Shobhit University

University Training & Development Centre

turning potential into reality

University Training and Development Centre

विश्वविद्यालय प्रशिक्षण एवं विकास केंद्र

STANDARD OPERATING PROCEDURES

PREFACE

The University Training and Development Centre (UTDC) of Shobhit University, Gangoh has an enviable track record in providing high level of career opportunity Cell arranges and coordinates various programmes that aim at moulding the students to meet the industry expectations in career building. Moulding the students through multifarious training sessions that include technical, aptitude, verbal and soft skill, Preparing the training and recruitment schedule for the year, inviting corporations for pre-placement talks on the campus wherever required followed by Internship for the programs where mandatory and final placements and overseeing the process to its end are the prime responsibility of the UTDC.

UNIVERSITY TRAINING AND DEVELOPMENT CENTRE

The UTDC is committed to meet the career objectives of students and cater to the Human Resource needs of Industries & Corporates interested in conducting campus / off campus interviews for Internship /placements of students. A fulltime University Training and Development Centre Officer is heading the Centre. He is supported by departmental Placement coordinators.

STANDARD OPERATING PROCEDURES FOR the University Training and Development Centre (UTDC) TRAINING ACTIVITIES

Training would be conducted to students for improving their employability skills up to the expectations of the Recruiters. The University Training and Development Centre (UTDC) should facilitate with both internal and external training sessions for the student's 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

THIRD YEAR
Communication / Soft Skills
Aptitude Training
Value Added Courses
GDs and Mock Interviews
Corporate Talk

FOURTH YEAR
Aptitude training
Soft skills training
Company specific training
Mock Interview/Mock GD
Problem solving in programming
Training on Algorithms
Department specific Technical training

PROCEDURE FOLLOWED BEFORE/AFTER TRAINING ACTIVITIES

1. Consolidate the academic performance of the students.
2. Identification of the skill requirement of Students based on Industry / Companies' Job descriptions / requirements.
3. Identification of trainers based on the skills to be developed among the students.
4. Prepare training schedule and plan of action – Slot I
5. Conducting training as per the Schedule.
6. Feedback from the students on each module of Training given.
7. Take Corrective measures based on the feedback.
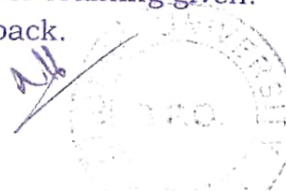
8. Prepare training schedule and plan of action based on corrective measures – Slot II

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 dress and polished formal shoes.

CAMPUS PLACEMENT PROCEDURE FOR PARTICIPATING ORGANIZATION / INDUSTRIES

1. The University Training and Development Centre would invite prospective organizations/companies during the months of October to December for internship and June to August/ September for placement of every Year. The organizations, in turn, can also contact the Institute's University Training and Development Centre Officer for their requirement.

2. The details of the respective final year students opting for placements would be sent to the company/organization concerned, as per their requirement, along with a tentative date/s for the campus interviews.

3. The company/organization may confirm the date or discuss to finalize a date at their mutual convenience, with the Coordinator- University Training and Development Centre.

4. After confirmation by the organizations, a pre-placement talk (PPT), would be arranged on the date. The company would conduct tests and/or group discussions to short list the candidates (students)

appeared followed by interview. If required, telephonic interviews or interviews through video conferencing can be arranged.

5. The organization would then interview the short listed students for final selection and would announce the results as soon as possible (preferably on the same day), after the completion of the selection process. Companies announcing results immediately after interviews would be preferred predominantly by the Institute.

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.

6 CAMPUS PLACEMENT PROCEDURES FOR STUDENTS

The placement policy guidelines are as follows:

1. At the beginning of the academic year, students would be subjected to aptitude tests or counseled to chalk out their career plan as whether to pursue higher education or to seek an employment.
2. The students who wish to apply to a particular company/organization are required to submit their willingness to the University Training and Development Centre Office before the specified deadline.
3. The University Training and Development Centre 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 University Training and Development Centre Office immediately.
5. The students selected through campus interview will complete all the necessary formalities (e.g. medical test) stipulated by the employer and would join the organization within stipulated time frame. The placed students should update the UTDC regarding his/ her progress in the Company. UTDC, in turn, would obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students should work at least for the duration of one year in the respective (Employer) Organization.
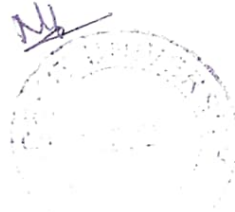
7 IDENTIFICATION OF POTENTIAL RECRUITERS AND FINALISING DATES FOR PLACEMENT DRIVES

- 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 should 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.
- Providing training to improve their students' skills and competencies and excel in their performance.
- Ensuring amicable code of conduct among students during the selection and placement process.
- Facilitating the participating organization / industries in organizing their campus placement drives effectively.

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