Placement Guidelines/ Modality of IISER Kolkata

The Institute/ IISER Kolkata helps each student in exploring placement opportunities (Research Institutes, potential companies and Industries) by inviting various companies for campus recruitment of the BS-MS students, IPhd and PhD of the Institute who are in the final year of the programme and are likely to graduate at the end of the academic year.

The final placements, at the Institute, are a result of very systematic interaction with the industry/multinational companies and Research Institutions and continuous career counseling of the students. Right from the beginning of the program, students are continuously counseled with regard to his/her career aspirations and options, which in turn is enthusiastically followed up with the potential companies, industries and research institutes for participating in the placement program of the Institute.

Keeping in mind the start up scheme of the Government, the Institute has taken an initiative to start an Entrepreneurship Development Cell, in association with Wadhwani Operating Foundation. It is also proposed a couple of course on Entrepreneurship as for 3rd and 4th year students. This foundation will educate and support student entrepreneurs, startups and SMEs for creating high-value jobs in abroad, operating in association with governments, corporates, mentors, investors and educational institutes. It also creates a city-based entrepreneurial ecosystems consisting of institutes that teach many courses related entrepreneurship. It

Placement Committee and their roles at IISER Kolkata:

The placement related activities, at the Institute, are carried out by Placement committee – it comprises of faculties from various departments of the institute. Student representatives (placement coordinators) from various branches who are in their final year are also appointed as committee members. The placement activity is to be primarily managed by the Placement Committee headed by the Director or Director will nominate a faculty member, who will act as FIC, Placement (Chairperson) of the institute. There will be placement officer, who will facilitate and act as member secretary of the Committee.

The following modality may be followed to constitute a placement committee:

1. FIC, Placement – Chairman
2. Asst. Registrar (Placement) – Convener
3. Five (5) department wise faculty members (faculty coordinators)
4. Five (5) department wise student members (student coordinators)

Director is requested to give the name of FIC, Placement and five department wise faculty members and may nominate five students or discuss with DoSA to nominate five students department wise for the committee. The roles of the chairman, faculty and students coordinators are mentioned below.

Role of Chairman – Centre for Career Development (CCD):

a. Contacting industries/companies/HRs for campus recruitment and internship drives annually.
b. Preparing the list of eligible graduates/students based on the eligibility criterion of particular firm and sharing with the recruiters.
c. Administer and provide assistance to all annual enrollment process and prepare placement reports.
d. Prepare all resumes and conduct interviews/ pre-placement talk and provide assistance to all graduates/students and review all procedures.
e. Manage all students progress and prepare required strategies of placement time to time to complete all programs
f. Conduct career guidance training and placement workshop.

Role of department wise faculty coordinator :
a. Supervise the placement activities of the Institute
b. Prepare the list of companies/industries/HRs contact details in discussion with the other faculty members of the concerned department and submit the same to the Chairman- CCD.
c. Contact firms and HRs as and when necessary for smooth functioning of the placement activities.
d. Administer and assist Chairman- CCD to prepare the department wise placement report.
e. Assist the Chairman-CCD to design the placement strategies for smooth placement operation

Role of department wise students' coordinator :
a. Arranging logistics for HRs team coming for placement activities in discussion with the Placement Officer.
b. Will act as liaison officer between the concerned department students, alumni (for mentoring and recruitment) and the CCD.
c. Student coordinator will manage the department wise database of the students in discussion with the department wise faculty coordinator.
d. Students' coordinator will also help the centre by preparing the list of companies/industries/HRs contact number so that the placement centre can contact them.
e. Advice the placement committee if any specific career guidance and career workshop to be conducted at IISER Campus.
f. They will help department students to clarify their doubts (if any) with HRs during pre-placement talk in discussion with the concerned department faculty members.
g. They will help the department students to fill the any specific forms of the centre and registration process with the centre.

Role of Placement Officer:

- He/She will be responsible to implement the work assigned by the Chairman-CCD of the Placement Committee.

- He will act as the secretary of the Committee. To correspond to prospective companies for interview date and schedule of events as advised by the Chairman – CCD time to time.

