



# STANDARD OPERATING PROCEDURES

## 2022-23

BY AND FOR  
**PLACEMENT  
CELL**



**For Internal use only  
(Confidential)**

# IMPORTANT

A Standard Operating Procedures document is a set of written instructions that provides clear-cut directions to the members regarding the functioning of the body.

The Standard Operating Procedures document was curated in 2018 by the Cell to lay down detailed guidelines to carry out the day-to-day working of the Cell. This document has been continuously revised over the years. From a 5-page document, it is now a 45-page document with all the steps and protocols mentioned in detail. This document has helped in providing the team with clarity on the roles assigned to them and the tasks that they need to perform for the efficient functioning of the cell. Major additions were made to the document in 2020-21, wherein all the events and activities that are undertaken by the cell are laid down in great detail. Subsequently, the pandemic resulted in shifting the processes to the virtual mode and thus the document was tailored to accommodate the steps involved during the virtual functioning of the Cell.

This is the latest edition of the Standard Operating Procedures, as updated by the Placement Cell Team 2022-23, under the guidance of the Faculty Convenor.

*As Updated on 20th August 2022*

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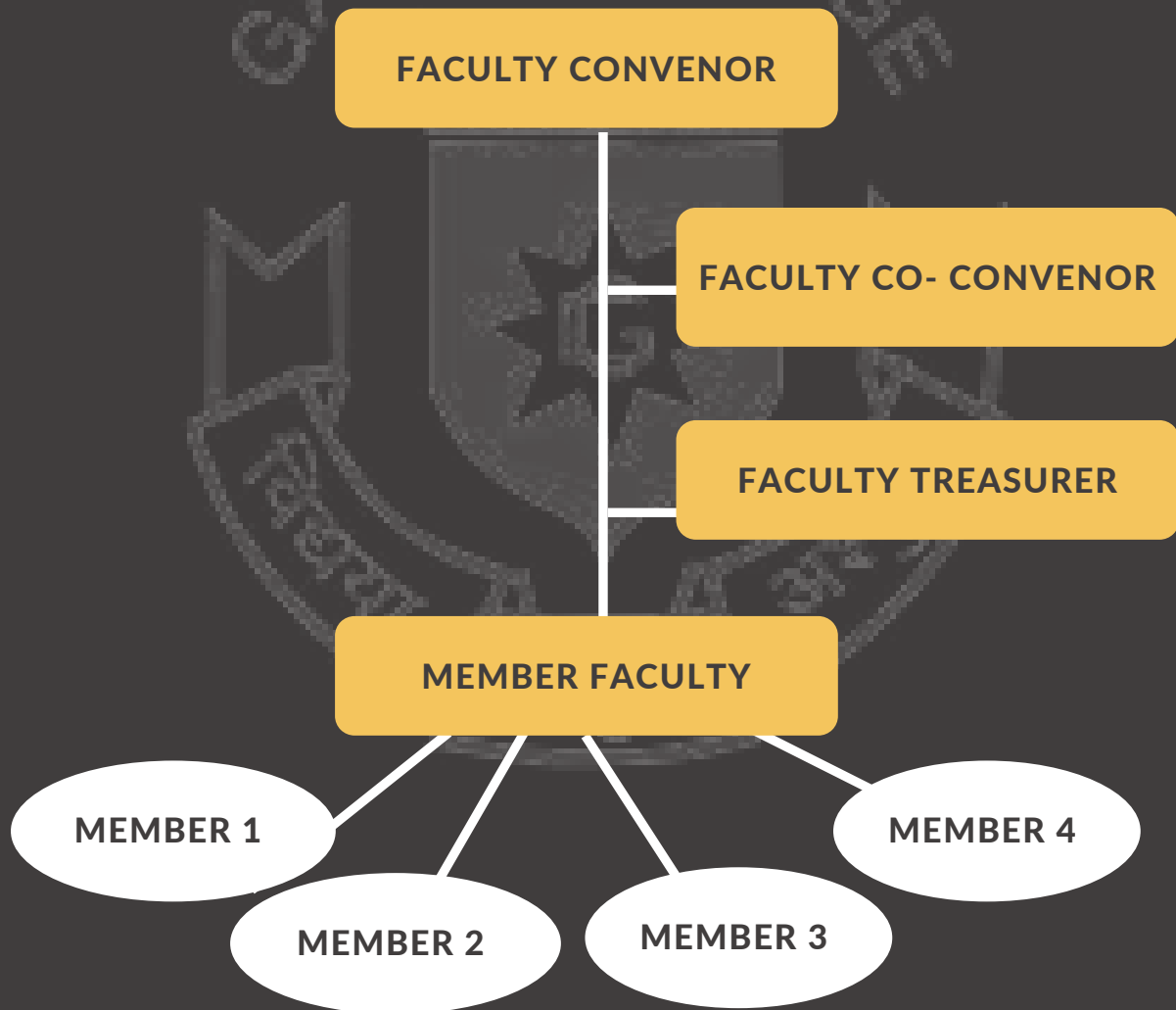
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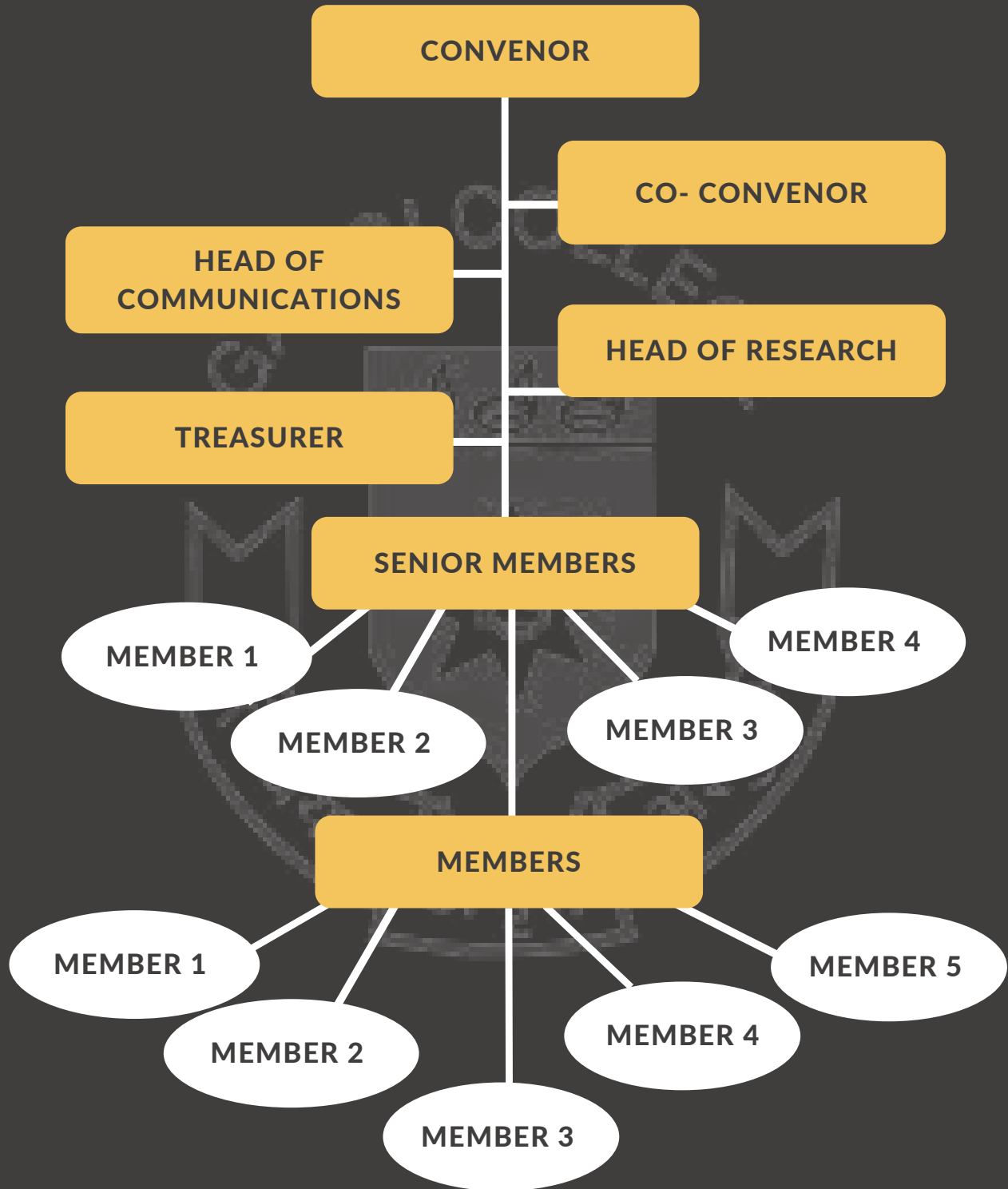
## A. Structure of the Team

