



**Standard Operating Procedure  
for  
TRAINING & PLACEMENT CELL  
Netaji Subhas University, Jamshedpur**

**Applicable since May 01, 2023**



## **PREFACE**

The Training & Placement (T&P) Cell of Netaji Subhas University has an enviable track record in achieving high level of placements in top-notch companies. The Cell arranges and coordinates various programmes that aim at moulding the students to meet the industry expectations in career building. The Training and Placement Cell, guided by a set of rules and principles, strives to maintain good relationship with various industrial establishments. Moulding the students through multifarious training sessions that include technical, aptitude, verbal and soft skills, Preparing the recruitment schedule for the year, inviting corporations for pre-placement talks on the campus followed by final placements, and overseeing the process to its end are the prime responsibility of the Training and Placement Cell.

## TRAINING & PLACEMENT CELL HIERARCHY CHART

The T & P Cell is committed to meet the career objectives of students and cater to the Human Resource needs of Organizations interested in conducting campus interviews for placements of students. A fulltime Training and Placement Officer (TPO) is heading the Cell. He is supported by a team and departmental Student Placement coordinators.



## **STANDARD OPERATING PROCEDURES FOR TRAINING AND PLACEMENT CELL TRAINING ACTIVITIES**

Training would be conducted to students for improving their employability skills up to the expectations of the Recruiters. The T&P cell aims to facilitate both internal and external training sessions for the students from their first year of study.

The contexts of training sessions are as follows:

### **FIRST YEAR**

- Communication Skills
- Personality Development Training

### **SECOND YEAR**

- Communication Skills
- Soft skills
- Aptitude Training
- Value Added Courses (if any)

### **THIRD YEAR**

- Communication / Soft Skills
- Aptitude Training
- Value Added Courses (if any)
- GDs and Mock Interviews
- Corporate Talk

The course structure will be defined keeping in view the applicable course and its respective duration (UG/ PG). Apart from the above, further skills will be imparted by signing MoUs with relevant organizations and driving practical skills through live industry interface and project involvements.

### **Objectives of the Placement committee:**

1. To update the students about the current requirements/ career options in the industry and help them identify their career objective
2. To involve the Alumni, HR and industry speakers and prepare students for campus recruitments by arranging training in aptitude tests, group discussions and preparing them for various interview rounds through professional trainers.
3. To organize grooming sessions to hone skills (communication skills, presentation skills) of the students and transform them into professionals.
4. To place the maximum number of students through on campus and off campus recruitments by reputed companies.

### **Placement Committee and roles of the teams within the committee**

Placement Committee comprises of following teams

- 1. Lead generation Team:** To find leads from sources and fetch the details and pass on the lead to the Calling & Emailing Team of coordinators.
- 2. Calling & Emailing Team:** To call and engage the HR or industry professionals in different ways like campus placements, Seminars, workshops, webinars, Group Discussions and PI mock sessions etc.
- 3. Brochure Designing Team:** The team will work collectively to make posters, placement brochure, creatives for any webinar or announcements to be made, for Summer Internships or Final placements, Webinar announcements, alumni/ guest sessions, etc.
- 4. Drive coordination team:** The team will announce the dates of the placement drives in the class and pass on any information that comes from the Placement office. The team will also check on the students dressing during the interviews, they will share the links to the students as and when the company shares with the Placement officer.

## **CODE OF CONDUCT FOR STUDENTS DURING THE INTERVIEW PROCESS**

All students attending interviews are requested to keep in mind the following instructions below.

1. Students must report to the Placement cell at least 30 minutes before the scheduled time of the interview.
2. Students must keep an updated copy of their resume with the recent photograph.
3. Students must keep sufficient number of photocopies of their documents/ certificates/ photographs ready and should be arranged in order.
4. Students should present themselves, in neat and pressed formal college uniform and polished formal shoes.
5. The student who registers for any placement or internship process and does not appear for the same without any valid reason will be debarred from placement and internship facility.
6. Placement and Internship facilities are constrained by Macroeconomic factors.
7. T&P Division reserves the right to take decision in the benefit of the stakeholders.
8. Placement of any student is not a claim / right. Institute shall provide open platform to all the eligible students as per placement guidelines.
9. Placement guidelines is subject to change and Placement governing body has the authority and right to change, add, delete, or modify the guidelines from time to time based on the inputs, feedback and experience.
10. Violation of any placement / internship guidelines shall attract disciplinary action.

## **CAMPUS PLACEMENT PROCEDURE FOR PARTICIPATING ORGANIZATION / INDUSTRIES**

1. The Training and Placement Cell invites prospective organizations/companies from December to May (for final placements) and between May to September (for internships) each year. Organizations can also reach out to the Institute's T&P Officer with their requirements.
2. Details of the final year students opting for placements are sent to the respective company/organization, as per their requirements, along with tentative dates for campus interviews.
3. The company/organization may confirm the date or discuss and finalize a mutually convenient date with the Coordinator-Training and Placement.
4. Upon confirmation by the organizations, a pre-placement talk (PPT) is arranged on the agreed date. The company may conduct tests and/or group discussions to shortlist candidates. If needed, telephonic interviews or interviews through video conferencing can be organized.
5. The organization then interviews the shortlisted students for final selection and announces the results as soon as possible (preferably on the same day), after completing the selection process.

