

Placement Policy/Guidelines

The "Placement Policy/Guidelines" is prepared by the University Placement & Counselling Cell of the Navsari Agricultural University (NAU), Navsari-Gujarat working under the Directorate of Students' Welfare Office of NAU, Navsari-Gujarat. The purpose of the comprehensive Policy/Guidelines is to define the overall structure & processes of the University Placement & Counselling Cell and the Placement Team at the college/institute level for facilitating final job placements of our eligible students in renowned organizations.

Eligibility & Registration

- The Campus Placement Opportunity is available only to "Eligible Students" of NAU, Navsari. Here, the term "Eligible Students" means the following:
 - ✓ Final year students who are passing out from the Institute by the end of a particular academic year;
 - ✓ Only those students who don't have any pending backlog/ATKT/failure up to the pre-final year (i.e., 4th Semester of Diploma, 6th Semester of UG, 8th Semester for UG in Vet. & A. H. and 2nd Semester of PG course) at the start of the Placement Programme in January month of the completing academic year; and
 - ✓ Only those students who opt for campus placements by registering themselves with the college/institute level Placement Officer by filling up the "Placement Preference Form" and submitting the updated resume in hard and soft copy in the "Prescribe Std. Resume Format" latest by 20th January of the completing academic year.

Placement Process Guidelines

1. The role of the University Placement & Counselling Cell and the Placement Team at the college/institute level is of the Facilitator. The team will provide all sorts of placement assistance to the eligible and interested students in terms of career counselling, professional grooming, correspondences with the companies, etc. However, it does not assure/guarantee a job.
2. Our University follows the Placement Policy of "**ONE JOB TO A STUDENT AT THE FIRST INSTANCE**". Each student is eligible for **Only One Job Offer**. 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, the higher authority may relax the norm for already placed students to sit for other placement interviews in cases of very reputed companies &/or companies offering higher package (*nearly double package than the already secured job*).
3. If a student receives more than one offer owing to delays in the announcements of results by the companies, the student may choose from the offers in hand and inform the placement office within a week of announcement of results.
4. A student can have maximum 5 (five) opportunities of appearing in the placement interview to prove his/her mettle. If a student fails to get selected in any of the five interviews, then he/she will be reconsidered only after all others have been placed.
5. Students must keep the Placement Officer well informed if they are approaching any organization on their own &/or securing any job on their own.
6. 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.
7. For any Campus Recruitment Announcement, eligible and interested students need to submit their candidature before the deadline and such One Single List of Interested Students received only thorough Placement Team of the college/institute will be considered as final.
8. Attendance in the Pre-Placement Talk (PPT) is mandatory for all the interested students. Absence from PPT will automatically disqualify a student from appearing in the further selection stages of that particular company. During the PPT, pre-registered students will only be allowed and they are expected to take their seats at least 20 minutes before the Recruitment Team arrives at the venue.
9. 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 further Placement Process of that year.
10. Any eligible students, who do not appear in 3 (three) placement interviews without genuine reason and prior approval, shall be presumed to have opted out of Placement Process and his/her name will be deleted from further Placement Process of that year.
11. 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.
12. For appearing in any Placement Interview, the students must come in well groomed manner, and in Formal Wear only along with ID Card. They must bring a professional folder/file containing at least 5 copies of updated Resume, Colour Passport Size Photos, Pen, Pad, Copy of the previously completed Project Report/s, etc.; and are expected to come prepared with a Fact-File of the company.
13. Correct and verifiable information should only be mentioned in the resume. Any student found violating this will be immediately debarred from further Placement Process of that year.
14. 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 Devt., Personality Development, etc.*) for improving the employability of the passing out students. It is mandatory for the students to attend and actively participate in all such sessions. Absence without genuine reason and prior approval shall result in expulsion from the Placement Process.
15. Offer Letters received from the companies must be collected from the Placement Team before the deadline. In case such letter is received directly by the student from the company, the same must be intimated to the Placement Team.
16. Acceptance of the offer letter in the prescribed format must be submitted within the prescribed time limit. If a student is not in a position to accept the offer, he/she must tender a regret letter clearly stating the reason for declining the job offer. Such students will be reconsidered for further job opportunities only after all others have been placed.
17. 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.
18. Any student found violating the protocol set by the company or any of the aforesaid norms or indulging in any act of indiscipline / misbehaviour or defaming the Institute's/University's name will be immediately debarred from availing placement opportunity and the matter will be reported to the higher authorities for further action.