv.ac.in