



BML Munjal University Gurugram (Haryana)

Career Development Policy, 2019 Version-1

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Introduction:

“BML Munjal University (BMU)” is committed to provide opportunities for its students to further develop their knowledge, skills and capabilities. This shall enable our students, upon graduation, prominent responsibility in industry. The students shall develop themselves into ethical leaders who would create positive impact on self, their organizations and society at large.

In pursuit to achieve the above-mentioned objective, the Career Guidance & Development Centre (CGDC) of the university facilitates all the eligible set of students pursuing their undergraduate and post graduate programs with BMU, to avail and undertake suitable opportunities pertaining to Practice Schools (Internships) and Final Placements. The process shall also involve participation of reputed and prominent Corporates/ PSUs, Govt. Sector organizations etc. CGDC provides opportunity for each student to go through the internship and final placement process to be able to get a valid offer from an organization. The facilitation process is executed with best of the efforts and true spirit. The responsibility of participation, preparation and being successful during the process solely lies with the student, the CGDC shall be a continuous guiding force.

Abbreviations:

SOM- School of Management

SOET-School of Engineering and Technology

PlaceComm- Placement Committee (Student Body)

CDP- Corporate Development Policy

CGDC- Career Guidance & Development Centre

PS- Practice School





CFP- Campus Final Placement

CPSP-Campus Practice School Process

A. Practice School (PS)-

Reference:

Practice School	SOET	SOM	
	UG	UG	PG
PS- I	Industry visit	Industry visit	Two months industry internship
PS- II	Two months industry internship	Two months industry internship	-
PS- III	Six months industry internship	-	-

PS- II for UG (SOET & SOM) and PS for PG (SOM)- also known as Summer Practice School and PS-III

Summer Practice School (Internship) is a mandatory aspect of UG & PG programmes offered at BMU. It is a graded activity, carrying specific credit points as per the program. Elaborate details of the programmes shall be available at the Programme Office of respective schools. The period of the Summer Practice School shall be as per the Academic Calendar.

During internship period, a student would be accountable to the host organisation and would report to an industry supervisor. Each student would be also be mapped to a BMU faculty who would mentor and guide him/her during the internship.





Students have two routes to organize the internship. They can either participate in the Summer Campus Practice School Process (CPSP) or they can arrange the internship on their own, through Self Internship Placement Process (SPP).

Rules for Summer Practice School:

1. CPSP runs on the principle of 'One Student, One Offer'
2. Eligible students are required to register with CGDC with in the stipulated time, to be a part of CPSP. Students failing to register within the time frame, must seek placement through their own efforts (Self Internship)
3. The CGDC upon receipt of intent/opportunity from an organisation would share the details with the students. The eligible students whose registration is active (and not suspended) must avail the opportunity
4. The selection of the student would usually be done by the respective organisation. The choice of the selection process would remain the prerogative of the organisation. It could include various tests, group discussions, personal interviews and other activities
5. Student upon receiving an offer from a company through CPSP would have to accept the offer and undertake the internship at the organization. The student would be withdrawn from the CPSP and cannot participate further
6. In case an organisation were to ask CGDC to allocate/ shortlist the student(s) to the opportunity(ies) then CGDC would conduct the appropriate process on behalf of the organisation and the rules (nos. 3-5) listed above would be applicable



7. Once a student is eligible for a process, cannot withdraw or decline to participate in the selection process
8. In case a student receives more than one offer on the same day, then the student would have a day's time to choose one. Student needs to communicate the choice to CGDC, via email within a day. If no acknowledgement is received, CGDC shall allot the first confirmed organization, to the student
9. The projects during the Practice Schools shall be vetted by the academic team before allocation. However, in case of PS-III + Placement the final project allotment shall lie with the organization discretion

Self-Internship Placement Process (SPP)

10. All students, including those registered for CPSP can try to seek internship opportunities through own efforts made under Self-Internship Placement Process (SPP). The students should not seek internship opportunities at companies owned in their relations or work under their supervision. This reduces the learning opportunity
11. Students who have accepted an offer through CPSP are not allowed to continue and seek any further offer(s) through SPP
12. The offers received through SPP are required to be shared immediately upon receipt by student for approval by Dean's office. The approval would need to be routed mandatorily through CGDC. This is to ensure that such offers do not conflict with CPSP process and the offers are appropriate for providing relevant learning to the students