The Placement Cell is a team of dedicated faculty and students. Separate bodies are formed for faculty and students and Cabinet Members are selected from either of the units.

- **Faculty Team**



- **Student Team**



## • **Convenor:**

The Convenor is the Head of society who will be regularly answerable to the Faculty body and college authorities.

### **Responsibilities:**

- In charge of drawing up the academic calendar along with the fellow post holders right from the month of July.
- Evaluating and reporting the performance of the junior team to the Faculty.
- Taking care of the Pink Slips and their regular demarcation and signatures.
- Conducting regular meetings with the student's team, core team and Faculty board.
- Maintaining interpersonal relationships within the team and ensuring equal contribution while maintaining diversity.

## • **Co-Convenor:**

The Co-Convenor will be responsible for maintaining the cell as a whole.

### **Responsibilities:**

- Looking into the implication of SOP and regularly updating it.
- Taking care of the relations with the union and other societies.
- Directing the orientation for the new team.
- Strategising team-building activities and ensuring effective communication within cell as well as outside the cell.
- The maintenance of the Placement Cell also falls under the purview of the Co-Convenor.

## • **Head of Communications:**

H.O.C will be responsible for the visibility of the cell in every way possible.

### **Responsibilities:**

- Allotment and regular management of mails are taken care of by the H.O.C.
- The H.O.C conducts the new team registration process along with fellow team members.
- Designing the PPT for final years, new team and 1st and 2nd years' orientation whenever it happens.

## • **Head of Research:**

HOR is responsible for all research-related activities of the cell.

### **Responsibilities:**

- Researches on the various career paths available to the students and ensures proper guidance is provided to the students.
- Researches on emerging employment domains, and compensation in and outside India.
- Responsible for researching, compilation and documentation of internal reports (semester-wise); maintaining annual reports for internal (magazine, college annual report and prospectus; Instagram/Facebook/LinkedIn) and outside agencies (NAAC-based on specific questions, NIRF-placement sections) and sending them to the Faculty for suggestions and corrections.
- The basis for these reports is individual reports for each recruitment/grooming, etc. sessions generated by the person/s concerned.

- It is also the research team's responsibility to suggest gaps in internal documentation. Both technical (digital infrastructure related) and substantive (content) related aspects.
- Learn from others: Follow content and presentation of the social media handles of other Placement Cells to understand the types of initiatives being taken by them.
- Keeping the student body informed of the various examination dates related to higher education, and scholarships available.
- Helps out students in choosing the right higher education field by making sure queries are answered. Developing a mechanism for it.
- Impart maximum information to the student body through effective communication by working on brochures, pamphlets/leaflets, etc.

- **Treasurer:**

Treasurer will be responsible for handling the financial matters of the cell and drawing up the budget before the session starts.

- **Responsibilities:**

- Has to be in direct touch with the Faculty Treasurer.
- Holding reimbursements on a weekly basis.
- Maintaining copies of bills in a proper format and compiling them for submission towards the end of the session.

- **Senior Members:**

Senior members will be in charge of looking after the cell's maintenance and day to day affairs.



## Responsibilities:

- Monitoring the maintenance of various sheets e.g., Recruitment, Internship, Seminar and Blacklisting and ensuring implication of all policies of the cell.
- Providing one to one mentorship to the junior team.

## B. Events and Tasks



### 01. Work to be done during the Summer Break:

- Collect all the offer letters from the selected students and save them in the drive.
- Messages should be circulated among the outgoing batch asking them to follow our Facebook-Alumni page and LinkedIn page for recruitment and internship opportunities. Also, a google form is to be circulated for collecting alumni data.
- The passwords of Gmail, Facebook and Instagram accounts must be changed as soon as the senior team leaves the Placement Cell. (There is no password for LinkedIn since it is a page now)
- Send a note of gratitude to all the recruiters of the academic session and announce the new team to the recruiters.
- Prepare the budget for the next year. This is to be done by the Treasurer after discussing it with the team.
- Prepare the Annual Report stating all the activities undertaken by the Placement Cell and the achievements of the cell in the past Academic session. Share the Annual Report on the LinkedIn page.

- The recruitment and internship invitation mails must be updated (update the links attached with mail by the new rankings, if available). Also making sure to update the pdf of the courses offered, if there is any addition. It is being included in the Recruitment Brochure itself, from 2021.
- Start sending out the invitations to all companies, including the new recruiters during the summer break. Check out the contact sheet for the contact of companies and keep updating the sheet.
- Book slots for the Big 4s before the summer break ends. Allot a Faculty mentor for every recruitment.
- Sort the Google Drive and create new sheets for recruitments, internships, seminars, mail allotment and recruitment dates in the drive.
- Prepare 2 PPTs:
  - a) For the 3rd years orientation
  - b) For the orientation of the new Placement Cell team briefing about the whole functioning of the cell.
    - Circulate a form and gather details of the students who are interested in sitting for placements. This is to be done before the final year's orientation.
    - Circulate a message for the final and pre-final year students giving a brief description of the opportunities provided by the cell. Also add the contact details of the new post holders, links to Facebook, Instagram and LinkedIn pages.
    - Start working on new initiatives like Corporate Connect that will help in grooming the students and start posting the messages as soon as the academic session begins.
    - Get a sample resume template circulated across the college for student reference.

