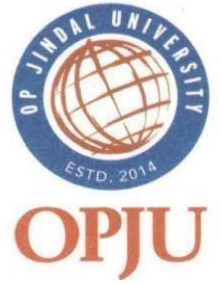
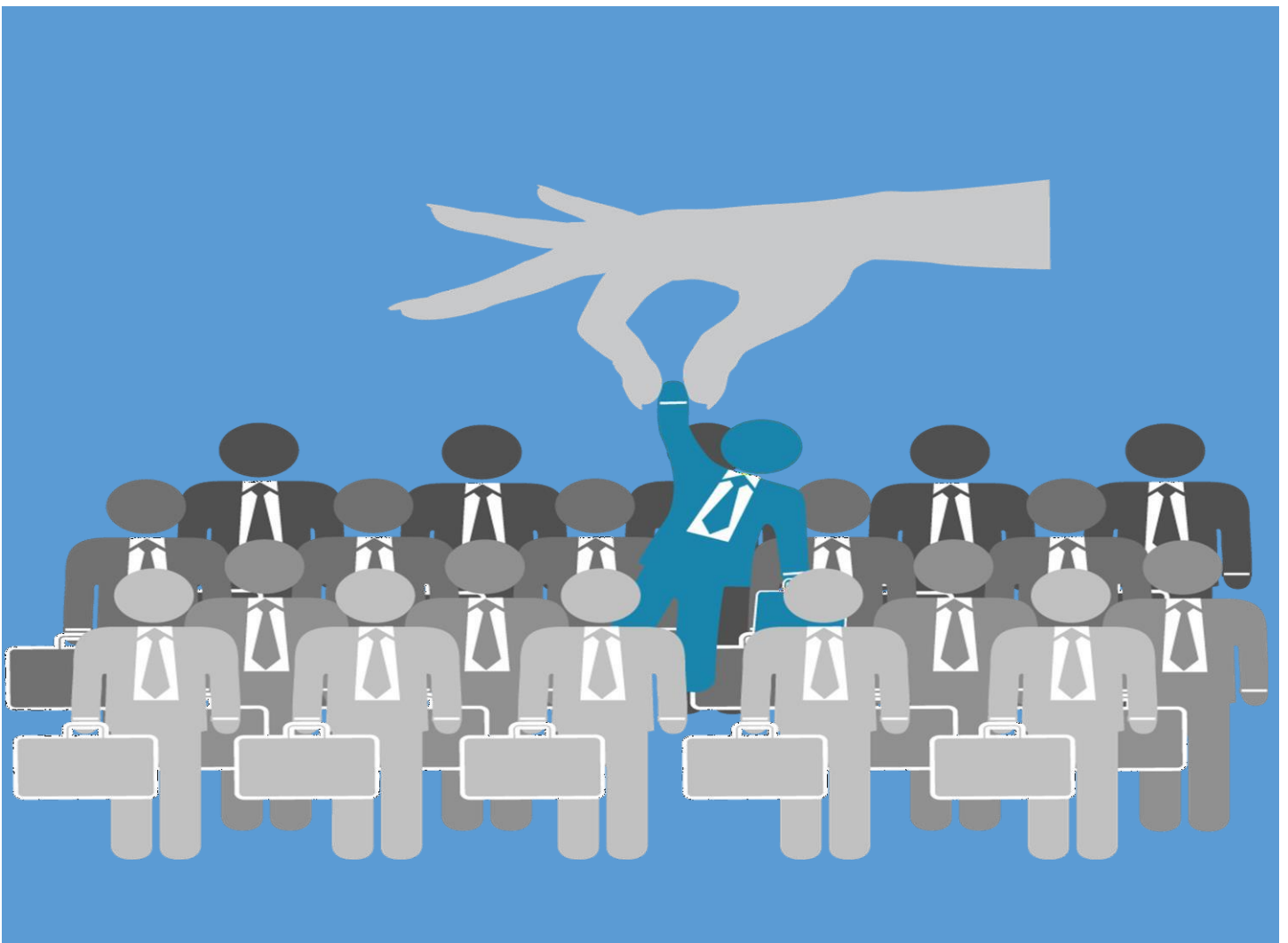
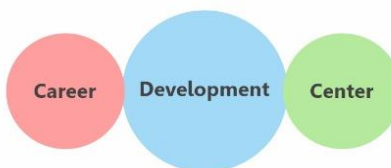