13. Student upon receipt of an offer through SPP needs to inform CGDC immediately (along with confirmation letter) so that all his/her applications for internship through CPSP can be withdrawn
14. If a student were to get offers from CPSP and SPP on the same day, then the student would be required to establish to CGDC that the SPP offer was received on the same day as CPSP and not earlier. Post this being established, student would be given one day's time to choose one offer for internship. Student needs to communicate the choice to CGDC, via email within a day. If CGDC were not to receive the communication from student within a day, then the offer received from CPSP would be allocated to the student
15. If a student declines to accept the offer received through CPSP then the student may be restricted to participate in the CFP process and/or may be referred for Disciplinary & Appeal Committee

General Rules & Regulations

16. The final selection and offering of projects, stipends, and location of posting would be the prerogative of the organization that extends the offer
17. In case the student upon accepting an offer were not to join the internship or were to leave the internship prior to completion, without the approval from organisation or consulting with faculty mentor or CGDC, then the student can be restricted to participate in CFP and may also be referred for disciplinary action
18. Students would not be allowed to change the organisation after commencement of internship. In exceptional cases, any change in internship, irrespective whether the offer was received through CPSP or SPP must be referred to Dean / CGDC for review and approval





19. Students would be accountable for all the information/data provided by the organisation and they should strictly abide by the policies and procedures laid out by the organisation for Internship. Any violation brought to the notice of CGDC by the corporate would be treated seriously and the student may be referred for disciplinary action. During the Internship period, students would need to adhere to all reporting norms and performance parameters in accordance with the requirement of the program office at BMU
20. If any organization decides to discontinue internship of a student, CGDC shall further determine the reason for the same. If the student is found at fault, the required disciplinary action could be taken, against the student
21. Students are required to discuss with CGDC or the faculty mentor if they have any concern or issue related to the internship. Involving parents, friends, family or anyone else for discussion with organisation is strictly not recommended
22. Students are expected and advised not to indulge in activities that are contrary to the interests of the organisation or BMU. In case of lack of clarity, the student would need to consult faculty mentor, immediately

B. Campus Final Placement (CFP)

1. CGDC along with respective schools at BMU shall facilitate CFP for the graduating students of various programs
2. CFP would run on the principle of 'One Student, One Offer'





3. The students shall qualify the below listed criteria to be eligible, register and participate in the CFP. All the mentioned criteria always need to be fulfilled, by student, to remain in the CFP
 - a. Minimum CGPA of 5.0 for PG and 6.0 for UG at SOM
 - b. Minimum CGPA of 6.0 for UG at SOET. However, University is committed to provide opportunities to each student and wherever company allows the students with less CGPA may be permitted for that company accordingly
 - c. B. Tech Students who expect to graduate by the end of the academic year and are actively seeking employment must register his candidature with CGDC as per the principle 'One Student, One Core Job Offer'.
 - d. Student should not have accumulated more than 2 backlogs. However, as per company's discretion and policy, respective set of students will be allowed
 - e. English communication proficiency of minimum B2 level as per BMU test.
 - f. Total disciplinary penalty points to be less than 100
 - g. Student must not have been debarred from CPSP or voluntarily withdrawn from CPSP
 - h. A student shall be allowed any number of opportunities under CFP, till gets placed. However, student's active participation and preparedness shall be assessed on regular basis. If found continuous faltering, shall be restricted for further CFP
 - i. Student must not have accumulated three (03) non-participation in CFP
 - j. The CGDC and Academics may decide to mandate participation of all eligible/unplaced students, in all the further CFPs, post certain period of ongoing CFP
4. Eligible students need to register (once in an academic year) with CGDC with in the stipulated date for being included in the CFP. If at any time the registered students were to fail meeting all the eligibility criteria for CFP, then their registration would be suspended till they fulfil all criteria



5. Students failing to register within the stipulated time would need to seek placement through self-efforts

Pre-Placement Offer (PPO)

6. Students, who receive a PPO from any organisation prior to CFP, will need to inform CGDC within 24 hours of receipt of the same
7. If the student had consented to pursue PPO from an organisation than the receipt of PPO would be treated as valid offer and the student would be removed from the CFP
8. In case it was to be known that student has not informed CGDC about receipt of PPO and taken part in CFP, then the student would consider out of CFP. This shall be treated at the merit of the PPO/student

Guest Lectures (GL) and Pre-Placement Talks (PPT)

