



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in. Website: <https://kashiip.ac.in> 1800-123-321-123

PLACEMENT POLICY

Important Placement Guidelines & Policy (Campus / Off Campus Recruitment Guidelines)

Dear Students

Greetings from T&P cell, Kashi Institute of Pharmacy!

I welcome you in the most significant phase of your academic journey. It is the time when you will gain your own recognition by showcasing your skills and competencies to the outside world.

It is the time when you would be asked to exhibit what all you have learnt throughout your academic voyage and what you would be acquiring in future. Below are some of the important Instructions/ Guidelines adhering to Campus/ Off Campus Recruitments for students of Kashi Institute of Pharmacy.

Please go through them minutely and follow the Guidelines Step by Step.

1. Placement Drive Details:

It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available at Central T&P Cell.

2. Placement Process:

All companies generally follow the following placement process

- a) Presentation about the Company & Job Profile (PPT)
- b) Written Exam (Aptitude / Technical Test)
- c) Group Discussion (10 to 12 Students)
- d) Technical Interview (One to One)
- e) HR Interview
- f) Verification of Documents



3. Pre Placement Talk:

It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments. Students will be given a choice to back out after the Presentation (PPT) of the company. No student will be allowed to back out from the company after clearing the 1st round (i.e. Written test). If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

4. Eligibility:

All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the placement portal. All mark sheets are checked at the time of joining and if the company finds that you have manipulated your marks / documents at the time of



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Campus Recruitment your job offer will be terminated and your name will be blacklisted forever.

5. Data:

All Students need to ensure that their Data is correctly entered in placements data sheets available at the Central TPO, if there are any changes then they need to contact the Placement Officer immediately.

6. Reporting Time:

Students have to ensure that they report on time as mentioned in the portal or in the mail received from T&P cell. Students coming late will be strictly not allowed to appear in that process.

7. Dress Code:

Students have to wear proper College Uniforms for every recruitment process. Students wearing casuals during the recruitment process will be sent back.

8. Folder:

Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

9. ID Card:

All students have to compulsorily carry their College I-Cards with them. Without an I-card no students will be allowed to enter the examination hall/seminar hall.

10. Direct Interaction:

Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem they have to first contact the Placement Officer and discuss their problem with them.

11. Transport:

Students have to arrange their own transport during on campus /off campus recruitments.

12. Policy:

Kashi IP strictly follows 'One Student One Job Policy'.

13. Dream Offer:

Placed students can also apply for Dream offer only when the package offered is more than double their existing offer.

14. Joining:

Joining dates for the students is dependent on Company discretion and policy. All students need to join on time as per the communication received from the Company.





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15. Transportation:

Many times it may happen that the campus recruitment process can stretch till late night. All students have to inform their parents and have to arrange their own transportation.

16. Mobile phones have to be switched off inside examination rooms / auditoriums.

17. Strict discipline needs to be followed by every student during the recruitment process. Any students found misbehaving during the recruitment process will be debarred from the entire placement session.

18. In case of any further clarification or query please contact T&P cell. I wish you good luck for all your future endeavours.

Placement is a privilege to the students not a right. Following guidelines are framed to ensure equality and fairness of opportunity to all the students. The guidelines will ensure that the maximum number of students get on & off campus placement.

With Regard,

CRC Manager

Training and Placement Cell,

Kashi Institute of Pharmacy

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