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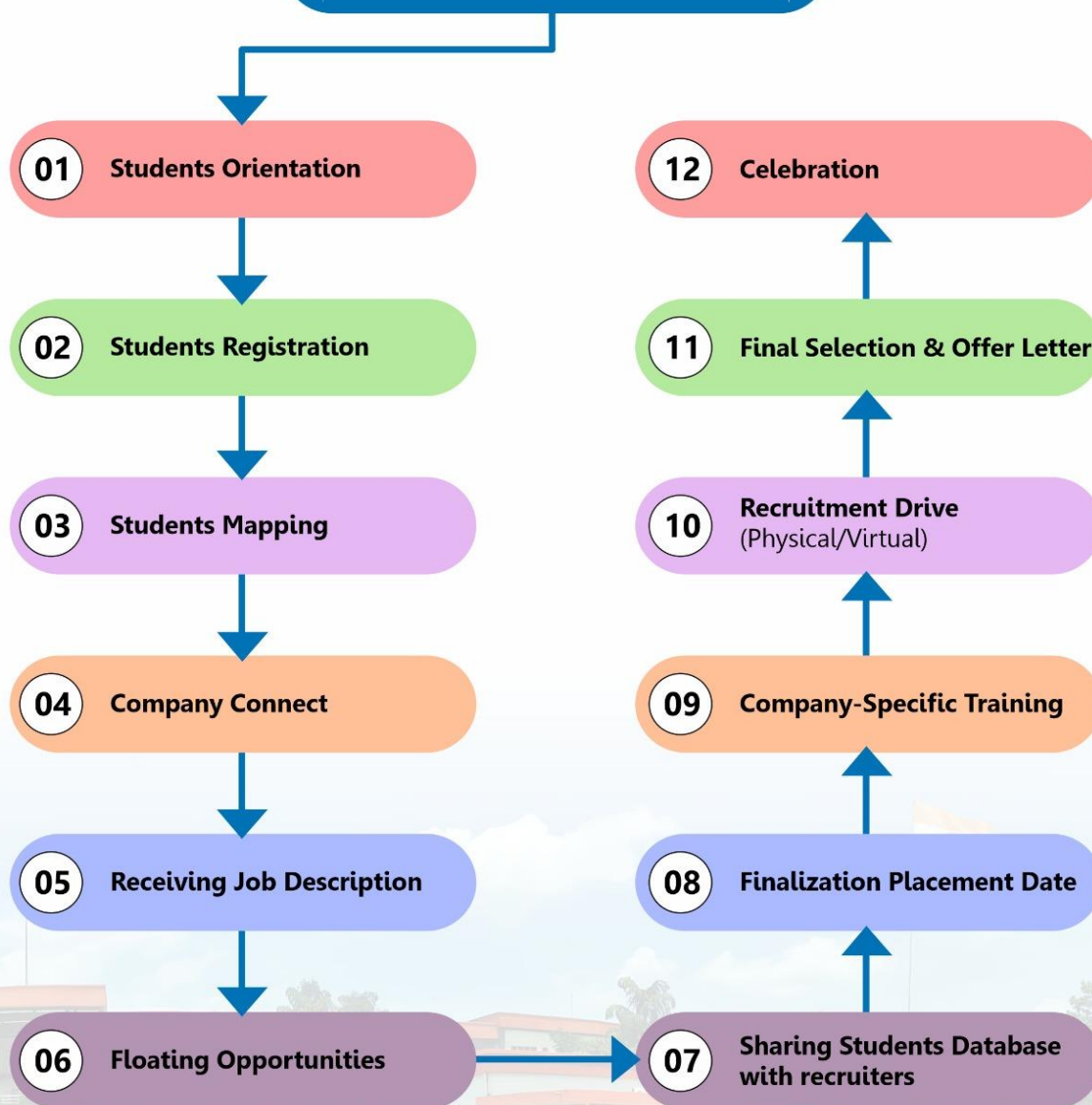