9. CGDC would facilitate organizations for PPT. Executives from the various organizations, shall also be invited for GL. If mandated by CGDC, all unplaced & eligible students are notified to attend, irrespective of their registration for CFP, or whether the opportunity is from their area of specialization or not. The process shall be coordinated by PlaceComm
10. In case of multiple PPTs or GLs, student allotment would be done by CGDC, and an attendance would be maintained. PlaceComm would be responsible for implementation and adherence. Students who do not attend these activities would need to get approval from Dean's office for the same to remain in CFP
11. Students who do not attend these activities would need to get approval from Dean's office for the same to remain in CFP





12. Students should be available for participating in GLs/PPTs and further selection process. Any absence could be availed only with information and advice of CGDC
13. Students are required to be attentive and participative in the GL's/PPTs

Student Employability Enhancement Program (SEEP)

14. CGDC and or program office could organize various activities to enhance the employability of the students. These activities may include, additional classroom or other teaching sessions, workshops, trainings, mock interviews, take home assignments etc.
15. Students can be mandated to attend (minimum of 80%) the same and obtain certain level of proficiency, as measured by an evaluation system. Failure to achieve such conditions could lead to being suspended or restricted to participate in CFP till the students obtains a valid 'Certificate of Preparedness' from the academics.

Resume and information

16. Students shall prepare their resume as per the prescribed format provided by CGDC. The contents of the resume and their accuracy shall be sole responsibility of the student. Hiding or mis-leading information could result in student being debarred from CFP

Selection Process

17. CGDC shall propose all relevant profiles with the organization. The shortlisting/ selection is the prerogative of the organisation. The shortlisting/selection process may include various tests, group discussions, personal interviews and other activities
18. Student upon receiving an offer from a company through CFP would be considered placed and would be withdrawn from the CFP and cannot participate further



19. If there be a mismatch of expectations and the PPO, CGDC would assist the student in addressing the issues. A reasonable time, as determined by CGDC would be given for resolution, thereafter the student would be required to make the decision and communicate the same to CGDC, via email within the time limit set by CGDC
20. Students should convey their acceptance of offer as per the corporate's policies
21. If a student gets more than one offer during the announcement of results, he/she has the option to select anyone within the prescribed time. However, if there is a delay in the announcement of an offer when one offer has already been made, only the earliest offer stands valid and the student will be treated as placed and out of CFP
22. **Dream opportunity for B. Tech students:** A student with a valid job offer of either a Core or a Non-Core, can avail additional opportunity of their choice (Dream Company) to participate, during rest of the recruitment period in the academic year. Students with two offers by same day process / delay in results declaration, will not be allowed for this scheme. A student who got placed in one Non-core as well as One Core job is not eligible for subsequent Dream opportunity

Marquee company for B. Tech students: All placed / unplaced eligible students will be further allowed to appear for opportunities in Marquee status company, till he/she gets placed with such companies, during this period. The Marquee status company will be defined as per the discretion of the University. No further request will be entertained on that subject.

Marquee opportunity for SOM student: All placed / unplaced eligible students shall be further allowed to appear for opportunities in 'Marquee Status Company' until he/she is placed with one such company, during the period. The 'Marquee Status



Company' definition shall lie in the purview and sole discretion of the Management / University. Any specific requests shall not be entertained on the subjected matter

23. Students are not expected to insist for higher remuneration or change in profiles during the selection process, especially interviews. This can only be done when the organisation is seeking the expectations of the students
24. Students are also discouraged to directly contact the organisations on matters that affect the CFP. They are required to contact CGDC for discussing the points of concerns. Any negative feedback from the organisations would be viewed seriously and can lead to suspension/removal from CFP
25. The students are free to pursue opportunities beyond CFP but are not allowed to contact the organisations which participate in the CFP
26. Students pursuing opportunities outside of CFP might require verification/reference, the same should be routed through CGDC only
27. Students who get offer through CFP or otherwise should submit copy of the Offer Letter/Letter of Engagement (LoE) to CGDC to get their 'No dues' clearance from CGDC
28. If a student receives any communication from a company, he/she is advised to take that conversation forward through guidance of CGDC. Any queries for offer letter or joining date should always be routed through CGDC
29. Any student who wishes to opt for higher studies post receiving any job offer, may be allowed with submission of valid letter/offer received from the university/institution, by the month of December



