



PLACEMENT POLICY

1. Introduction:

The purpose of the placement policy is to specify the overall structure and processes of placement as well as the role & responsibility of the teams working on the same.

The role of the Placement Cell is to help/assist learners for placement related activities. However placement is dependent upon each individual's caliber. The learners shall have to follow the Placement Policy strictly.

2. Vision and Mission:

- Introduction of "Earning while Learning" scheme for OSOU learners.
- Inculcate employability skills among the learners by exposing them to mock Interviews and Group Discussions.
- The role of Placement cell is to provide placement assistance to interested learners.
- Placement cell will coordinate with organizations to arrange interview for learners and subsequent placement activities.

The Policy is to achieve the following:

- To cover maximum number of learners through off/on campus placement.
- To ensure quality of learners as against the requirement of the jobs on offer.
- To arrange appropriate jobs to be offered matching respective qualification of the learner.
- To ensure that the whole team works according to the defined processes to achieve the common objectives.
- Placement cell will endeavour to bring together the learners and the potential employer and to facilitate interaction between the two.

2. Placement Rules & Regulations:

2.1 General Guidelines

- Learners who are eligible and require placement assistance must register their names in OSOU Placement portal.
- The Placement Cell is responsible for operationalizing the entire Placement Process. Placement cell will facilitate the placement of all eligible and registered learners.
- Once registered, learners should participate in the placement activities.

- Campus placement involves interacting with external entities/people. It represents a significant opportunity for creating goodwill and esteem for the learner and the University. The participating entities view the learner as an ambassador of the University. Learners are therefore requested to project courtesy and professional conduct while interacting with the external entities. If any learner is found violating the professional code of conduct, he/she will be liable to be debarred from placement assistance thereafter.
- It is the learner's responsibility to meet applicable timelines of the placement processes. For this purpose, the learner must regularly check the emails, messages, or notices from the online portal and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.
- Learners are required to keep track of communication from OSOU regarding the companies offering Jobs. If a learner, eligible as per the Job Description does not to apply for three(3) consecutive eligible job postings, then it may imply that the learner is not interested in pursuing the placement assistance process. In such cases, the learner will not be provided further placement assistance.
- For securing a job, a maximum of five (5) attempts of selection rounds will be allowed. If a learner fails to obtain a confirmed job offer after appearing for selection interview of five (5) organizations, then he/she will automatically be left out of the placement assistance of the University.
- All job offers will be made via the Placement Cell. Direct offers to learners will not be permitted.
- The University follows one learner, one job offer policy. So, it becomes mandatory for the learner to accept the first job offer. Upon receiving the first job offer, the learner will be automatically considered as placed, and removed from list of learners awaiting job offers.

2.2 Placement Process:

The placement process will have the flexibility to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:

- Recruiting companies will inform the University about their requirements, role descriptions, eligibility norms, the remuneration packages being offered and tentative date for interview.
- These details will be shared with learners through the Placement Cell. Learner will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests.
- Resumes of interested and/or suitable learners will be sent to the recruiting organization, based on which the company will notify a shortlist of learners.

Shortlisted learners will be informed about the selection process which may include one or more of the following:

- Personal or online Assessment,
- Telephonic interview
- Case Discussion
- Group Discussion
- Multiple rounds of Interviews.

These may be conducted at the University's campus or at other locations decided by the company.

- Learners may be required to go to the company's office or other pool campus locations for final placements as may be decided by the company.
- Learners appearing for the campus drive shall consider the process with utmost seriousness. Shortlisted learners in the preliminary screenings shall attend the subsequent stages of the selection process. Defaulters shall be disqualified from further campus placements.
- If a learner gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as "campus placed" and will not be eligible for further placement assistance from the University.

Guidelines for appearing in campus placement drive

- Learners must be punctual while attending test/interview.
- Learners should be formally dressed and well groomed.
- Learners should carry all original testimonial (i.e. CV/resume, educational certificates, photograph, govt.ID proof, proof of residence etc. for verification with a set of self-attested photocopies of the same for submission.
- Learners should be well versed with the company profile, job description and other details.
- During the entire placement process learner should exhibit proper conduct.

Change in Placement Guidelines:

Placement Guidelines are subject to change and University has the authority and right to change, add, delete or modify the Guidelines from time to time, based on the inputs, feedback and experience of the stakeholders. Further, "university no way would in be responsible for the acts of the employee and employer in future".