- To correspond to students informing about the interview date and schedule of events as advised by the Chairman time to time.

- Prepare the placement brochure and update the CCD website.

- Other assignments assigned by the Chairman-CCD time to time.

The Institute also may think for an external adviser for the placement committee, who has the professional experiences in Govt. and public sector organizations.

** There should be an All IISERs placement Committee (AIPC) in the line of IITs who draft the general guidelines for all recruiters for a smooth placement process. Apart from this particular job, the committee will also look after various other important issues regarding placement for ISERs.

Link: https://www.iitg.ac.in/ccd/downloads/AIPC%20Guidelines%20to%20Recruiters.pdf

The Broad Activities Undertaken by the Placement Cell are:

Formation of Students' Placement Committees for final placement and also for getting industrial training and industry linked project work for students.

- Preparation of Placement Brochure for final placement.
- Pre-placement visits (PPV) to the companies.
- Communication, networking and relationship building with the potential recruiters
- Invitation to potential recruiters to visit the Institute.
- Continuation of placement activities after the stipulated period, till all the students are placed.
- Grooming and training of the candidates for the placements so that their chances of selection increase.
- General follow-up, joining formalities and other administrative activities.
- Some more may be added….

Student Registration for the Placement and Internship

Students who are in their final year and interested in availing placement support from institute, will have to register themselves for placement through dedicated Institute placement portal. Those who don't want any kind of placement support need not register themselves. Registration for placement is done by paying placement registration fees decided by the institute from time to time.

IISERK Placement model: is a four stage process involving the Pre Placement activities, Career Guidance, Executing Placement and Post Placement reviews.

In addition to providing Placement support to the students in the prestigious organisations, we also facilitate training of our students during summer and winter vacations regarding personality / soft skill development, development, holding institute-industry interactions seminars/conferences, counselling of the students on job opportunities, participation in exhibitions, fairs, facilitating industry visits and Inviting distinguished speakers to add value in our programs.

Placement Process

1. An email will be sent to all possible recruiters latest by 3rd week of August requesting them to visit our Institute/IISERK for pre-placement from the 1st week of September to 1st week of October 2018. After their visit for PPV (pre-placement visit). The on-campus placement activity will start from the 2nd week of October and process will continue till 2nd week of November.
2. Placement cell will send a professional placement brochure of the Institute, where the recruiters will be requested to visit the Institute for a series of interviews, group discussions, soft skill interventions etc.
3. Once an organization/companies/industry/research Institutes shows interest in recruitment from IISER Kolkata, the the students are asked to register their interest for the job.
4. An email informing about the job opening and its details will be shared with the student coordinators and placement committee. Placement cell will try to get as much details as possible about the job profile.
5. The registration of interest is to be done by students from their official ID only, after going through the job profile
6. Only students who register for that particular job profile will be considered for the job opening and their names and CVs will be shared with the company.
7. It will be responsibility of a student to keep his/her resumes updated with placement cell. Once the names of students are submitted, student is not allowed to withdraw from the selection process.
8. Sometimes companies come for Pre-Placement Talk / Group Discussion / Written Test and the short-listed students are interviewed at the campus or off the campus. Alternately, some companies select students based on their CVs and may invite them for Group Discussions/Interviews at their offices.

Placement Brochure

The Institute prepares a Placement Brochure, giving details of the students ready to be placed for the benefit of the students and potential recruiters. This brochure is subsequently shared with potential recruiters. The students registered for placement are included in this brochure.

Placement Eligibility

Students who fail to clear the academic exams & other formalities at the end of course, shall be removed from the placement process and hence will not be eligible for campus placement activities. Any major disciplinary actions will terminate the student from campus placement activities.

Facilities for the Recruiters

Recruiters will be provided with all the required facilities for the placement process, as mentioned below.

i.   The computer and internet facilities are available for online test.
ii. Any recruiter interested in delivering a Pre-Placement Talk, will be arranged by the Institute in the campus with space and other infrastructure as required.
iii. Fully furnished, air conditioned rooms for group discussion and personal interviews.
iv. Telephonic and Video conferencing facilities are available if necessary.
v.   Free accommodation and fooding in the visitor's hostel.