- As soon as the college reopens the following has to be done:
  1. Hold a team meeting to discuss the Plan of Action for the academic session 2022-23.
  2. Restock the stationery items.
  3. Get 25 copies of both room booking applications and gate pass printed.
  4. Submit the Budget to the Union or Administration office as per the directions.
  5. Get the curtains and tablecloth washed before the session begins.
  6. Contact the room maintenance division in the administration block, if required.
  7. Collect the enrolment IDs of the pre-final and final year students from the admin office and save it in the drive. Then find the enrolment IDs of the students recruited in the previous year.

## **02. Final Years' Orientation and Tentative Calendar:**



### **# Final Years' Orientation**

- Prepare a PPT for the final years' orientation briefing the objectives of Placement Cell, procedures to be followed while registering for recruitment drives, policies of Placement Cell etc.
- Circulate a form and gather details of the students who are interested in sitting for placements before the final years' orientation.
- Get the auditorium booked for the same. Also, get in touch with the Union regarding the dates for society orientations, fresher's day and other events. Make sure that our events do not clash with others.

## # Tentative Calendar

- S.O.P is prepared during the summer break after discussing with Placement Cell team and the Faculty Convenor.
- Initially, as companies approach us, they are allotted Day 0 and Day 1 slots in a sequential order. Further on slots are allotted as and when companies contact us.

(NOTE: As per our policies the company that approaches first is given the first slot and so on)

- Once all these are done this information is also communicated with the rest of the faculty members through the official WhatsApp group.
- Get the rooms booked for the companies which are given the and day 1 slot.
  1. Book the auditorium for Deloitte USI, EY and KPMG.
  2. Talk to Waseem Sir for booking the computer lab for 2 full days as well.
  3. The tests will happen on weekends.
  4. Get the time table of the new session once prepared. Room bookings must be made after referring to this to avoid confusion.

### 03. Communication with the Union

- The Convenor and Co-convenor will be added to a non-cultural societies' group. All the communication with the President of Student's Union and the Cultural Secretary will take place through this platform.
- All the tasks allotted by the Union will be mainly handled by the Co-convenor. (Convenor in the absence of Co-convenor)
- Union will request for a society poster to be put up on the Main-

Arc before the admissions of the first year commences. Prepare a catchy poster and one of the team members can hand it over to the Union during the summer break.

- A meeting will be organised by the Union before the new session begins to discuss the problems faced by different societies and to put forward any suggestions. One of the post holders, preferably the Convenor, is required to attend the meeting. Make sure to have a proper discussion with the Team and the Faculty Convenor before the meeting.
- The Union will also request to send the content for the main orientation before the commencement of the session. Compile the data in the form of a PPT or video as per the specifications provided by the Union. Keep the content precise and interesting, as this will be a chance to reach out to the freshers to audition for the Placement Cell.

#### **04. Formation of the New Team**

- The process of registration for the new team will be headed by the Head of Communications.
- On the first day of the session, arrive early in the college so that you get to choose a spot inside or outside the Audi Foyer to set up the registration desk.
- Try to maintain a good relationship with the Student's Union.
- Put up a nice, neatly arranged display board near the registration desk to attract more freshers. Also, update the notice boards of the Placement Cell before the beginning of the session.
- Do not forget to mention the links to all the social media handles and achievements on the display board.

- The dates for opening and closing of online and offline registrations is decided as per the information given by the Student Council, which is mostly in the last week of July (for the 1st years). Usually, a two-day registration time is provided which can be extended by the Student Council depending on the needs of the societies and the date of release of the last cut-off.

### # Process of Registration:

The registration can either take place through online mode or offline mode.

#### Online registration:

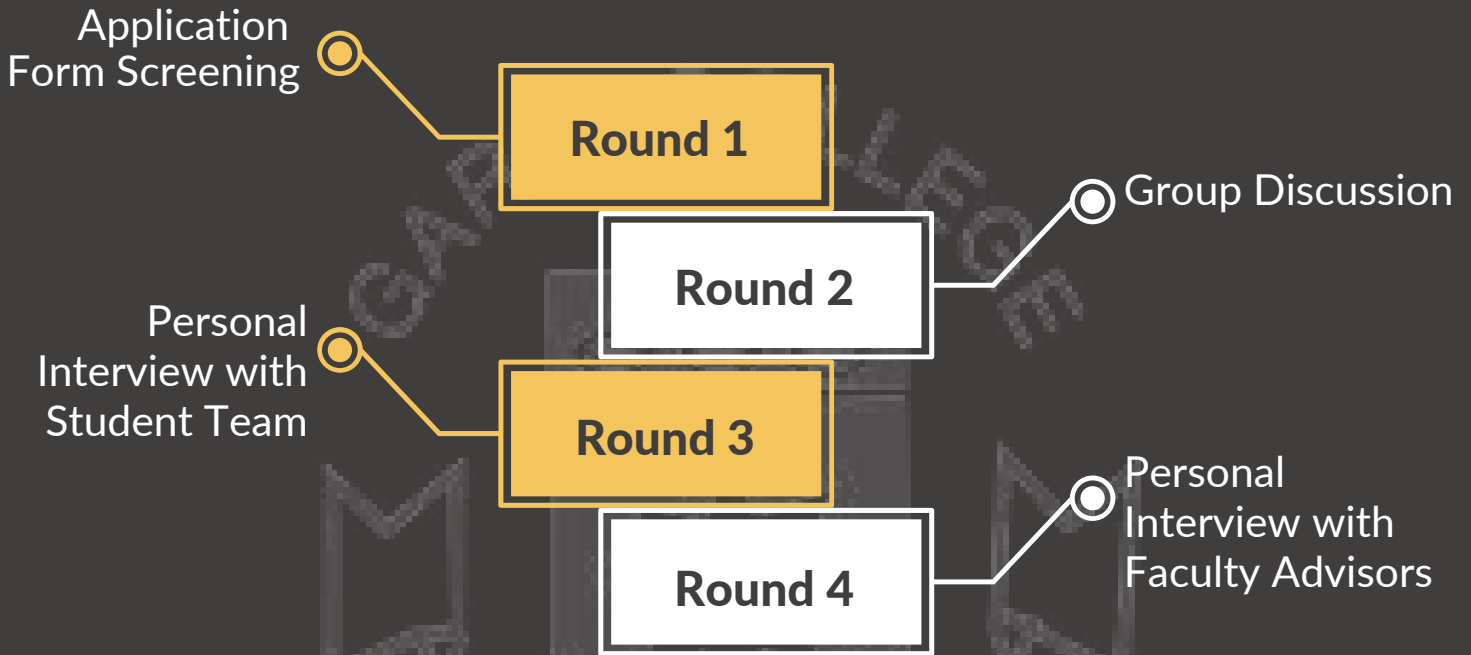
- A message will be circulated with the registration link.
- Students can register themselves by filling up the form and submitting it.

