

Venkateshwara Open University

Lekhi Village, Naharlagun, Papum Pare Distt., Arunachal Pradesh – 791 110

TRAINING & PLACEMENT CELL

1. Introduction

The **Training and Placement Cell (TPC)** of Venkateshwara Open University (VOU), Itanagar, plays a pivotal role in preparing students for professional careers by facilitating skill development, training, and employment opportunities. The cell functions as an interface between the university and the industry and aims to ensure that every eligible student is equipped with the tools needed for a successful career.

2. Objectives

- To provide career guidance and placement support to students.
- To equip students with the necessary skills for employment through structured training programs.
- To foster partnerships with industries, institutions, and organizations for internship and placement opportunities.
- To assist students in exploring avenues for higher education and entrepreneurship.

3. Scope of Activities

The Training and Placement Cell shall engage in the following:

- Organizing **training programs**: soft skills, aptitude, personality development, resume writing, and interview preparation.
- Coordinating **placement drives**, both on-campus and virtual.
- Facilitating **internship opportunities** for practical exposure.
- Conducting **career counselling sessions**, expert talks, and industry interaction.
- Collaborating with industry partners for **curriculum inputs**, project work, and faculty development.

4. Eligibility Criteria for Students

To participate in placement and training activities:

- Students must be in their **final year** of undergraduate or postgraduate study.
- A minimum **75% attendance** in academic and training sessions is required.
- There should be **no active disciplinary cases** or pending dues against the student.
- Registration with the TPC is **mandatory**, along with the submission of an updated resume and academic documents.

5. Registration Process

- Eligible students must **register online or through prescribed forms** as notified by the TPC.
- Students must provide **accurate personal, academic, and contact information**.
- Any misrepresentation will lead to **disqualification** from the placement process.

6. Training and Development

- The TPC will organize regular sessions on:
 - Communication and soft skills
 - Quantitative aptitude and logical reasoning
 - Group discussion and personal interview techniques
 - Professional ethics and workplace culture
- Participation in **pre-placement training** is **highly encouraged** and may be made compulsory based on departmental recommendations.

7. Placement Guidelines

- Students can participate in placement drives only after attending **pre-placement talks (PPTs)**.
- A student will be allowed to secure **only one confirmed job offer**. Exception may be made in the following cases:
 - A higher-paying offer (defined by a minimum 30% increase in CTC)
 - Core-sector job opportunities for students from technical disciplines
- Once a job offer is accepted, the student will be **withdrawn from further placement activities**, unless a valid exemption is granted.

8. Code of Conduct for Students

- Students must maintain **professional behavior** during all placement and training activities.
- **Formal dress code** is mandatory during interviews and placement events.
- Students must **attend all sessions on time** and comply with TPC instructions.
- Any instance of misconduct, non-participation after registration, or intentional absenteeism will lead to **disciplinary action**, including barring from the placement process.

9. Role of Employers and Recruiters

- Organizations are requested to provide:
 - Detailed **job description and role expectations**
 - **Compensation structure** and career growth opportunities
 - Selection procedure in advance

- Recruiters are expected to follow **fair hiring practices** and refrain from discriminatory procedures.
- The university encourages **long-term collaboration** with recruiters through MoUs, joint programs, and internships.

10. Internships

- Students are encouraged to undertake internships during semester breaks.
- Internships must be aligned with the student's academic field and approved by the concerned department and TPC.
- Pre-placement offers (PPOs) received through internships must be **reported to the TPC**.

11. Grievance Redressal

- A **Grievance Committee** under the TPC will handle student or employer complaints.
- Students may submit concerns in writing to the **Training and Placement Officer (TPO)**.
- Complaints will be resolved in a timely, confidential, and impartial manner.

12. Confidentiality and Data Usage

- All student data collected during registration and placement activities will be used solely for placement-related purposes and will be kept confidential.
- The university retains the right to share necessary information with recruiters and accrediting agencies.

13. Amendments and Review

- These policies are subject to **periodic review** and may be amended based on feedback from stakeholders, evolving industry trends, and university regulations.
- Changes will be notified through the official university website and email communications.

14. Members of Training & Placement Cell

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