

CORPORATE RELATIONS AND PLACEMENT CELL GUIDELINES



School of Business, Pokhara University, Lekhnath-Kaski

1. Overview

The School of Business, a management school acts as an enabler to bridge the gap between the Academia and Corporate/Professional world. One of the major roles of the Placement Cell of the Institute is to facilitate and counsel students through placement related activities round the year.

Placement Cell does not guarantee a job; rather it nourishes and grooms the qualified students with high level of academic excellence in guidance to become job-ready. 15 Days Pre-Placement Orientation Program is conducted across Pokhara at different locations to transform those aspiring students more industry friendly, skilled and marketable.

Various components of the Pre-Placement Orientation Training Programs include sessions on Presentation Skills, Group Discussion Skills, Debate Skills, Interviews Skills & Mock Interviews, Contemporary issues, Professional tit-bits, etc. Company specific orientation program is also conducted for the target students prior to all the placement drives organized by the Institute.

2. School Placement Process

The Placement Cell invites prospective organizations/ industries during the months of March-April and September-October of every year for Main School Placements at different locations. The organizations, in turn, may also contact the Placement Cell directly to meet their manpower requirement.

Company/ Organization fills in a CIS (Corporate Information Sheet) containing details of the job offer (pay package, location, post, job description and other details along with the preferred dates (pre-fixed) of school visit.

Placement Cell allots specific dates to the companies for school interviews based on various details given by companies. The company/ organizations confirm the dates with the Placement Cell in advance.

The details of the respective students opting for placement are sent to the company/organization concerned along with the updated Placement Brochure indicating dates and other relevant details for the school interviews at different locations. Recruiting Companies / Organizations shortlist the students as per their own requirement / terms & conditions. After receiving the shortlisted candidates list from the recruiting organization, Placement Cell hosts the shortlisted students list in the Website and informs the candidates via Mails.

All information regarding school placement is regularly updated in the website of the Institute and the students are duly informed through mails, messages and phone calls.

Companies visit the school on the allotted date(s) and conduct presentations/ written tests / GD / Personal interviews according to their scheduled recruitment process.

If required, telephonic interviews or interviews through video conferencing/skype may also be arranged.

Placement Cell always pursues with the visiting company/ organizations to declare the final list of selected students on the same day of school visit.

The company should hand over the duly signed hard copy of the final selection list to the placement cell.

Placement Cell announces and hoists the final list of selected candidates immediately.

3. Placement Cell Formation and Roles

The placement related activities, at the Institute, are carried out by Placement committee – it comprises of faculties. The placement activity is to be primarily managed by the Placement Committee headed by the Coordinator appointed by the Director of SOB. There will be placement officer, who will facilitate and act as member secretary of the Committee.

The following modality may be followed to constitute a placement committee:

1. Coordinator, Placement – One from the Faculty
2. Members -Two faculty members

Role of Coordinator –SOB Corporate Relation and Placement Cell

- a. Contacting industries/companies/HRs for school recruitment and internship drives annually.
- b. Preparing the list of eligible graduates/students based on the eligibility criterion of particular firm and sharing with the recruiters.
- c. Administer and provide assistance to all annual enrollment process and prepare placement reports.
- d. Prepare all resumes and conduct interviews/ pre-placement talk and provide assistance to all graduates/students and review all procedures.
- e. Manage all students progress and prepare required strategies of placement time to time to complete all programs
- f. Conduct career guidance training and placement workshop.
- g. Appoint one of the faculty from the institute as placement officer

Role of Members

- a. Supervise the placement activities of the Institute
- b. Prepare the list of companies/industries/HRs contact details in discussion with the other faculty members of the concerned department and submit the same to the Chairman- CCD.
- c. Contact firms and HRs as and when necessary for smooth functioning of the placement activities.
- d. Administer and assist Coordinator- placement cell to prepare the placement report.
- e. Assist the coordinator-placement cell to design the placement strategies for smooth placement operation

Role of Placement Officer:

- He/She will be responsible to implement the work assigned by the coordinator-placement cell of the Placement Committee.
- He will act as the secretary of the Committee. To correspond to prospective companies for interview date and schedule of events as advised by the coordinator– placement cell time to time.
- To correspond to students informing about the interview date and schedule of events as advised by the coordinator time to time.
- Prepare the placement brochure and update the placement in the school website.
- Other assignments assigned by the Coordinator-placement cell time to time.

4. Students Placement - General Policies & Guidelines

The role of the Placement Cell is of a facilitator and counselor for placement related activities. It does NOT guarantee a job. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.

The placement facility is available to all the students who have registered online along with Pre-placement Orientation Program.

One job to one student at the first instance. If a student is offered a job in a slot, he/she will be de-registered from the placement process and would not be allowed to appear in any further processes till school placement activities are over.

If a student receives more than one job offer at a time, he/she has to choose one of the jobs and will be blocked for other job opportunities.

Students must keep their Identity Card with them at the time of Company Presentation/ Written Test/Group Discussion/ Personal Interviews, and produce the same when asked by the visiting team, Placemen staff or their representatives.

No student other than Placement Team is allowed to contact the company officials for any purpose without prior permission of the Placement Cell.

Once the student appears for the process, the student cannot reject the offer made by the company in search of availing another offer in course of time.

In case, if a company has a specific requirement/request, Placement Cell may nominate a set of / individual student(s) and it is mandatory that they should attend the interview.

Each student shall be permitted to accept only one valid offer, till a confirmed offer has been communicated by the company officially.

If a company wants to start its process before the slotted day and time they may be permitted to do so in consultation with the Placement Cell; but they shall declare the final offer on the particular day when the company is slotted in the school placement.

- All correspondence to and from the company will be routed through the Placement Cell only.