#### Offline registration:

- A bulletin board is prepared containing all the information about Placement Cell and people to be contacted for registration-related queries.
- Members would be present at the desk for the required time, answering queries of the applicants and recording on-the-spot registrations.
- Once the online registration begins, circulate a message for registration along with a poster on WhatsApp, Facebook, Instagram and LinkedIn.
- No registration fee will be collected from the students in this session (the union will clarify regarding this).
- After the registrations, the schedule for the selection process is decided.

- The registered students will have to qualify all four levels of the selection process to make it to the final team – Application Form Screening, Group Discussion followed by two rounds of Interviews with the student members and faculty advisors.

## # Selection Procedure of the new team



### 1. Application Form Screening

- All the applicants are added to a WhatsApp group (more groups based on the total number of registrations).
- On a set date and time, we share an application form which will contain questions like the basic details, questions regarding the applicant's understanding of the work done by the Placement Cell, a situation-based question, deliverables expected from the potential candidates, availability of laptops etc.
- Students are given 2 hours of time to fill and submit the form.
- The purpose of this round is to shortlist candidates on the basis of the communication skills showcased by the candidate and basic information shared by candidates.



- After a detailed assessment of the application form responses few students are shortlisted for the Group Discussion round.

## **2. Group Discussion:**

- In this round, the shortlisted students are divided into groups of eight or maximum ten, depending on the number of registrations, and a particular time slot is allotted to conduct the GD.
- For this purpose, a message with the above details is circulated.
- Each group is given a topic on which the students are required to discuss and present their opinions.
- Based on the performance of the students and opinions of all the team members, certain students are shortlisted.

## **3. Interview with the Team:**

- After a day's break the shortlisted students are called for the interview. Before this, a message is circulated with the list of students shortlisted and the time slot of their interviews.
- The team splits up into two panels to take the interviews of the shortlisted students.
- Students are interviewed in a group of two or three depending on the number of students shortlisted.
- Then the list of students is prepared who will undergo the final round of interviews with the faculty and a message is circulated among the student community for the same.

## **4. Interview with the Faculty Advisors:**

- The students selected after the second round will undergo the final round of interview with the faculty.
- The date and time for the meeting will be decided as per the



the faculty's availability. This will be coordinated by the Convenor or Co-convenor.

- One or two members can be present during this interview and can share the team's observations about the candidate with the faculty.
- Based on the views of all the faculty and the observations of the team members, the final list is prepared.

### # Criteria for the selection of the new team

- Good communication skills.
- Must not be a part of any other society except for NSS volunteers.
- Must be humble and willing to learn.
- Must not be technically challenged.
- Must be a team player and be able to face situation-based questions well.
- Final-year students will not be allowed to audition for the new team.
- After the completion of the selection procedure, the selected students are called and informed regarding their selection. A congratulatory message is circulated for the same.
- It is ensured that the new team, from the second year, is selected before the first recruitment drive is conducted.
- The team is given a formal orientation where they are allotted their duties.
- Open the registrations once again after all the cut-offs are released (if required).
- Update the Members board outside the cell once the new team is formed.

- After the new team is finalised, all the members are supposed to upload a signed copy of the Code of Conduct in the drive agreeing to the stated protocols.

## 05. Flow of Communication within the team



The procedure of communication flow in the team is as follows:

- Firstly, the selected students are given an orientation explaining the policies and how the placement cell works. It is done in the following ways:
  1. **Informally:** When the interaction between members of the team takes place and the policies of the Placement Cell are explained.
  2. **Formally:** The duties are allotted to the junior members by the senior team and sample formats of messages to be circulated on WhatsApp and replies on Gmail are sent to the new team. The members are instructed to star mark all these for references.
- Secondly, the team structure being an integral part of the team, the senior members are appointed to communicate information amongst the members regarding the duties allotted to them. Each member is allotted a senior member for assistance. (1-2 members under each senior member)
  1. For the distribution of work equally in the team each member is allotted duties in the second week which they continue for the 1st semester and then the **rotation of duties** takes place again in the 2nd semester.
  2. The members are allotted mails and required to send their drafts of messages to their appointed senior members for a month for assurance and rechecking of messages.

- Meetings are conducted every week either on Wednesdays or Fridays during the ECA break for constant updates of members and solving their queries regarding any issues of the Cell.
1. The members of the team are also required to conduct meetings with the Commerce and Extended group CRs (if any) regarding updates on messages circulated to the students.
  2. It is vital for the member responsible for a specific recruitment to conduct a meeting with the students who are blacklisted from that drive. If the meeting is not possible, the member responsible has to connect with them personally. Communicate with the Faculty Convenor if there is some major issue.
  3. The team should ensure that it conducts a weekly meeting with the faculty members too, preferably in the college and if not virtually.
- Fourth is the role of being the intermediary between Placement Cell and the students of the college through platforms such as WhatsApp, LinkedIn, Facebook, Gmail and Instagram.

## **06. Recruitments**

- Invitations must be sent for the recruitment opportunities towards the end of the summer break. Do not forget to acknowledge the mails received.
- Go through the mail and request details if required. This includes Job Description, eligible courses, CTC, tasks & responsibilities, skills required, eligibility criteria (if any), application process, selection procedure, deadline to apply, office location etc.
- To avoid clashes, schedule the drive on a suitable date after referring to the calendar and get a faculty mentor allotted for every drive.

## # Process of Registration:

- Circulate a message about the placement opportunity in the Recruitment groups through WhatsApp.
- Post deadline to register for the recruitment drive, filter the responses i.e. remove the names of blacklisted/placed students. If eligibility criteria are specified, an ineligible candidate's response must also be removed.
- Send the spreadsheet which contains the responses to the company and resumes (if required).
- Make sure to zip the resumes of the candidates before sending them to the company. Resumes must be sent in PDF format only.

## # Criteria to appear for recruitment:

### Unique Placement IDs:

- Unique placement IDs were introduced as a part of our step to understand the needs of our students and direct our efforts accordingly. It also helps us in verifying the data and maintaining a database for future references. We have observed that many students from other colleges also register for recruitment opportunities and it is difficult to verify the data in a short span of time for the consumption of the recruiter.
- All the final year students, who are looking forward to placements, are supposed to register with the Placement Cell in the beginning of the academic year. Google forms will be circulated for the same.
- After the deadline elapses, UPIDs will be mailed to all the registered students. UPIDs will be allotted stream wise.