PLACEMENT POLICY 2023-24





12-Step Placement Process



CDC ACTIVITIES

**Campus Recruitment
Drives**

**Industrial Training /
Visits**

Live Projects

**Career Counselling &
Mentoring**

Soft Skills Training

**Grooming & Personality
Development Training**

**Corporate Training &
MDPs**

**Resume & Portfolio
Building**

**Invited Talks by Industry
& Academia Stalwarts**

HR Conclave

Job Fair/ Boot Camp

Verbal Ability Training

**Company- Specific
Training**

**GD & Interview
Preparation**

**Communication Skills
Training**

**Mock Placement
Drives**

**Corporate Connect
Program**

**Technical & Aptitude
Training**

**Case-Study Based
Presentation**

**Skill Development
Events**



CDC PLACEMENT POLICY 2023-24

Career Development Center (CDC) has a vital role and responsibility to groom students and make them industry ready. CDC acts as an interface and support system to help students realize their full potential and accomplish their career aspirations by developing desired skills.

ROLE OF CDC

1. To establish links between the job seekers [i.e. students] and job providers [i.e. companies] by building up capacity and networking with the Industries.
2. To develop processes, policies and device mechanisms to facilitate proper guidance and training to the students to help shape their careers in the right direction.
3. To build a strong network and establish connections among the Corporate, Alumni and University for Placements, Paid Internships and related activities.

THE TEAM

The CDC team is an amalgamation of CDC, HoDs and Faculty In-charge from different schools/departments and student coordinators of the University. It's formed in consultation with the Hon'ble Vice Chancellor, Dean and HoDs of the respective department.

CAREER DEVELOPMENT ADVISORY COMMITTEE (CDAC):

To Augment the CDC Activities there, exist a Career Development Advisory Committee (CDAC) consists the Hon'ble Vice Chancellor, Registrar, all Deans, and HoDs of the University.

CDC STUDENTS' COORDINATORS/PLACEMENT COMMITTEE

- The CDC Students' Coordinators Team comprise of Student coordinators from different schools/departments to assist Team CDC in training and placement activities.
- Students Coordinators from all schools will be appointed annually by their department & CDC from pre-final year. CDC Students' Coordinators will be rewarded with certificate of participation/appreciation from the Career Development Center for their contribution at the end of the session.



GRADING OF COMPANIES & STUDENTS ELIGIBILITY CRITERIA

To provide equal opportunity and options to each student of the university to participate in Campus Recruitment Drives, CDC categorizes the companies into different categories as mentioned below:

1. A company coming for the campus recruitment will be categorized into three categories **Core**, **Dream Company**, and **Non - Core**:

Program	Core Package in LPA	Dream Company Package in LPA	Non-Core in LPA
B.Tech/M. Tech	Up to 5 LPA	5 LPA +	Open
Diploma	Up to 3.5 LPA	3.5 LPA +	Open
MBA	Up to 5 LPA	5 LPA +	Open
BBA/B.Com/BSc/MSc	Up to 3 LPA	3 LPA +	Open

Category of companies may vary from School/department to School/department, ex: Top Sales & Marketing companies may categorize “Core” for SoM, and category “Non-core” for SoE/SoS.

