



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)

Standard Operating Procedures (SOP) Placements

Placement Activity: Procedure and Guidelines

M.Sc. Geoinformatics, M.Sc. Data Science & Spatial Analytics, M.Tech. G&ST

Placement Cell at Symbiosis Institute of Geoinformatics is a Committee that works towards the enhancing the students career prospects and give them an entry in the corporate world. The committee consists of a student Coordinators (Placement Coordinators) effortlessly working under the Placement Officer, to nurture and prepare students for their future careers and bring success and repute to the institution. The Cell communicates through both, online and offline modes, and caters to all students of the college. Placement Committee acts as an interface between the students and the recruiters and is responsible for placement of final year students, providing internship opportunities and grooming the students of all batches. The Committee also conducts various training programs, workshops, seminars and webinars by industry experts, and regularly takes up various initiatives to develop students' skills and impart knowledge and awareness in multiple areas.

Objectives of the Placement committee:

1. To update the students about the current requirements/ career options in the industry and help them identify their career objective
2. To involve the Alumni, HR and industry speakers and prepare students for campus recruitments by arranging training in aptitude tests, group discussions and preparing them for various interview rounds through professional trainers.

3. To organize grooming sessions to hone skills (communication skills, presentation skills) of the students and transform them into professionals.
4. To place the maximum number of students through on campus and off campus recruitments by reputed companies.

Placement Committee and roles of the teams within the committee

Placement Committee comprises of following teams

1. **Lead generation Team:** To find leads from sources and fetch the details and pass on the lead to the Calling & Emailing Team
2. **Calling & Emailing Team:** To call and engage the HR or industry professionals in different ways like campus placements, Seminars, workshops, webinars, Group Discussions and PI mock sessions etc.
3. **Brochure Designing Team:** The team will work over the 2 years to make posters, placement brochure, creatives for any webinar or announcements to be made for 100 % placements, for Summer Internships or Final placements, Webinar announcements, alumni/ guest sessions Gratitude brochures, Star of the Month etc.
4. **Drive coordination team:** The team will announce the dates of the placement drives in the class and pass on any information that comes from the Placement office. The team will also check on the students dressing during the interviews, they will share the links to the students as and when the company shares with the Placement officer.

Eligibility criteria:

1. Students will undergo Mock Interviews which will give them glimpse of real interviews. If they miss to attend any mock interviews their names will be removed from the eligible students list.

2. Students must have no backlogs, active or carried over to appear for any company's placement drives. The final call be taken by Director Sir at his discretion.
3. Students will not be allowed to sit for more than 7 companies.
4. For being eligible for placements students must fulfill the criteria of 75 % attendance in the 1st year
5. One student will be placed only in one company (1 student = 1 company)
Those who appear for the interview and are selected are required to give their consent and thereafter are strictly not permitted to appear in the interview that follows.
6. Students are required to be at their best behavior, properly groomed and in formals during the interview process.
7. College uniform is mandatory for students to be present in the Campus Recruitment Programme, failing which students will not be allowed to seat for campus interview.
8. Students must keep their Identity Card with them at the time of PPT-Test/Group Discussion/Interview, and produce the same when demanded by the visiting team of their representatives.
9. For pre-placements talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue and be seated. Delay in reporting will disqualify the student from recruitment process. Students should be punctual and once the HR people/Company representative enters the venue all doors will be closed and NO ENTRY to the students.
10. For any queries students contact the Placement cell only. Students should not contact the industry people directly.

11. For any queries/problems the students should first discuss their own department faculty, and then deliberate the same with the Placement Cell if necessary/If not then finally to the DIRECTOR/If only the need arises. Student should strictly follow this.
12. A nice ambience should be maintained by the students during the Placements/Recruitment Programme. Any behavior bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty such students will be disqualified from further placement activity.
13. During the campus Recruitment Programme, a student who opts for the written test should mandatorily appear for the GD/PI also; failing which he will be debarred from the Campus Recruitment Programme for all other subsequent companies. Casual approach of students will not be tolerated.
14. Those students, who do not wish to participate for any recruitment process, must inform the Placement office in advance, so as to give opportunity to the other students.
15. Attendance in pre-placement talks, personality development and preparatory classes, Guest Lectures, Workshops, Webinars, (including mock interviews) is compulsory for all the eligible students with 75 % attendance.
16. Once registered, students will not be allowed to withdraw their candidature, from a particular campus recruitment drive. It will be mandatory for all short-listed students to appear for the selection process/interview. Any withdrawal/no-show will debar the student from placement assistance of the Institute. Unless and until there is a serious medical reason with a medical certificate approved by Medical Officer SCHC .

17. Once the student appears for the process, the student cannot reject the offer made by the company. Student will not be allowed to withdraw the salary or stipend offered by the company. All correspondence to and from the company will be routed through the Placement cell only.
18. Students are required to note that the Placement Services is a facility offered by the Institution and cannot be construed as a guarantee of a job offer.
19. Students getting any Pre-Placement Offers (PPO) from a company (only for on-campus) must make sure the Placement Office is officially informed about it before the placement season starts.
20. The PPOs obtained from internships from the campus shall be considered as campus placements job offers and normal placement rules would follow.
21. Student has to submit the offer letter of internship and also the final offer letter to the Placement officer for records.
22. Placement Season starts from July and goes up to December. The students must appear within the given time frame only.
23. You must start preparing for the upcoming Placement season so that you can ace the placement rounds. Inadequate preparation may impact negatively on your chances of landing into the corporate industry.

Placement Process

- Sending Campus invitation to the companies
- Receiving the Job Description and details
- Floating the requirements
- Collecting the applications and sending them to the company
- Date of Interview will be announced by company and same to be communicated to students

- Arranging placement drive (on or off campus/ virtual) based on company's requirements
- Interviews Process
- Offer letters will be give to the selected students



Prof. (Dr.) T.P. Singh
Director SIG

