



SYMBIOSIS INSTITUTE OF GEOINFORMATICS

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/2001-U3 Govt. of India)

Re-accredited by NAAC with 'A' grade

Founder : Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Placement Activity: Procedure and Guidelines

M.Sc. Geoinformatics, M.Sc. Data Science & Spatial Analytics, M.Tech. G&ST Batch 2019-21

1. The placement activity of SIG begins with effect from the month of July every year.
2. On arrival of students at the start of third semester, a calendar is prepared for the placement activity. It follows the following pattern:
3. **Formation of Student Committee**
 - i. Placement Committee members comprises as follows
 1. Student Placement Head
 2. Communication (Calling & Emailing Team)
 3. Designing Brochure
 4. Database Maintaining and Handling
 5. Interview Scheduling
4. **Designing of e- brochure with the student resumes.**
 - i. Students to design brochures: Message's, Photo's to be provided by the SIG Placement coordinator.
 - ii. Student to collect the Resumes from other students and maintain in uniform pattern.
 - iii. Placement Head to assist the students for the designing.
 - iv. First approval SIG Placement coordinator. to check the e – brochure and suggest the changes to students.
 - v. Second approval to Head Placement, to check the e – brochure and suggest the changes to students.
 - vi. Final Approval from Director.

5. **Creating Data base of the company which are selected.**
 - i. Student to maintain company data.
 - ii. Student should handover final database to the SIG placement coordinator and should share the spreadsheet with SIG Placement coordinator.

6. **Selection of Companies for the current academic year.**
 - i. Retrieving Previous company data.
 - ii. Approaching new companies
 - iii. Approaching Alumni's
 - iv. Startup company's data if any.

7. **Invitation to the selected companies by Calling & Mailing team**
 - i. E – Invitation to be send to the selected companies
 - ii. Response and follow up of the companies
 - iii. Students to Call the companies.
 - iv. Student to submit the plan of visit to the companies to SIG Placement Coordinator

8. **Scheduling Interview dates**
 - i. Aptitude test, if any, date to be finalized from the company.
 - ii. Finalization of the interview date with company

9. **Timelines and smooth working of all committee will be as follows**
 - i. Preparation of material, curriculum vitae, student profiles, photographs and so on for the placement brochure to be completed by 2nd week of Aug.
 - ii. Draft brochure to be prepared for approval layout and material by end July.
 - iii. Preparation of e- brochure completed by 3rd week of August. Simultaneously database is updated with telephonic contact with alumni, industry, corporate. The placement brochure with student profiles are emailed where ever it is requested.

- iv. Based on the interaction with companies and their response placement process including dates of interviews is finalized
10. The Placement Activity will continue throughout the semester.
 11. Those who appear for interview and are selected are required to give their consent and thereafter are not permitted to appear in the interview that follows.
 12. We can assist the visiting company team, for pick up from airport / railway station. Infrastructure for company pre-placement presentations, briefing of students etc exists. Assistance for conduct of written test, GD & PI as desired by the visiting representatives of companies is also provided to them. In case of telephonic interviews, conference facility is also available.
 13. Students are required to be at their best behavior, properly groomed and in Institute issued UNIFORM without exception.
 14. **Eligibility criteria:** Only those students who are eligible for 3rd semester examination are eligible for participating in placement activity.
 15. Student has to submit the offer letter of internship and also the final offer letter during their Six-month project. If student has not received the final offer letter, then he/she has to submit the undertaking.

