


Modification in Placement and  
Counselling Guidelines of Navsari  
Agricultural University (NAU) with  
renaming as “Revised Placement  
Policy of Navsari Agricultural  
University (NAU)”....

જાહેરનામું નં. ૯૫૬ /૨૦૨૩

આથી સબંધકર્તા સર્વેને જાણ કરવામાં આવે છે કે, તા.૨૬/૦૮/૨૦૨૩ ના રોજ નવસારી ખાતે મળેલ વિદ્યાપરિષદની ૫૦મી બેઠકની કાર્યનોંધના મુદ્દા ક્રમાંક : ૫૦.૧૧થી નીચેની વિગતે ઠરાવ કરેલ છે.

The Academic Council Approved Revised Placement Policy of Navsari Agricultural University as per the “Annexure-I”.

જા.નં.નકૃયુ/નિવિક/ટે-૮/ ૨૬૦૩-૨૬૭૩ /૨૦૨૩  
તારીખ.૨૩/૧૦/૨૦૨૩

  
નિયામક  
વિદ્યાર્થી કલ્યાણ  
નવસારી કૃષિ યુનિવર્સિટી  
નવસારી

નકલ સવિનય રવાના :

૧. વિદ્યાપરિષદના તમામ સભ્યશ્રીઓ તરફ
૨. યુનિવર્સિટી ના તમામ અધિકારીશ્રીઓ તરફ
૩. તમામ યુનિટ/સબયુનિટ અધિકારીશ્રીઓ તરફ

નકલ રવાના:

૧. કુલપતિશ્રીના રહસ્યસચિવશ્રી, નવસારી કૃષિ યુનિવર્સિટી, નવસારી
૨. કુલસચિવશ્રીના રહસ્યસચિવશ્રી, નવસારી કૃષિ યુનિવર્સિટી, નવસારી
૩. કુલસચિવશ્રીની કચેરીની એકેડેમીક/પરીક્ષા શાખા
૪. અત્રેની કચેરીની જાહેરનામા ફાઈલ

## Annexure-I

### Revised Placement Policy of Navsari Agricultural University

- (i) At the University level, there will be University Placement & Counselling Cell under the Chairmanship of Director of Students' Welfare.
- (ii) The office of the Director of Students' Welfare will coordinate the Placement, Counselling and Training activities in the University through "University Placement Head" and "University Counselling Head" nominated by the DSW Office.
- (iii) Each component college will have the Placement Office with One Placement Officer and 1 or 2 faculty members as Placement Assistants, if needed.
- (iv) The role of the University Placement & Counselling Cell and the Placement Office at the college level is of the Facilitator. The team will provide all sorts of placement assistance to the eligible and interested students in terms of career counseling, professional grooming, correspondence with the companies, job placement, *etc.* However, it does not assure/guarantee a job.
- (v) The Campus Placement Opportunity is available only to "**Eligible Students**" of NAU, Navsari. Here, the term "**Eligible Students**" means the following:
  - a) *The students enrolled in the final year of the course in the college.*
  - b) *Only those students who have not been awarded CP or on whom some other sorts of disciplinary action have not been taken.*
  - c) *Only those students who don't have any pending backlog/ATKT/failure up to the pre-final year (i.e., 4<sup>th</sup> Semester of Diploma, 6<sup>th</sup> Semester of UG, 2<sup>nd</sup> Semester of PG, and 4<sup>th</sup> Semester of Ph. D.) at the start of the Placement Programme every year (usually in November-December), and*
  - d) *Only those students who opt for campus placements by registering themselves with the college level Placement Officer by filling up the "Placement Preference Form" and submitting the updated resume latest by 30<sup>th</sup> November every year.*
- (vi) Our University follows the Placement Policy of "**ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE**". Each student is eligible for **Only One Job Offer** at the first instance. So, every student who is selected by a company will be automatically out of placement thereafter i.e. deregistered from the placement office; and will not be allowed to appear for any further placement interview. However, such already placed students may be allowed to sit for other placement interviews in cases of very reputed companies and/or companies offering nearly double package than already offered one.
- (vii) If a student receives multiple offers owing to delays in the announcement of result by the companies, the student may choose from the offers in hand and inform the placement office within a week of announcement of results.
- (viii) A student can have maximum 7 (seven) opportunities of appearing in the placement interview to prove his/her mettle. If a student fails to get selected in any of the 7 (seven) interviews, then he/she will be reconsidered only after all other interested and eligible students have been placed.
- (ix) Students must keep the Placement Officer well informed if they are approaching any organization on their own and/or securing any job on their own.
- (x) Students are responsible to regularly check the Placement Notice Board of the college/institute, the DSW office and NAU website for Placement updates. No personal communication will be made in this regard.
- (xi) For any Campus Recruitment Announcement, eligible students need to submit their candidature before the deadline and such One Single List of interested students received only through Placement Office of the college will be considered as final.

- (xii) Attendance in the Pre-Placement Talk (PPT) is mandatory for all the enrolled students. During the PPT, pre-registered students will only be allowed and they are expected to take their seats at least 15 minutes before the Recruitment Team arrives at the venue.
- (xiii) Students, who after registering for a particular interview, fail to appear without genuine reason and prior approval, shall be presumed to have opted out of Placement Process and his/her name will be deleted from Placement Process forever.
- (xiv) At the end of the Placement Process of a particular year, any eligible student will be considered as genuinely interested only if he/she has appeared/participated in all the available placement interview opportunities.
- (xv) During the selection process of any organization, the student may withdraw his/her candidature immediately after the Pre-Placement Talk. But, once he/she appears in further stages of selection process, he/she can't withdraw on any grounds whatsoever it may be.
- (xvi) For appearing in any Placement Interview, the students must come in well groomed manner, and in the formal wear along with college ID Card, professional file containing at least 5 copies of updated Resume, Colour Passport Size Photographs, Pen, Pad, Copy of the previously completed Project Report, etc.
- (xvii) Correct and verifiable information should only be mentioned in the resume.
- (xviii) The Placement Officer of the college/institute, in consultation with the University Placement & Counselling Cell, will chalk out the schedule for arranging Professional Grooming Training Sessions (*Career Management Training Sessions, Soft Skills Development, Personality Development, etc.*) for improving the employability of the candidates. Students interested in placements are required to actively participate in the same.
- (xix) Offer Letters received from the companies must be collected from the Placement Team before the deadline. If such a letter is received directly by the student from the company, the same must be intimated to the Placement Team. The student can't refuse/reject the offer letter without genuine reason and prior approval of the University Placement & Counselling Cell.
- (xx) Acceptance of the offer letter in the prescribed format must be submitted within the stated time limit.
- (xxi) A student availing placement opportunity through the University Placement & Counselling Cell must serve at least for a period of 6 months in the same organization.
- (xxii) Without explicit permission of the office bearers of the University Placement & Counselling Cell, no student should directly communicate to the organizational recruiting authorities. Placement related information is confidential and any breach of confidentiality will lead to strict actions; in addition to expulsion from the Placement Process.
- (xxiii) Any student found violating the protocol set by the company or any of the aforesaid norms or indulging in any act of indiscipline / misbehavior or defaming the Institute's/University's name will be immediately debarred from availing placement opportunity forever.

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