

# Placement Procedure

## PHASE-I

- The invitation, containing the relevant information is sent to the companies/organizations through personal visit/email/post.
- Job Descriptions with eligibility/ salary packages / location/ number of vacancies etc are required to come to Training and Placement Cell from the company in an email form.
- Suitable dates for conducting campus are decided after discussions between the company and the Training and Placement Cell.
- The placement policy of VNS Group of Institutions, Bhopal does not allow to advocate for any such company that charges any monetary amount from our students at the time of joining or after joining.
- After confirmation from the company, students are notified about the campus drive date.
- The company may also, if interested, conduct selections for summer internships of the pre final year students on the same day as it's a general procedure followed by companies.
- An advertisement in the local newspaper is customary. It can be customized if a particular company has any preference.

## PHASE-II

- The company visits the campus on the pre-decided date.
- Interested students sign their willingness by registering for the company through registration sheets available at the venue.
- Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
- A pre-placement talk (PPT) is arranged where the company is expected to make students more aware about the company, job profile etc.
- Companies conduct the written technical/aptitude test, group discussion/personal interview as a part of their selection procedure.
- Please note that the facility of telephonic conferencing at the campus can be availed for the purpose of interviewing.
- The company/organization is required to furnish the final list of selected students as soon as possible after the final completion of procedure. A (Letter of Intent) LOI is expected at the end of the selection process followed by a Joining Letter.
- The selected students may or may not be allowed to sit in further job interviews as per the placement policy of the institute.

NOTE: This is a general process. If a particular organization has a different procedure, it can be discussed and decided upon before any commitments from either end.