



Kaushalya – The Skill University

(Established by Labour, Skill Development and Employment Department, Government of Gujarat)
Mahatma Gandhi labour Institute (MGLI), Drive-in Road, Memnagar, Ahmedabad - 380 052
Email: info@kaushalyaskilluniversity.ac.in

Placement Policy

Placement, Apprenticeship and Internship Policy Document
(The Policy document is a guideline for the stakeholders.)

- The role of Placement Cell in Kaushalya – The Skill University is to act as a facilitator and counsellor for the apprenticeship, placement and internship related activities on the campus.
- The Placement Cell welcomes all recruiting organizations to take an active part in the Placement Process for the Kaushalya – The Skill University. Kaushalya – The Skill University considers the Placement Process very crucial and extends all-out support to ensure that students are given the right opportunity to streamline their career interests so as to facilitate a proper match between recruiter expectations and student aspirations.
- The Institute Placement Team consists of the Director General (DG), Registrar, Chief Skill Coordinator, Director Academics, Employment Officer and Placement Coordinators.
- The team continuously endeavours to ensure Kaushalya – The Skill University coming up with the best Placement results and continues to be the most favoured destination for recruiting organizations. This is possible only with the assistance and full co-operation of all students.
- In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for Recruiting Organizations has evolved over the years. To realize a win-win situation for Kaushalya – The Skill University and our partner recruiting organizations, all are expected to understand the Placement Policy and follow it strictly.

A. Regulatory Provisions for Apprenticeship:

Stipend as per the Apprentice act 1961

B. Regulations for Placements:

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1. The companies visiting the campus are divided into the following three categories:
 - a) Category-A: Companies offering CTC \geq Rs. 5.0 Lakh Per Annum (LPA),
 - b) Category-B: Companies offering CTC \geq Rs. 3.50 LPA; but CTC $<$ Rs. 5.0 LPA,
 - c) Category-C: Companies offering CTC = Rs. 2.5.0 LPA to 3.5 LPA
2. CV/Resume will not be forwarded for evaluation to any company offering less than Rs.2.5 lac per annum.

The Placement Policy for Recruiting Organizations is applicable to all recruiting organizations that are invited to participate Campus Placements of Kaushalya – The Skill University. The extracts of the Student Placement Policy are included below.

General Guidelines:

A. Recruiting organizations are requested to mark all Kaushalya – The Skill University related placement communication to osd-admin-ksu@gujarat.gov.in besides any other email IDs being used.

B. All job offers are to be made through the Placement Cell only. The acceptance letters of students selected by the organization will also be sent through the Placement Cell.

Organisation should have mentioned following details for each vacancy.

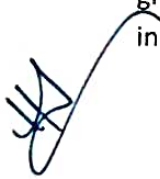
1. Designation
2. Compensation (Gross & CTC)
3. Place of posting
4. Job Profile

C. The schedule for various activities to recruiting organizations as informed by the KSU Placement Team from time to time will have to be strictly followed.

D. Pre-Placement Talks- Companies will only be allowed to book their slot before 1 month of Placement drive.

E. Recruiting organizations should NOT contact any student by any means unless he/she has been selected by the organization through campus placement or is otherwise explicitly permitted to do so by the Placement Cell. Direct contact with the students before selection, without explicit permission from Placement Cell, is not just a violation of this policy but also amounts to gross ethical misconduct by the recruiting organizations.

F. Salary information in the Vacancy Notification Form (VNF) should be provided in terms of gross salary per annum. The Institute takes utmost care to maintain the confidentiality of this information.




G. Any informal interaction or non-placement related activities with the students before the final selection will be not entertained. Requests regarding this matter shall not be entertained by the Placement Cell.

H. Kaushalya – The Skill University administration and the Placement Cell will not be held liable for any costs incurred by a firm during the hiring process regardless of outcome.

I. The student will have to accept or reject the offer before the deadline of the organization or 1-week after the student is given the offer, whichever is earlier. Failing to do so, Placement Cell will assume the offer to be accepted, and the below-mentioned rules would be applicable.

J. Students accepting or rejecting an offer will have to immediately notify the Placement Cell of the same with a copy of their communication to the organization. If the offer is accepted, the job will be recorded.

K. Any student who gets two jobs during placement drive must indicate his final acceptance within 24 hours. If any of these jobs belongs to category A than the student will not be eligible for other job offer. The organization offering will also be informed accordingly. Any student who gets two or more jobs will not be allowed to appear in another company's placement process.



H.R. Suthar IAS (Retd.)

Registrar

Kaushalya – The Skill University
Ahmedabad