Sample ID: GCPC22A123

- All the candidates are supposed to enter the UPID while filling the registration form. Students who do not have UPIDs will not be considered eligible for any recruitment under any circumstances.
  - Students who fail to register in the beginning of the session will not be allotted a Unique Placement ID. Hence, they will not be able to sit for any recruitment. However, in exceptional cases, we allot them throughout the year.
  - Unique Placement IDs will be given to all the registered final year students after the final year's orientation.
- ➔ Selected students will not be allowed to sit for further placements.
  - ➔ Blacklisted candidates will also not be allowed to sit for the consecutive two recruitments.
  - ➔ For recruitments that are open for alumni, candidates who were placed through the Placement Cell during their final year will not be eligible to apply for a new opportunity before the completion of one year of graduating from the college. For example, if a student has been placed with an organisation in the academic year 2020-21, then she will be eligible to sit for recruitments open for alumni only in academic session 2022-23. (This can be reconsidered in the coming years depending on the recruitment conditions then)

### # Dream Slot

A company with a lucrative package and good brand value can be given a dream slot. Companies with CTC more than **15 LPA** as of now. (Updated from 2021-22 to 2022-23)

**[It is not necessary that Dream Slot will be given to a company every year. It depends solely on the company and the package offered.]**

## Criteria for applying for a company that is given dream slot:

- Selected students can also apply for this opportunity.
- If candidates are not placed at the company their previous offer letters will not be revoked.
- Students already holding offers will apply at their own discretion (candidates are advised to go through the terms and conditions in the offer letter properly). Placement Cell will not be held liable for any repercussions in future.
- If a candidate is selected at the company that is given a dream slot their previous employment offer will stand cancelled.
- If a candidate gets placed at a dream company, then she cannot apply for another dream Company.

## # On-Campus Drives:

- Enquire about the company's requirements for the college. This includes Auditorium, Seminar Hall, Lecture Theatre, Interview rooms and Computer Lab. Other requirements include laptop, projector etc.
- Book the room in advance for the drive. Procedure of room booking is as follows:
  1. Submit an **application** to Administrative Officer (Deepika ma'am) duly signed by one of the Placement Cell faculty members for the booking of Auditorium/Seminar Hall/Lecture Theatre.
  2. Coordinate with society Convenors/members for booking interview rooms such as Hues, WDC, NSS, Commerce Association etc.
  3. Applications must also be submitted to the faculty convenors of respective societies for their rooms.

- Get the gate pass and necessary permission for the parking of vehicles (if required) signed by Senior Administrative Officer (Khan Sir) and Principal Ma'am as well. (**Application for Gatepass**)
- Write an email to the Convenor of Botanical Committee 3-4 days prior to the date of the drive for issuing the flower pot. Also send a WhatsApp message stating the requirement of the flower pot and sending of the mail for the same.
- Make sure to get all the washrooms cleaned before the day of recruitment. (There are 3 men's washrooms – in the ground floor of the administration block, in the auditorium and in the 2nd floor of the science block. Women's washroom is there in every block. Use washrooms in the administration block, preferably.)

**NOTE: All the applications submitted to the office should have the signature of any one of the faculty members who is part of the Placement Cell.**

**After all the arrangements are made:**

- Circulate a message about the placement drive on the Placement Cell Facebook page as well as WhatsApp groups.
- Post deadline to register for the recruitment drive, filter the responses i.e., remove the names of blacklisted/placed students. If eligibility criteria is specified, an ineligible candidate's response is also to be removed.
- Send the spreadsheet which contains the responses to the company along with resumes, if required.



- Get the flower pot from the botanical garden one day prior to the recruitment preferably or on the day of the drive.
- Collect the keys of all the rooms that were booked earlier from the respective society coordinators a day before the drive.
- Allot duties to each member of the team for the drive.
- Also get the Placement Cell room and all the other society rooms (that were priorly booked) cleaned the day before the recruitment drive.
- It should be ensured that the applications are signed and bookings are updated on the website. It is suggested that a soft copy of the signed application should be present with the concerned members.
- The projector in the auditorium must be checked beforehand. If the projector needs to be borrowed from the science department, an application must be written, signed by a Placement Cell Faculty Member and the concerned faculty from that department.

### **On the day of the drive:**

- Set up the rooms for the interviews.
- Set up the projector for pre-placement talk.
- Mark the attendance of the students (on a laptop).
- Get a photocopy of all the bills incurred on the day of placement drive (food bill, stationary bill etc.).
- Present a flower pot to the company HR as a token of gratitude at the end of the pre-placement talk. It is a convention at Gargi to promote planting.
- Get pictures clicked while presenting the flower pot and during the pre-placement talk. These pictures can be posted on Instagram after the process is completed and save them in the drive.



- Make arrangements for food for the HRs. The food is ordered from good restaurants according to the taste of the HR. (The members are not allowed to order food other than the instances when the drive is scheduled on a holiday or for the entire day).
- Send the attendance of students who attended the drive to the following faculty members of Placement Team as well as the TICs of the respective courses of the students.
- Blacklist students who did not turn up for the drive.
- Inform the students regarding the blacklisting over mail. Also mail the faculty members regarding the blacklisting of students and along with the reason.
- Update the selected students excel sheet with the names of students placed.
- Ask the company to CC us while mailing the offer letter to the candidates. And follow up with the company regarding the same, post the recruitment drive.
- After receiving the names of the students placed, a congratulatory message must be circulated over WhatsApp and Facebook, and a collage of the pictures of students placed must be posted on LinkedIn and Instagram. A congratulatory message and poster should be sent to selected students complimenting them on their success. A standard template to be used for the same throughout the year.
- Get a feedback form circulated among the candidates after every drive. This may contain questions like the candidate's experience with the company and the Placement Cell and suggestions (if any).

(The feedback form will not be used to assess the performance of any member but will be used to know the genuine feedback of the candidates.)

### # Off-Campus Drives:

- Circulate a message for the drive with all the necessary details.
- Details such as venue, timings etc. must be shared with the registered candidates only via WhatsApp and Gmail.
- Ask for the list of students who attended the drive from the company in order to blacklist students who failed to attend the drive.
- Update the blacklisted students and selected students list.
- Ask the company to CC us while mailing offer letters to the candidates. And follow up with the company regarding the same post as the recruitment drive.
- After receiving the names of the students placed, a congratulatory message must be circulated over WhatsApp and Facebook, and a collage of the pictures of students placed must be posted on LinkedIn and Instagram. A congratulatory message and poster should be sent to selected students complimenting them on their success. A standard template to be used for the same throughout the year.

### # Online Drives (Followed during the pandemic):

- Circulate a message about the placement opportunity in the final year's group through WhatsApp Recruitment Groups.
- Post deadline to register for the recruitment drive, filter the responses i.e., remove the names of blacklisted/placed students. If eligibility criteria are specified, an ineligible candidate's response must also be removed.

