



# Post Graduate Government College for Girls Sector 42, Chandigarh

(A Premium Multi-Faculty NAAC Accredited Grade 'A' Institute)

Affiliated to Panjab University, Chandigarh

## Career Guidance and Placement Policy



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## 1. Aim of the Policy

The Career Guidance and Placement Cell of Post Graduate Government College for Girls, Sector 42, Chandigarh plays an important role in contributing to the growth of the students and shaping their future. The Career Guidance and Placement Cell informs about the opportunities and measures to overcome challenges related to both academics and careers. The institution instills a positive and value-added outlook in its students. The college Placement Cell is fully equipped to render all the necessary support, guidance and assistance to students.

## 2. Objectives

- To provide guidance and support to the students to achieve their career goals.
- To aware students about the various higher studies, career and job opportunities.
- To provide necessary support for organizing various placement related activities.
- To enhance and upgrade the skills of the students to make them future ready.

## 3. Policy Statement

Career Guidance and Placement Cell of Post Graduate Government College for Girls, Sector 42, Chandigarh, facilitates students for their career shaping and development. The role of the Career Guidance and Placement Cell is to facilitate and support students for training and placement related activities. It also helps students in career planning through various training programs such as student self-assessment test, mock interviews, mentors' interventions etc. Placement Cell also organizes guest lectures and training programs for enhancing employability skills such as resume building, group discussion and interview skills. Campus recruitments are organized every year. The selection process generally starts with a pre-placement talk/lecture in which a firm/organization gives the students insights into the company profile, job profile, career path, CTC etc. which is followed by the actual selection process i.e., written test, group discussion, interview etc. The Institute has state-of-the-art facilities that make campus recruitment a pleasant experience. Student placement representatives from each class are also present to assist them throughout the selection process.



#### 4. Placement & Internship Process

- a. Placement starts with the readiness of the students.
- b. As per placement policy, grooming sessions on technical skills, aptitude, reading, mental ability, GD skills are arranged for all the interested students.
- c. All the students who are interested for placements have to register themselves by providing correct and accurate data.
- d. Invitation to organizations to conduct campus placements
- e. Subsequently, the data is shared with the corporate firm as per their requirements.
- f. Once the companies start allotting the dates, the same is communicated to the students through placement coordinators, department-wise.
- g. Job Description (JD) with all details is floated on Email groups, & WhatsApp Group along with campus notice boards and website.
- h. Based on their eligibility criteria of visiting company, the students opt to appear in the selection process of each company.
- i. Once the schedule of the interview is announced, the students, opting to appear, are trained in respective departments.
- j. General process varies from company to company, it normally includes any one/all of the following; -
  - PPT
  - Online test
  - GD
  - Technical interview
  - HR Interviews
- k. Offer letters/ Appointment letters are given.
- l. The Placement Cell acts as an Information Centre for job openings in various government, public, private and start-ups.



## 5. Registration

The process of Registration is an easy task for the students.

- Physical registration is done on the day of company visit.
- The students are guided through the whole process of placement including various rounds of interview or written tests by a member of the Placement Cell along with the official of the concerned company.
- Depending upon the Company, the Placement Cell organizes campus/ off-Campus Placement Drives.

## 6. Eligibility Criteria

As per the specifications of the Company, Students in the Final year of their classes from the respective streams are eligible.

## 7. Guidelines

- Strict Adherence to time.
- Dress code is strictly formals. Those who do not follow the dress code will not be considered for placements.
- Students are not authorized to communicate with the companies in their individual capacities when company visits our college for placement.
- If a student appears in written test and does not go for the interview without seeking prior permission from the concerned coordinators of the Placement cell, she will not be considered for any future Placement Drives.
- If a student gets selected in any particular company and her joining is delayed, the college authorities are not responsible.
- In case any company withdraws its offer letter/ letter of intent at any stage before joining of any selected students, the Placement cell of the College or any authority will not be responsible for it.



## 8. Companies visited for Placement:

Some of the companies that have visited the campus for placements are as follows:

S. No.	Name of the Company/ Organisation	Type of Organization
1	eClerks	Private Limited
2	Concentrix	Private Limited
3	WebAstral	Private Limited
4	IDS Infotech	Private Limited
5	Wise Media	Private Limited
6	Tech Mahindra	Private Limited
7	Kabera Global Technology	Private Limited
8	IBM India	Private Limited
9	Wipro Technologies	Private Limited
10	Janjua Overseas	Private Limited
11	DLF Pramerica	Private Limited
12	Genpact	Private Limited
13	WNS Placement Drive	Private Limited
14	Roots Analysis	Private Limited
15	Quik Relations Private Limited	Private Limited
16	TVS Electronics Ltd	Private Limited
17	Distil Technology Private Limited	Private Limited
18	Inoventic (Microtech)	Private Limited
19	Tata Strive	Private Limited
20	VJ Job Wala Pvt Ltd	Private Limited
21	Sankalp	Private Limited
22	Saarathi Associate	Private Limited
23	AVM	Private Limited
24	Pacific Technologies	Private Limited
25	Competent Synergies Pvt. Ltd	Private Limited
26	Conneqt Buisness Solution Ltd	Private Limited
27	Tele Performance	Private Limited
28	Team Lease	Private Limited
29	Eureka Forbes	Private Limited
30	SMPL	Private Limited



### **DISCLAIMER**

The **'Career Guidance and Placement Policy'** is not a legal document. It has been created solely for reference purpose of stakeholders of Post Graduate Government College for Girls, Sector 42, Chandigarh. The college reserves the right to amend the policy as and when required. All efforts have been made to avoid errors and omissions. However, any error or omission made inadvertently would be rectified if brought to the notice of the authorities.