**Note:** The organization that is unable to finalize the results on the same day and wish to have one more rounds of interviews at their office may do so within a week time.



## **CAMPUS PLACEMENT PROCEDURES FOR STUDENTS**

The placement policy guidelines are as follows:

1. At the start of the academic year, students will undergo aptitude tests or receive counseling to help them plan their career path, whether it involves pursuing higher education or seeking employment.
2. The students who wish to apply to a particular company/organization are required to submit their willingness to the Training and Placement Office before the specified deadline.
3. The Training and Placement Office would provide opportunities to all its registered students to secure the job.
4. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training and Placement Office immediately.
5. Students selected through campus interviews will complete all required formalities (e.g., medical tests) as stipulated by the employer and will join the organization within the specified time frame. Placed students should update the T&P Cell regarding their progress in the company. In turn, the T&P Cell may obtain regular feedback from the employer regarding the performance of the selected students. As a policy, the selected students should work for at least six months in the respective organization unless otherwise discussed and supported by a valid reason for leaving the organization.

## **IDENTIFICATION OF POTENTIAL RECRUITERS AND FINALISING DATES FOR PLACEMENT DRIVES**

- Identification of companies based on manpower requirement, and market trend.
- Campus drive invitation mail should be sent to all the identified companies.
- The Placement officer / Members has the right to visit the Companies, to check its genuineness and legal existence.
- Identification of skill / talent requirement based on the HR Executives demands, during company visits.
- Students should be trained based on the skill/ talent requirements demanded by the HR.
- The Placement Officer should discuss with the HR Executives to finalize the dates of the selection trials / Campus drive.
- All the arrangements would be made for Conducting the Selection trials / campus drive on the stipulated date.

### **In light of the aforementioned points, Netaji Subhas University, Jamshedpur strives to:**

- Provide training to enhance students' skills and competencies, helping them excel in their performance.
- Ensure a respectful code of conduct among students throughout the selection and placement process.
- Assist participating organizations/industries in effectively organizing their campus placement drives.

Training and Placement Division wishes '**Best of Luck**' to all the NSU, Jamshedpur students for their placements.

**Director**  
**Training & Placements**  
**Netaji Subhas University, Jamshedpur**

## ANNEXURE 1 – RESUME FORMAT



### PROFILE

Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select "Fill" from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

### CONTACT

PHONE:  
678-555-0103

EMAIL:  
[someone@example.com](mailto:someone@example.com)

LOCATION:  
Jamshedpur, JH

### STRENGTHS

Strong Leadership  
Creative Problem Solving  
High Ethic

# JOHN DOE

## ASPIRING MARKETING PROFESSIONAL

### EDUCATION

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[School Name]  
[Dates From] - [To]  
[GPA/ PERCENTAGE]

[School Name]  
[Dates From] - [To]  
[GPA/ PERCENTAGE]

[School Name]  
[Dates From] - [To]  
[GPA/ PERCENTAGE]

### INTERNSHIP EXPERIENCE

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[Company Name] [Job Title]  
[Dates From]-[To]  
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

[Company Name] [Job Title]  
[Dates From]-[To]  
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

### SKILLS

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- Knowledge of MS Office Suite (Word, Excel, PowerPoint)
- Strong problem-solving skill
- Good communication and presentation skills

### CERTIFICATIONS/ ADD-ON COURSES

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- Knowledge of MS Office Suite (Word, Excel, PowerPoint)
- Strong problem-solving skill
- Good communication and presentation skills

## **ANNEXURE 2 – CAMPUS INVITATION FOR SUMMER INTERNSHIP/ FINAL PLACEMENTS**

Subject: Invitation to Participate in NSU Campus Drive

Dear Sir/Ma'am,

I hope this email finds you in good health.

On behalf of Netaji Subhas University (NSU), Jamshedpur, I am pleased to extend a warm invitation to your esteemed organization to participate in our ongoing internship & upcoming placement drives targeted towards the academic batch of 2025 (pre-final year).

We highly value industry-academia collaboration, and we believe that your organization's presence would significantly benefit our students. The internship drive can be scheduled either at our campus in Jamshedpur, Jharkhand, or virtually through an online platform. This opportunity will allow you to engage with a talented pool of students eager to kick-start their professional journey. Additionally, it provides you an access to a diverse group of students across various disciplines, including Management (MBA/BBA/B.Com), Computer Science (BCA/MCA), Diploma (Civil/ Mechanical/ E&E/ CS), Law, Journalism and Mass Communication, Nursing, and Pharmacy.

By participating in our campus drive, your organization can offer internship positions/ full-time positions or explore other available roles. Please be assured that you shall receive all necessary support and facilities to ensure a successful recruitment process. This includes organizing pre-placement talks, logistics arrangements, presentation facilities, and coordination with relevant departments.

Should you require additional information or have specific preferences regarding the drive, please feel free to reach out. We eagerly anticipate a positive response and look forward to building a lasting professional relationship that contributes to the holistic development and professional growth of our students.

Thank you for considering our invitation.

Regards,

