

## 9.21 ANNEXURE – PLACEMENT COMMITTEE

### PLACEMENT COMMITTEE

#### Key Objectives

- To act as a nodal point for all placement-related activities and assists students in developing an effective job search strategy by providing relevant information and resources.
- To facilitate prospective employers by organizing institute-industry interactions regularly, providing complete support for arranging placement activities on the campus and recommending students to them for internship and placement
- To organize pre-placement training by way of group discussions, personal interviews and workshops on personality enrichment and communication skills to train students with the necessary skills required to meet the challenges of recruitment.

### KEY RESPONSIBILITIES

1. To prepare a common database, plan for pre-placement training.
2. To prepare an attractive and comprehensive Placement Brochure
3. To organize Pre-Placement Seminars by Companies for all branches
4. To get the Pre-Placement Job Announcement Form filled in by the representatives of each visiting company
5. To maintain database of companies and establishing strategic links for campus recruitments
6. To gather information about job fairs and all relevant recruitment advertisements
7. To co-ordinate with companies to learn about their recruitment procedures
8. To consolidate inputs obtained from companies coming to the institute for recruitment and forwarding them to departments for improving quality of students in future.
9. To identify the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
10. To arrange periodic meetings with Human Resources Departments and Recruitment department of companies to promote Institute
11. To collect feedback from employers where the Institutes students are placed

### ACTIVITY CALENDAR

Committee	1 Mentor, 1 Convener, 1 TPO and 3 Members to be nominated by the Principal 2 Students representatives may also be nominated
Members of Monitoring committee	Dean –Academics
Selection of members (Election / Nomination / etc..) and Reservation, if any	Nomination by Principal
Activity Budget	To be proposed by the committee and approved by the Principal (Refer process – Budgeting for details)
Term of committee	Two years

**Report usage limitations**

This report is intended solely for the information and use of the management of VSIT and is not intended to be and should not be used by anyone other than these specified parties. Ernst & Young therefore assumes no responsibility to any user of the report other than Vidyalankar Management. Any other persons who choose to rely on our report do so entirely at their own risk.

**Limitations of procedures**

As it is practically not possible to study all aspects of a process in its entirety thoroughly during the limited time period of a review, based on our methodology for conducting the exercise, we conducted a review of the process and held discussions with the process owners and other key people in the process during the planning stage of audit which helped us in identifying specific areas where control weaknesses & process gaps may exist, opportunities for process improvement and/or cost reduction/revenue enhancement. Our subsequent test work, study of issues in detail and developing action plans are directed towards the issues identified. Consequently, this report may not necessarily comment on all the function / process related matters perceived as important by the management.

The issues identified and proposed action plans in this report are based on our discussions with the people engaged in the process, review of relevant documents/records and our physical observation of the activities in the process. We made specific efforts to verify the accuracy and authenticity of the information gathered only in those cases where it was felt necessary. The work carried out and the analysis thereof is based on the interviews with the personnel and the records provided by them.

The identification of the issues in the report is mainly based on the review of records, sample verification of documents / transactions and physical observation of the events. As the basis of sample selection is purely judgmental in view of the time available, the outcome of the analysis may not be exhaustive and representing all possibilities, though we have taken reasonable care to cover the major eventualities.