BMU Student Discipline Code

Violation of Discipline Code shall lead the matter to be adjudicated by the ‘Disciplinary & Appeal Committee’

30. BMU Discipline Code is applicable during Practice School (Internship) and Final Placement Process. BMU insists all students to maintain the highest standards of ethics, integrity and professionalism in dealing with recruiters

31. All students should personally uphold and abide, in letter and spirit, by the values, purpose, and rules of BML Munjal University Discipline Code, as mentioned below

- Students are required to be present in formal business attire for GLs/PPTs and selection processes and at the mentioned reporting time & venue. Non-Compliance shall lead to disciplinary action
- Students are expected to be true in representation. Falsified information/ Impersonation/ Deceitfulness may lead to immediate suspension from CPSP/CFP and the case shall further be recommended to the Disciplinary Committee for necessary action.
- Should not seek, receive, or obtain an unfair advantage over other students as a few students may get opportunity to interact with recruiters due to their positions or by assignments
- Students rejecting the offer of Practice School (arranged by the university) and/or are found undisciplined during Practice School, shall be immediately suspended from further CFP and referred to the Disciplinary Committee
- Student with 03 absenteeism from the CFP, shall not be extended support from CGDC and to be considered debarred from CFP





- Reneging an offer or not completing Six (06) months of service- Reneging on an “Accepted Offer” is a serious breach of ethics and students doing this shall not be extended Alumni facilities for a period to be decided by the DAC.

Note: BMU retains the right to publish the names of the students, reneging offers

CGDC could also recommend to Registrar’s office to withhold the Degree Certification for students who fail to report to the recruiting organization.

- Any student found violating the above-mentioned Discipline Codes may be debarred from CFP, however the students can appeal to the aforementioned committee for reconsideration. The responsibility to defend the case shall lie with the student, with appropriate documents/evidences

Note: Details of action pertaining to different Indiscipline is mentioned in Annexure-1

Grade Disclosure Policy

32. Consistent with the BMU confidentiality policy, only the program office and BMU officials in CGDC would have access to student grades/CGPA. It is the students’ responsibility to divulge their actual grades/CGPA in the context of recruitment. It is important that:

- a. The student discloses the CGPA accurately, without rounding off
- b. Only the latest available cumulative CGPA is disclosed

Spirit of the Policy and Amendments

The policy is framed in such a way to COLLECTIVELY facilitate all students getting a fair chance for Summer Internships / Final Placements, and no one keeps piling up offers at the expense of other students.





If anyone has a better policy statement to be included in this, or a modification that is "Pareto Superior", which means NO student is worse off and at least one or more is better off, then they can suggest to CGDC for suitable adoption/inclusion, and such amendments.

Annexure-1

Disciplinary Offence			
Nature of Indiscipline	Action		
	1 st Time	Repeat 01	Repeat 02
Formal Attire during Placement processes	Student in No-Formal Attire shall be asked to report in prescribed formal attire, with-in the stipulated time frame. Otherwise student to be marked 'Absent' for that placement process and warning Letter to be issued with copy to Guardians	Debarred from next 02 organizations in CFP (depending upon eligibility)	Student shall be considered out of CFP
Non-Attendance during Placement Process and Guest Lectures	Letter to be issued with copy to Guardians	Letter to be issued with copy to Guardians	Student shall be considered out of CFP
Late reporting during placement process	Warning letter to be issued with copy to Guardians	Warning letter to be issued with copy to Guardians	Student shall be considered out of CFP





1. Purposely spoiling the Placement process 2. Direct contact with the company 3. Misbehaviour during the process 4. Misrepresentation, Cheating	Debarred from two upcoming placement processes and case to be referred to Disciplinary Committee	Student shall be considered out of CFP	
Reneging Offer	Recommended to Registrar's office to withhold the Degree Certification for students who fail to report to the recruiting organization		
Abrupt changing PS Company/Location	Case to be referred to Disciplinary Committee		
Not joining at PS Company/Location	Student shall be considered out of CFP and case to be referred to Disciplinary Committee		



UNDERTAKING

I hereby declare that I have read, understood and accepted the aforementioned 'Career Development Policy' with respect to facilitation of Practice School (Internship) and Final Placement by BML Munjal University. I shall fully abide by the provisions and rules that are mentioned in the policy document.

Signature :

Name :

Registration. No :

Date :