- The Institute is no way responsible, if a student who is and primarily short listed in multiple companies, misses out any interview process of any particular company due to overlapping interview schedule/process/time.
- After accepting a job offer, if any student decides to withdraw his/her acceptance, he/she must inform the company concerned through the Placement Cell immediately.
- If a student makes any false claim in his/her resume, his/her registration at Placement Cell may be liable to be cancelled immediately. If the student has already received a job offer, it would be revoked.
- It is the sole responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.).
- Any kind of indecent behavior during the placement sessions may lead to cancellation of registration.
- The students should abide by prevalent rules and regulations of the Institute during the placement process.

5. Students Placement Policies & Guidelines for Students

The Placement Cell is committed to provide equal job opportunities to all the students who have successfully completed Pre-Placement Orientation Program.

- Candidates are advised to be cautious while filling the application form online about accuracy and correctness of the information like Date of Birth, Marks, No. of attempts for qualifying SOB pre-placement course, etc. Candidates may cross-check the information furnished in the application form before finally submitting the same
- Mention your number of attempts in each group of SOB exam correctly. The companies will short-list your candidature based upon the information provided by you. Wrong information may cause cancellation of your recruitment.
- Candidates are advised to possess a valid Email ID and Mobile number, which are to be entered in the on-line Application Form, as any important intimation to the candidates shall be provided by Institute through e-mail ONLY. Please keep this Email Id active for at least one year Post School for any future correspondence.
- You are allowed to select only one location as per your preference for appearing in the SCHOOL Main School Placement Interview.
- Any student will be allowed to sit for maximum 4 Placement Interviews.
- If a student receives an appointment letter or is selected in the school Placement Interview, it is assumed that the student will join the organization. So when the recruiting organizations shares the selected list of candidates with the Institute, the candidates so selected will not be offered to sit for other school Interviews.

Extended SOB Placement Programme – Region/Location chosen initially for Main SOB Placement Programme will remain the same for Extended SOB Placement Programme. For example, if a student selects Pokhara as preferred location for Main SOB Placement

programme, then for Extended SOB Placement Programme the candidate will be allowed to sit for Pune or Ahmedabad or any other locations under Pokhara. There will be no alteration in the location / zone selected at Main School Placement Programme.

• **Winter / Summer School Placement Programme** - Region/Location chosen initially for Main SOB Placement Programme will remain the same for Summer / Winter SCHOOL School Placement Programme. For example, if a student selects Pokhara as preferred location for Main SOB Placement programme then for Winter School Placement Programme the candidate will be allowed to sit for Pokhara only. There will be no alteration in the location / zone selected at Main SOB Placement Programme.

• Students are advised to visit the website of the Institute frequently to make yourselves updated about SOB Placement related information and notification

- Students should carry with sufficient number of CVs/photographs/attested Xerox copies of the testimonials and original certificates with them during school placement activities.
- After accepting a job offer, if any student decides to withdraw his/her acceptance, he/she must inform the company concerned through the Placement Cell immediately.
- The students selected through School interview are required to complete all the necessary formalities (e.g. medical test) asked by the employer and will join the organization within stipulated time. He/ she will keep the Placement Cell updated regarding his/ her progress in the Company.
- Each student shall be eligible for only one offer till a confirmed offer letter is accepted by the student duly offered by the company officially.
- A company is free to make their choice of students irrespective of their qualifications, caste, creed, sex, age, marks and experience.
- A student who has accepted an offer is expected to join on the given joining date and should always keep informed the Placement team about joining.
- In case a student, who is placed through the institute school placement process, accepts private placement as well in another company, he/she must inform the Placement Cell about his/her stance on this immediately.
- If a student wants to opt out from the placement support of the Institute he/she must submit in writing to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, he/she may be allowed to do so provided he/she is not amongst students whose interview/selection process is under progress.

6. Guidelines for Appearing in SOB Placement Drive

Students should be punctual and adhere to the prevalent rules, regulations and timings.

Students should be formally dressed and well groomed.

Students should carry all relevant testimonials (Ex. Resume, Copy of educational certificates, photograph, Govt. id proof, Institute ID Card, etc.).

Students should be well versed with the company profile, job description and other details.

During the entire placement process student should behave ethically and exhibit fair code of conduct.

7. Students May be Debarred from SOB Placement Opportunities

- ✓ Students who have not attended Pre-Placement Orientation Program.
- ✓ Students who fail to achieve 90% attendance target in pre-placement Orientation Program.
- ✓ Student registers to attend an interview process and on the day of interview doesn't turn up.
- ✓ Does not attend placement process despite nomination having been given with prior consent of the student.
- ✓ Withdraws himself/herself from the placement process Mid-Way.
- ✓ During the placement process, if a student – tells the company that s/he does not want to join them
- ✓ Speaks negatively about the company or the Institute
- ✓ Behaves in an unacceptable manner
- ✓ Misbehaves with the Placement team
- ✓ Directly contacting HR or other officials of the prospective organization without the permission of the Placement Cell
- ✓ Deliberately jeopardizes any other student's chances of getting selected
- Students are required to follow a formal dress code at the time of placement selection process. In case any student fails to follow the code he/she may not be allowed to appear in the process.
- Once a student receives an appointment letter or is shortlisted, it is assumed that the student will join the organization. If the selected student did not join the organization then he/she will be debarred from any other activity conducted by placement cell.
- Even after the school placement, students are required to maintain proper discipline and conduct as per the professional code of conduct of the institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from future placement activities.
- No one should request to Placement Cell for any undue advantage.
- Canvassing in any form is liable to cancellation of registration.
- Disseminating negative message/false statements/rumors about school placements through Social Media and other means may cause debarment from all kind of placement activities in future.