- Send the spreadsheet which contains the responses to the company (as required).
- Make sure to zip the resumes of the candidates before sending them. Resumes must be sent in PDF format only.
- Schedule an online pre-placement talk after checking the calendar and the date sheet.
- Coordinate for the recruitment process (Aptitude Test, Group Discussion, Interview etc). All the dates for all the rounds of the Recruitment process must be entered in the Google Calendar and the Recruitment Date sheet.
- Ask students to upload attendance for respective rounds for both companies for the students present list.
- Ask the company for the result.
- After receiving the names of the students placed, a congratulatory message must be circulated over WhatsApp and Facebook, and a collage of the pictures of the students must be posted on LinkedIn and Instagram. A congratulatory message must be sent to selected students complimenting them on their success. A certificate of appreciation must be used for the same throughout the year.
- Send a feedback form to the company and thank them for providing the opportunity.
- Send attendance to faculty members and upload it on the drive.

After the completion of every final year recruitment drive, the member in-charge of the recruitment must make a report wherein all the details regarding the recruitment process, total number of students blacklisted, problems faced during recruitment etc must be included. The point of contact must also

get in touch with all the registered candidates and note down all the questions that were asked during the different rounds of the selection process.

**For alumni recruitments, when the cell is involved in the selection procedure, a disclaimer must be sent to the company in advance, stating that the Placement Cell will not be held responsible for the absenteeism of the students.**

## **07. Internships**

- Acknowledge the receipt of mail from the company offering the internship opportunity.
- Request for all the necessary details like the Job Description, eligible courses, type of internship: full time/part time/work from home, stipend, tasks & responsibilities, skills required, eligibility criteria, application process, deadline to apply, selection procedure (for telephonic interview ask the company for time slot during which they will contact the students), working hours, duration of internship and office location/interview location.

**Note: For internships, the working hours should be in the range of 2-3 hours per day (10 - 15 hours per week) so that it does not interfere with the college curriculum. However, these need to be vetted by Faculty.**

- Circulate a message about the internship on Placement Cell Facebook page as well as WhatsApp groups.
- Send the spreadsheet containing responses of interested students to the company.
- Update the internship sheet once the results are declared. Also circulate a congratulatory message.

## 08. Seminar

- Acknowledge the receipt of the mail.
- Schedule the date for the seminar after referring to the Google Calendar.
- Circulate a message about the seminar on the Facebook page and WhatsApp groups along with the posters (on Instagram).
- Make sure that no other organisation (apart from Placement Cell itself) is using the logo of the Placement Cell in the posters that are being circulated from their end or in their social media handles without informing us.
- If any foreign organisation wants to use the logo of Placement Cell in their posters, permission must be taken from Principal Ma'am beforehand.
- Submit an application to Administrative Officer (Deepika Ma'am) duly signed by one of the Placement Cell faculty members to book the Lecture Theatres/Seminar Hall.
- Get the gate pass signed by Senior Administrative Officer (Khan Sir) and Principal Ma'am.
- Arrange for a projector wire (from the computer lab), if required.
- Update the seminar sheet after the completion of every seminar.

## 09. Webinar

- Acknowledge the receipt of the mail.
- Schedule the date for the webinar after referring to the Google Calendar.
- Circulate a message about the webinar on the Facebook page and WhatsApp groups along with the posters (on Instagram).
- Make sure that no other organisation (apart from the Placement Cell itself) is using the logo of the Placement Cell in the posters

that are being circulated from their end or in their social media handles without informing us.

- Update the seminar sheet after the completion of every webinar.
- Make sure that screenshots are taken and uploaded on the drive and the feedback of the session is shared on the Placement Cell WhatsApp Group.

## 10. Google Calendar

- Update all the events scheduled on Google Calendar.
- The member responsible for updating Google Calendar should be tagged on the group whenever a date for recruitment/seminar/webinar/meeting is fixed.
- All the meetings that are organised that are organised in connection with the working of the Placement Cell must also be recorded in the Calendar.

## 11. Meeting

### # Team Meetings:

- Conduct meetings with the team every week or 15 days.
- Set the agenda for the meeting. Discuss the status of mails, problems faced, new ideas/initiatives that can be worked upon and review the work regularly.
- Conduct grievance meetings every 2 months.
- Schedule informal team meetings regularly and play some team building activities.

## # Meetings with faculty members:

- Conduct meetings with faculty members regularly.
- Keep faculty members in loop about the various companies that have visited, selection process, selected students, initiatives taken, any problems faced and performance of the team.
- Investiture meeting to be scheduled in the odd semester preferably after the Big 4 recruitment process is over.

(NOTE: Minutes of the meeting must be prepared for all meetings and a soft copy should be saved to the drive. It must clearly mention date, day, members present and in brief the details discussed in the meeting.)

## 12. Pink Slips

- Create pink slips on Google sheets for all the months and move them to the pink slips folder.
- For each month, team members are supposed to fill in the classes they have missed along with the faculty's name, time and reason. Standard format is available on the drive.
- Get the printed copy signed by the Union Advisor, Faculty Convenor, Union President and Student Convenor. The copies must be signed by the Faculty Convenor and the Student Convenor before submitting to the Union.
- Get the photocopies done and keep the original signed copy in the pink slips folder.
- Members can then take the photocopies and show it to their respective faculty members for marking attendance.



- Attendance would be provided to all the members for classes missed solely because of Placement Cell work.

### **13. Bills and Reimbursements**

- Draft a budget in the beginning of the session after discussing the requirements of the cell with the students' and faculty members' body. It is essential to make note of the existing stock before drafting the budget.
- The budget can take various provisions in account while clubbing similar expenses in heads such as:
  - ▲ Refreshment for companies visiting campus
  - ▲ Nescafe (refreshments for companies who visit campus for seminar/internship/recruitment opportunities)
  - ▲ Stationery requirements - photocopy and printing costs
  - ▲ Items of utility
  - ▲ Pending dues of the previous session, if any
  - ▲ Reimbursements of the Placement Cell members
- Submit an application to college authorities for receiving an advance along with a copy of the prepared budget.
- Keep track of the amount received from college authorities and ensure that the items mentioned in the budget are purchased in a timely manner and these are efficiently utilised towards facilitating the smooth functioning of the cell.
- Hold a meeting in the beginning of the session specifically dedicated towards explaining the process of bills and reimbursements.
- Bills with all the following information will ONLY be acceptable:



- ▲ GSTIN number of shops from which the purchase is made along with the complete address and telephone number of the shop.
- ▲ Exact date and stamp of the registered store from where the purchase is made.
- ▲ GSTIN number and address of college must be included in the following manner in the invoice. (GSTIN 07AAAAG3998AIZT, Gargi College, Siri Fort Road, New Delhi-49)
- ▲ A visiting card of the shop must also be collected at the time of purchase.
  - The bills and expenses can be recorded in the following manner:
    - ▲ Excel sheet 1 should include expenses incurred regularly.
    - ▲ Excel Sheet 2 should include reimbursements to be made to the members.
    - ▲ WhatsApp group is to be maintained with all the members where pictures of all the bills and records have to be updated regularly.
    - ▲ Staple the bill and the photocopy of the bill together and hand it over to the treasurer. Make sure to write the name and signature of the person who had made the payment in the photocopy.
  - The expenses have to be updated in a timely manner in the sheet and mentioned in the group.
  - Monthly evaluation and monitoring of bills is a must along with the student team and faculty members' body.
  - Every month the expenses made, the required bills, and the amount left must be shown to the convenor. It must be signed by the Faculty Treasurer and the Faculty Convenor.
  - While submitting all the bills to the office by the end of the session, the following things have to be kept in mind:

- ▲ Each and every bill will be placed on a white A4 sheet, in a neat manner.
- ▲ Bills belonging to the same head will be clubbed together and kept in an organised manner.
- ▲ Bills can belong to the following heads: Stationery and Printing, Refreshments and Expenses towards ceramic pots.
- ▲ A copy of the prepared budget of the session has to be attached with the same.
- ▲ The photocopy of all the bills has to be kept with the Faculty Treasurer.
- ▲ A Green form has to be filled with all the expenditures incurred and submitted to the office along with the A4 sheets in a folder.
- ▲ Details and total of heads have to be carefully filled out in the form for bills.
  - The deadline for the preparation of the year's budget should be done before the summer breaks end. Depending on the amount remaining the required purchases can be made and then the budget can be finally submitted to the administration.

### **Bills and Reimbursements in an online setup:**

- If any expense is incurred on purchasing items for Placement Cell, following to be followed while submitting the bill:
- Upload the screenshot of the online bill in the google form provided in the description of the main group with the amount paid, reason and name of the concerned member for reimbursement.
- If the expense is recurring (for e.g.: monthly amount paid for google storage), the member responsible for paying the amount

must upload the bill for each month in the google form stating the necessary details.

## 14. Maintenance of Sheets

### # Seminar Sheet:

- Specify all the details of the seminar/ webinar the sheet - Name of the organisation/institution, topic, number of students who registered, number of students who attended and problems faced while organising the session.

(More columns have been added to the seminar sheet in the academic year 2020-21 as part of the update in the process of recording data.

The following are the extra columns added:

1. Category of the session (Eg. Career Development, Higher Education, etc.)
2. Employer details - name of the POC from the organisation, contact number and email ID.

The purpose of adding these columns is to ease out the data consolidation process carried out during the compilation of various reports throughout the year.)

- Person handling a seminar/webinar gives feedback of the session and that is recorded under Remarks.

### # Internship Sheet:

- Contain details of all the internship opportunities: Name of the company, profile(s), perks and requisites, eligible courses and years, number of students who registered and number of selected students.
- (More columns have been added to the internship sheet in the academic year 2020-21 as part of the update in the process of recording data. The following are the extra columns added:

1. Profile, Roll Number, Incentives and Duration in the sheet containing the details of the internship selected.

2. Domain of the organisation and remarks.

The purpose of adding these columns is to ease out the data consolidation process carried out during the compilation of various reports throughout the year.)

- Selected Students: After receiving the results, the person handling the internship sheet updates the list of selected candidates and their respective details.

### # Recruitment Sheet:

- Specify details of all the recruitment opportunities: Name of the company, profile(s), salary package, eligible courses and years, number of students who registered, number of selected students, Employer details - name of the POC from the organisation, contact number and email ID, total number of blacklisted candidates and feedback.
- (More columns have been added to the recruitment sheet in the academic year 2021-22 as part of the update in the process of recording data. The following are the extra columns added:
  1. Date Entered (When the details of the company were added)
  2. Date Last Modified (When changes were last made in the details of the company)
  3. On/Off Campus
  4. Person Handling
  5. Faculty in Charge
  6. Date of the Drive
  7. Domain

8. Joining Date
9. Update on Offer Letter
10. Turnover of the Company

The purpose of adding these columns is to ease out the data consolidation process carried out during the compilation of various reports throughout the year.)

- Selected Students: After receiving the results, the person handling the recruitment sheet updates the list of selected candidates and their respective details.
- The details regarding these drives and any specific remarks regarding the company, the drive or the offer letters (e.g.: status of offer letters and date of joining during the pandemic) must be updated in the recruitment sheet.

### # Recruitment Datesheet:

- As soon as a date for any recruitment process is fixed, update the recruitment datesheet. Dates for each round of the selection process have to be mentioned.
- This sheet is referred for updating the Blacklisting sheet.

### # Blacklisting Sheet:

- Attendance: Take the attendance of students before the recruitment process begins for On-campus drives. Request the HR to send the attendance of the process preferably on the same day or next day in case of Off-campus drives.
- After a recruitment process is over, blacklist the students who did not turn up for the process from the next 2 consecutive drives (both On and Off campus).

- In the academic year 2020-21, a new sheet was added to the Blacklisting Workbook where all the details regarding the problems faced during the blacklisting of each candidate will be mentioned for every recruitment. This is done for our internal understanding of problems faced by the candidates.
- In the academic year 2021-22, 1 new column was added to the 1st sheet of blacklisting workbook stating the reason for absenteeism of the candidate.
- A mail is sent to all the blacklisted students in the standard format.
- Send a mail to Faculty Members of Placement Cell along with the TICs of the respective departments specifying the names and courses of all the blacklisted students along with the reason for blacklisting.

#### # Mail Sheet:

- Keep a record of all the mails received on the gmail account. Update the status of mails and the person handling these mails regularly.

#### # Company Contacts:

- Record contact details of Point of Contacts/HRs of all the companies that visited college for recruitment - Email ID and Phone Number of the HRs (Point of contacts) for the session.
- Any change in the point of contact is also recorded.

### 15. Social Media Handles

Placement Cell is active on the following social media platforms: WhatsApp, Gmail, LinkedIn, Facebook and Instagram.

**Division of work:** All the members are further divided into small social media teams- Facebook Team, Instagram Team and LinkedIn Team. Every team is responsible for its own work. This ensures there's equal division of work amongst the team.

**a) WhatsApp:**

- Messages regarding recruitments, internships, seminars, webinars and other initiatives are circulated at fixed time slots which are 12:00 pm, 3:00 pm, 5:00 pm, 7:00 pm and 9:00 pm. Some important messages are circulated at 9:00 am also.
- Recruitment messages for the final year students are circulated only in the individual WhatsApp groups for each stream. Only the students who had registered with Placement Cell in the beginning of the academic session and have the UPIDs are allowed to be a part of these groups.
- The recruitment messages are required to be circulated ten or more days prior to the deadline and Internship/seminar messages are circulated 5-6 days prior to the deadline. The messages are recirculated one day prior to the deadline to apply.
- All messages except final years' recruitment messages are forwarded to Commerce and Extended (Arts and Science) CR's group and then sent to the students.
- Form WhatsApp groups for all Off-Campus recruitments to facilitate the process.
- A feedback form is circulated yearly to get the feedback from the students.



