



योग: कर्मसु कौशलम्
INDRASHIL UNIVERSITY
"Sustained Excellence with Relevance"

PLACEMENT POLICY

Version 2.0
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PREFACE

This document, known as the "PLACEMENT POLICY" hereby defines the rules and regulations and other activities those offered to the registered and eligible students for placement at our institute. This policy lists down all the Rules and Regulations under which the endeavors to operate the institute. All the students & staff need to adhere strictly to the rules & guide lines stated in this policy and the subsequent process documents & formats stated therein. In case any change from the current version of the policy; the same will be announced well in advance to the students, parents and the staff of our institute and the changes will be notified in the notice board for 1 month period.

PLACEMENT SERVICE

This service is to promote the institute and need to do the basic activities to find the lead from the industry to introduce our training methodology, curriculum, exit profiles of our students and how the students can be give more value add to the company and do the tie-up with industry for student placement, internship or any industry training to be conducted with them.

1. Training & Placement Cell endeavor to match the individual's ability and interest area with requirements of the industry and the skill set of the students.
2. Training & Placement Cell would endeavor to fulfill the requirement of the professionals of every corporate client to their satisfaction.

ELIGIBILITY NORMS

This service is extended to only those students enrolled in our institute under various schools/streams and registered for the placement assistance. The criteria will be as follows:

1. Age Factor:

- a. The student must be over 18 yrs or above depending on the employability age of our country.
- b. The student should not cross the higher age limit that the industry would not accept as fresh candidate.

2. Registration:

- a. All the students who are willing to participate in the placement activities need to register with Training & Placement Cell at beginning of final year in the prescribed format with a payment of refundable fees decided from time to time.
- b. ***Non registered students will not be served under this policy.***
- c. If after registration any student is not interested for placement then he/she is required to inform his/her willingness to the placement cell immediately in writing.
- d. Once the student is placed in any company he/she will not be allowed to register or participate again in subsequent placement drive.

3. Selection Process

The selection process will follow as case to case as per the process set by the industry/company that conducting the recruitment drive.

4. Student Performance:

- a. The students must secure at least 65% or above or a CGPA of 6.0 or above in any given assessment or exams and should not have any back log at the time of the placement drive. The company may have any additional requirements to fit into the job role that they are offering. In case the placement required any third party assessment, then the students need to fulfill the criteria set by the third party council or the assessment body/agent.
- b. The semester or the course attendance must be above 70% for each semester or the course attended.
- c. All the required assessments & exams must be completed and get NOC (No Objection Certificate) from the concerned Academic Dean/Head of Department prior to send for the selection process
- d. Must be attended all the placement related activities, training, seminars and industry workshops, mock tests, mock interviews etc., conducted by the T&P Cell and secure 80% attendance in those activities. In case the registered students are not attending such activities scheduled by the T&P and the respective departments, then those students will be considered for "**NOT FOR PLACEMENT ASSISTANCE**" group and removed from the placement assistance.
- e. Once student nominated for a particular company; it is compulsory for the student to attend Pre-Placement Talk and related activities collectively scheduled by the company and T&P Cell. Once a student decides to attend then it is mandatory for the student to attend entire selection process.

5. Dues:

- a. The student(s) must free from any dues to the institution, in terms of tuition fee, library and other services rendered to the student. They should provide the NOC from the Dean/HOD and also from accounts department.
- b. The students must get clearance on the dues in order to avail the interview arrangements.

6. 'No Show':

- a. The students who are not attending the interview which arranged for them will be considered as '**No Show**' and **will not be assisted** for further opportunities.
- b. If the student informs the T&P Cell well in advance about the reason for not able to attend the interview, then will consider for postponing the interview or can assist for another opportunity whichever comes based on the candidates competency.

7. Students' Acceptance:

- a. The students are subjected to accept the opportunity came across based on their skill & talent as per the interview and other recruitment process cleared by the student with the company.
- b. The students who are selected by a company will not be eligible for other interviews and placement assistance.
- c. The students must be open to accept the location or package of the opportunity fall for them.
- d. If the student is denying any such opportunity came across, then those students will not get any more assistance of placement.
- e. Students who would like to apply for a particular company need to submit their names to placement cell through student & faculty placement coordinators. In such request the T&P Cell will intimate the students about the opportunity exists or not, after the discussion with such company HR personnel.
- f. The interview for the eligible students for placement may be arranged at our campus or at the company premise or any other area where the company is arranging their recruitment process.

8. Communications:

- a. All communications to the students related to the T&P activities will be informed by the T&P coordinator to the students via the acceptable media. The copy of the same will be displayed in the notice board too.
- b. Till joining a job offered; if any correspondence required with the company, then students need to approach T&P Cell. Direct communication with the company personnel is strictly prohibited.

9. Exceptions:

- a. Selections done by Defense Services (Indian Air force, Indian Navy, Indian Army) will be treated as separate placements and will not be considered in normal selection of the students.

10. Authority:

- a. In case of any dispute/doubt about the interpretation or any clause mentioned in the policy document the decision of the Provost will be final.

COMMITMENTS TO STUDENT/TRAINEE

This service is a value-add service to our students who are eligible and registered for this service, hence the onus of keeping the high degree of commitments on this service lies with every respective role holders in our institute.

1. Our institute is sincerely committed to making all endeavors for suitable placement assistance for each eligible student who is qualified as per the policy.
2. This gesture ***should not be taken or considered as guaranteed placement*** by our institute to the students. However the objective is to make sure that all the registered students should get placed.
3. Each eligible student will be given at enough support for attempting the interviews.

COMMITMENTS TO INDUSTRY

As this service is also include the local or other industry personal, the onus to serve to the industry also lies with our institute. The institute assures the following to each client who wishes to recruit the students from our training Centre:

1. The institute shall identify and understand the clients' requirements to provide the right candidate for them.
2. The institute shall prepare the candidates accordingly and will send only those who are eligible and suite to that available position.
3. The institute shall provide all the necessary and responsible support in the screening and recruitment activities.