2. Each student will be given multiple opportunities to participate in placement drives conducted by CDC Dept. till the student is selected in Core/Non-Core/Dream Company in Academic Year 2023-24.
3. If a student gets an offer from a **Core Company**, he/she will not be eligible to apply for any other Core Company. However, he/she will be eligible to appear in a dream company or non-core companies.
4. If a student gets an offer from a **Non-Core Company**, he/she will not be eligible to apply for any other Non-Core Company. However, he/she will be eligible to appear in a dream company or core companies.
5. If a student gets an offer from a **Dream Company**, he/she will not be eligible to participate in any other Dream/Core/Non-Core company's drive.
6. Thus, the Student is entitled to have offer letters as -

1 - Core, 1 - Non-Core & 1 - Dream Company's Offer Letters (Maximum)



7. Similarly, a company can be categorized as “Mandatory” based on its terms/conditions and also the commitment of CDC to invite for the drive.
8. It is Mandatory for all the students registered with CDC to appear for all the placement drives termed as “Mandatory”, irrespective of the type of company. A student skipping any “Mandatory” campus recruitment drive without a justified reason with the approval of the respective HOD well in advance will be debarred for all future Campus Placement Drives.
9. Students must register for each drive separately within a given timeline, failing which student is automatically debarred for that company. The registration would imply that the student has verified his/her details as asked/required by the company and has consented to the company profile, job profile, terms & conditions, package, eligibility criteria etc.
10. After registration, if a student fails to turn up for the drive, he/she might not be considered for placement for all future campus placement drives/1 opportunity will be considered availed.
11. It is mandatory for all the Students to attend all kinds of Placement Preparation Activities (External training or Internal - GD/Mock PI Sessions etc.), failing which they may be debarred for appearing in the campus recruitment process. Any exemptions will be considered only after the approved permission in writing from the respective HoD and Dean.
12. If an eligible student does not register consecutively 02 times for a category “Dream” company, without well-justified reasons, then the candidature of such student for placement activities will get cancelled automatically.
13. If there is any exceptional case of ambiguity or similar thing, then a decision will be taken by CDAC and everybody is bound to follow the same.

STUDENT’S RESPONSIBILITY AND CODE OF CONDUCT

- The relationship between University and the Industry is extremely valuable and must be sustained for the long term for the betterment of the students of current and subsequent batches of the University.
- The Contribution of the students in strengthening this relationship cannot be overlooked. The students are expected to maintain decorum in all interactions with Company Officials and Career Development Center.



Following are the broader perspective on the code of conduct of the Students:

1. Students are responsible to maintain/update their database - 10th, 12th, UG/PG-%/CGPA, email id, phone numbers etc. and provide them to CDC whenever asked. Proxy information will not be entertained.
2. A student must not override the CDC by communicating directly with company officials formally or informally. Students should refrain from using recommendations for getting placed in a company. Any attempt by students and/or guardians to influence/communicate with the companies will be considered a violation of the Code of Conduct and necessary actions can be taken.
3. Career Development Center, in coordination with schools/departments organizes various training programs like online tests, mock interviews, workshops, and other allied activities for ensuring the employability of its students. All students are expected to participate actively in such activities with minimum 85% attendance.
4. Before appearing for any drive readiness of students in terms of getting enough information about the company, job profile, roles & responsibilities, and other details by visiting the website of visiting the company before appearing in any recruitment drive is expected.
5. While attending any campus interview, every student must be in formal attire and carry the followings:
 - OP Jindal University's Identity Card
 - Minimum 02 Nos. passport size color photographs
 - 02 hard copies of the updated and signed CV
 - Pen, Pencil, blank A4 sheet etc.
 - 02 set Xerox copies of mark-sheets color from HSC to the last semester declared results.
 - In the case of **Virtual Campus Drive** students must have a good internet
 - connectivity/speed/device as instructed by the company.
 - Registered mobile number/email id of the student should be
 - Always reachable/accessible.



6. If the behavior of a student is not aligning with the Code of Conduct, then CDAC can debar that student to participate in all placement activities.
7. Any suggestions/modifications in respect of the above policies shall be considered, if found fit, on a case-to-case basis by the Director CDC in consultation with the HoDs/Deans/Registrar/CDAC.
8. The Director, CDC in consultation with the HoDs/Dean/Registrar/CDAC reserves the right to take decisions in the cases which fall beyond the purview of the above-mentioned Policy, Rules and Regulation statements.

Regards,

Dr Shesadev Nayak
Director CDC

Our Prestigious Recruiters

