

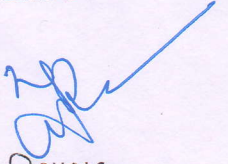
Implementation of Counselling and Placement
Guidelines of Navsari Agricultural University

જાહેરનામું

આથી સબંધકર્તા સર્વેને જાણ કરવામાં આવે છે કે, તા.૨૧/૦૮/૨૦૨૦ ના રોજ નવસારી ખાતે નવસારી કૃષિ યુનિવર્સિટીની વિદ્યાપરિષદની ૪૨મી બેઠકની કાર્યનોંધના મુદ્દા ક્રમાંક : ૪૨.૧૭ થી નીચેની વિગતે ઠરાવ કરવામાં આવેલ છે.

“The Academic Council resolved to approve and implement the Counselling and Placement Guidelines of Navsari Agricultural University as per the “Annexure-I”

જા.નં.નકૃયુ/નિવિકાટે-૬/ ૨૦૬૦-૮૫ /૨૦૨૦
તારીખ:૨૧/૧૦/૨૦૨૦


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 (૫ નકલમાં)
૪. અત્રેની કચેરીની જાહેરનામા ફાઇલ

Annexure-I

Placement and Counseling Guidelines of Navsari Agricultural University

- (i) At the University level there will be Placement & Counseling Cell headed by the Director Student's Welfare.
- (ii) The office of the Director Student's Welfare will coordinate Placement and Counseling activity in the University through "Placement Coordinator" nominated by the DSW Office.
- (iii) Each component college will have the Placement Office as placement facilitator. The Placement Office will provide all sorts of placement assistance to the eligible and interested students in terms of career counseling, professional grooming, correspondence with the companies, etc. However, it does not assure/guarantee a job.
- (iv) The role of the University Placement & Counseling 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, 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 college.*
 - b) *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, and 4th professional year of UG in Vet. & A. H.; and 2nd Semester of PG course) at the start of the Placement Programme session in January month every year in normal situation, and*
 - c) *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 in hard and soft copy latest by 20th January 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, the higher authority may relax the norm for already placed students to sit for other placement interviews in cases of very reputed companies and/or companies offering higher package.
- (vii) 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.
- (viii) 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 other enrolled 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 and interested students need to submit their candidature before the deadline and such One Single List of interested students received only thorough 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, and the absence in the talk will disqualify them from appearing in the further selection stages of that company/recruitment agency. 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 further Placement Process of that year.
- (xiv) 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.
- (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.
- (xix) 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.
- (xx) 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.
- (xxi) 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.
- (xxii) 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.