

DIRECTORATE OF PLACEMENT

C.S.A. UNIVERSITY OF AGRICULTURE & TECHNOLOGY, KANPUR-208002

Mission

To reduce poverty and hunger, improve the life style and ensure conducive environment through suitable employment and strengthening national agricultural education research and extension systems

Goals

- Exploit the new information and communication technology to create a global, equitable forum for knowledge creation, sharing and capacity building.
- Serve as the convener of dialogue about the students and job providers through a National and international agri-experts.
- Build the next generation of quality students

Strategy

C.S.A. placement pursues its mission and goals through

- Interdisciplinary thematic and system-based programs
- Scientific strength in major disciplines for over all students events
- Anticipatory research initiatives exploring new opportunities for respectful job
- Partnership with students' communities research institutions/public-private organizations that share CSA mission
- Continued efforts in improving students development and welfare

Road Map/Values

CSA placement actions are guided by a commitment to

- Excellence
- Development of Scientific integrity and accountability in students
- Innovation and creativity
- Gender consciousness
- Diversity of opinion and approach
- Teamwork and partnership
- Service to students
- Cultural diversity
- Indigenous knowledge
- Environmental protection

GUIDELINES AND NORMS FOR CAMPUS PLACEMENT



GUIDELINES AND NORMS FOR CAMPUS PLACEMENT PROGRAMME

OBJECTIVE:

The main objective of the Directorate is to **showcase** the ability of students for purposeful placement through Capacity building for professional behavior, communication skill and self- management.

FUNCTIONS:

1. The main task of the Placement Office is to provide placement assistance to graduating students of this university in searching meaningful employment. The Placement Office tries to bring together employers and graduates of this University and Facilitate their interaction. In the process, it enters into intensive correspondence with organizations and arranges interviews between organizations and graduating students and carries out other coordinating activities needed from time to time.
2. In addition to this, daily national newspapers including employment News and Rojgar Digest (Hindi) are screened in the Placement Office and the relevant job announcements are duplicated and put on all the notice boards of the university including hostels for the information of students. This gives students an opportunity to apply also directly for suitable jobs. These notices are also sent by post to the graduates, regularly by the Placement office, after they have submitted the bio-data/application, on their mailing address.
3. The Placement Office functions under the overall supervision of a Incharge, Placement with the assistance of two Assistant Directors and supporting ministerial staff. In addition to this, the Campus Placement Committee consisting of a senior faculty member nominated by Dean from each faculty advises the Placement Office from time to time in formulation of policy matters etc.

ELIGIBILITY:

4. All duly graduating students in their final semester and all Post-graduate students (in final year) eligible to receive placement assistance.
5. Students who through the assistance of the Placement Service are provided a regular appointment by the out-side agency shall not be eligible for taking up adhoc appointment as Research Associate/Training Associate in the University.

6. Students, who did not take placement assistance in the graduating year with an explicit understanding that they would be allowed such assistance next year, are eligible to obtain placement assistance.
7. No placement assistance would be offered to Alumni of the University who are already in employment. Unemployed. Alumni will be provided placement assistance only for one year from the date of completion of his/her degrees.

APPLICATION PROEDURE:

8. There will be no restriction on number of organizations to which a student may apply.
9. The Placement Office will not forward applications from students in response to the press advertisements or to organizations which have not notified the Placement Office about their manpower requirement.
10. Students are free to correspond directly with such organizations as in para 9 above in response to their advertisement etc. In case such organizations announce jobs through the Placement Office at a later date, the students should inform the Placement Office in writing about their having earlier applied for same positions in these organizations.
11. Students should submit copies of bio-data (Resume) completed in all respect in duplicate to the Officer In charge, Placement to be forwarded to the organization separately for each position.
12. In case the employing organizations require that up-to-date grade and list of courses being currently taken be attached alongwith the resume of the interested candidate and their photograph, the Placement Office will forward resume provided these requirements are met in full.
13. The Placement Office will not entertain applications/resumes of students who want to apply for positions not announced by the organizations through the Placement Office.
14. While applying, the students will have to submit their bio-data for a specific job within the prescribed time limit. ***Resumes/bio-data submitted after the last date, notified in the Placement Office announcements, will not be entertained.***
15. Sometimes organizations at the time of their campus interview inform the Placement Office that they will be interested in screening more candidates. The Placement Office in such cases will ask other interested students to submit their bio-data at a short notice.

INTERVIEW PROCEDURE:

16. Normally, there will be no restriction in the number of interviews to be attended by a student prior to his/her accepting a job offer.
17. Students are advised to keep record of organizations and positions for which they apply. They should keep notes on the job requirements announced by the Placement Office. These become quite useful and handy at the time of interview. The Placement Office will not be able to furnish such details on the day of the interview.
18. While answering questions put to him/her in the interview, the students should observe decorum appropriate for a Kanpur graduate. They should abstain from making any kind of derogatory remarks about other individual/personalities etc. The impact of such behavior often adversely affects the opportunities available to future batches of students besides bringing bad name to the Institution.
19. After the preliminary interview, some organizations want students to appear for a final interview at their head quarters. The Placement Office may inform the concerned students about the date and place of the final interview in addition to the information the students may directly received from the organization. The students are expected to make their own travel and other arrangements for this purpose at their own cost and risk.
20. A student once selected for a job will not be given any further facilities through Campus Placement Programme. This is being done so that the maximum number of students, aspirant for jobs, should be benefited through Campus Placement Programme.
21. A student shortlist for a job or provisionally selected, if called for final interview at the head quarter of employers, fails to attend the final in view, it will be presumed that he/she has been selected and thus, he/she will not be allowed to appear for any further interview to be held at this campus under Campus Placement Programme.
22. The student desirous of seeking job through the Placement Office are, therefore, advised in their own interest, first make up their mind about the kind of job and organization in which they wish to make their carrier and should appear in interviews with full understanding and proper judgement.

OFFERS:

23. The maximum number of job offers permitted to a student would be ONE JOB after graduation and ONE JOB after Post graduation.
24. Once a student offers an offer, his/her name will be deleted from the list maintained by the Placement Office. Any offer made through Placement Office or any offer directly received by the student in response to his/her application routed through the Placement Office ***will be treated as an offer for this purpose.***

MISCELLANEOUS:

25. The placement norms have been framed to ensure equality and fairness of opportunity to all students. The students will have to abide by these norms and rules.
26. The students, who opt for placement through the Placement Office, are required to give an understanding in writing that they will abide by Placement norms in the prescribed proforma, as soon as they come in the final semester of their degree completion.
27. Students are strictly forbidden from approaching the visiting executives, either formally or informally or in any way communication with organization regarding job opportunities announced by the Placement Office. In case a student does so, he/she may be denied further Placement assistance under Campus Placement Programme.
28. The University reserves the right of modifying any or all the above norms and/or stipulating additional norms for placement, which in its, judgment and discretion are likely to benefit the larger body of students immediately or in future.
29. The students are encouraged to discuss their placement problems with the Incharge, Placement/members of the Campus Placement Committee and bring forth suggestions, which can benefit larger number of students in seeking placement.