## **b) Facebook**

- All messages, excluding the final years' recruitment messages, which are circulated on WhatsApp are simultaneously circulated on Facebook at the same time slots as WhatsApp.
- The recirculation of messages does not take place on social media handles.
- Every member is required to follow the social media handles of the society which includes Facebook, LinkedIn and Instagram page for constant updates.
- Details are provided to the students/alumni of college and HRs to connect with us 24/7 through messages regarding their queries. Thus, it is necessary to maintain a 100% response rate on both the Facebook pages.
- The Facebook pages have the cover picture of all the members present in the Placement Cell.
- Two members are responsible for managing the pages. One is required to post the messages whereas the other person takes care of the queries. H.O.C oversees the working of Facebook handles.

## **c) Gmail:**

- The communication between companies and the Cell is crucial on this platform.
- Every member is allotted 3-4 recruitment mails to handle and maximum 6-7 mails in total.



- Allotment of mails must be done only after referring to the mails sheet to avoid confusion regarding POCs.
- It is mandatory for the members to do a background check of every company before taking it forward and reply within 24hrs of allotment.
- BCC all the mails to the Faculty Convenor.
- If any opportunity is not being taken forward, it is necessary to save a draft in the same thread specifying the reason for not taking it up. Update to be given on the team's WhatsApp group as well.

**(The operation of Gmail, Facebook and WhatsApp handles are headed by the H.O.C.)**

#### **d) LinkedIn:**

- In the beginning of the session, we post a message listing all our achievements and inviting recruiters for campus hiring. The post goes along with a poster including the contact details of the office bearers.
- Prepare and post semi-annual and annual reports on LinkedIn.
- Collage of the pictures with students selected in each recruitment is posted here.
- Two members actively connect, send invites and reply to queries along with the Convenor.

### e) Instagram:

- Here we post the photographs of all the activities that we do and connect mainly with the college students.
  - We post the stories of our upcoming events (usually seminars and webinars) and attach the registration link in bio.
  - All the posts related to the initiatives taken by the team for grooming students go up on Instagram. To ensure better reach, a message is circulated on WhatsApp and Facebook consisting of the link to the post on Instagram.
  - Photographs of team members are shared here to ensure better visibility among the students of college. Students' queries are also taken up here.
  - Two members take care of posting stories, posts and replying to the queries. Co-convenor and Treasurer oversee the working of this page.
- ❖ There are various exertions done by the Placement Cell to connect additionally with the students of the college by holding grooming sessions for Arts, Commerce and Science students individually to make them aware about the process of applying with the Placement Cell.

Other initiatives like conducting mock interview rounds before the drive, circulating resume sample, group discussion tips, information regarding dates of various competitive exams for their betterment under Corporate Connect, Crack the Code and Mind Scribble initiatives.

## 16. Reports

- **Reports that are generally made every year:**

1. NIRF
2. India Today
3. The Week Magazine Report
4. Semi-Annual Report
5. Annual Report
6. Annual Magazine Report

- **Following documents are generally required:**

1. Number of students placed
  2. Number of companies that visited college for placements
  3. Offer letter of top 10 domestic and international placements
  4. Contact details of top 5 recruiters with number of students recruited for final placements
  5. Mean Salary
  6. Median Salary
  7. Alumni details
  8. Attach offer letters or screenshot of mail where salary offered is mentioned (if offer letter(s) have not been rolled out)
- All the reports must have the watermark of Placement Cell's logo. This way identification of reports submitted by the Placement Cell will be easier and also prevents people from using our data without our permission.
  - Distribution of programmes to be mentioned in all internal reports which will show the participation of different programmes and years in the opportunity.

- **Formulas Used:**

1. **Average Salary:**

Write the CTC offered by all the companies in a column and apply this formula:

=Average

(Select the cells with the salaries whose average is to be calculated and do not insert commas)

2. **Median:**

Median is the middle value in a group of numbers, which are arranged in ascending or descending order, i.e. half the numbers are greater than the median and half the numbers are less than the median.

**Step 1** → If 10 students are placed in a company and the salary package is 4 LPA, then write 400000 ten times in a column. Similarly, add other amounts to the column. Do not insert commas while writing the amounts.

**Step 2** → Arrange these amounts in ascending or descending order.

**Step 3** → Apply this formula: =Median (Select the column with the arranged amounts)

### # Annual Magazine Report:

- A report of the Placement Cell is sent every year for the Annual Magazine Report, 'Voices'. This report includes a brief introduction of Placement Cell, number of companies that visited college, number of students placed etc.

- Selected pictures of seminars, recruitment drives, final year's orientation and team are also sent. The pictures should be in .jpg or .jpeg format only.
- Names of the following have to be mentioned in the report: Faculty Convenor, Faculty Co-Convenor, Student Convenor and Student Co-Convenor.
- A hindi version of this report is also required to be prepared and sent.

### # Semi-Annual and Annual Reports:

- A semi-annual report must be prepared in the last week of December and an annual report must be prepared in the last week of May with the internship, recruitment and seminar details.
- Also, any changes over the past year must be mentioned. In the end, the plan of action must be clearly stated.

### 17. Self-Assessment Report

All the team members are required to present a Self-Assessment Report in the winter break. This is to evaluate their performance on the basis of their understanding of the work and contribution throughout the year. Their strengths, weaknesses and areas to be worked upon should be included in their reports.

### 18. Orientation and Grooming Session

Placement Cell conducts an Orientation Session for the 1st year students (new admissions) and Grooming Session for 2nd year students to provide them with useful information related to internships, resume building, online courses etc. The purpose of

conducting these sessions is 'Career Progression' and to prepare the students for placements. The orientation session is scheduled in the odd semester for first year students and grooming session is scheduled in the even semester for second year students. It is mandatory for the respective batches to attend these sessions. Grooming session is open to pre-final year students, but can also be open to first year students. These sessions are mainly taken care of by the second and first year members of the team.

The following topics should be covered in the sessions:

1. Objectives of the cell
2. Documents required for applying for internship/recruitment
3. Standard resume format
4. Internships
5. Online courses
6. Research Paper
7. Learning new languages
8. LinkedIn and profile building
9. Soft skills
10. Hard skills
11. Top skills recruiters look for
12. Basic etiquettes
13. Stages of selection process (in detail)
14. Formal dress code
15. Competitions
16. Popular recruitment and internship fields (profiles in detail)
17. Initiatives taken by the cell

18. Channels of communication

19. Social Media handles

20. Placement Cell team (student and faculty team)

## 19. Miscellaneous Additions to the Standard Operating Procedure

- **Internal Policy** - Under no circumstances are the members of Placement Cell supposed to share any internal information with an outside organisation. This will be considered as a clear breach of Placement Cell's policy. In case any organisation asks for Placement Cell data, only the basic information like the name of the organisation, average salary, median salary, total number of selects and profiles (broadly) must be shared. This is also the case while posting analysis reports on the social media handles.
- Special attention must be paid to the graphics that will be used in the posters and reports. Make sure to not promote any misleading information and at the same time try to capture the diversity of the topic. Keep the graphics more real and attractive for the viewers.