

**DIRECTORATE OF CORPORATE RELATIONS & CAREER SERVICES**

## **PLACEMENT POLICY**

# Contents

Page Number

Pre-Placement Guidelines.....	03
Guidelines During Placement.....	05
Placement Guidelines for Job Application and Attending Campus Drives.....	06
Post Placement Guidelines.....	08
Code of Conduct, Disciplinary actions and Penalties.....	10

The placement policy will be applicable to all the students who are enrolling for campus placements of SRM University- AP and is to be followed for the entire duration of the placement season. Placement activities performed by the Directorate of Corporate Relations and Career Services is a service extended to graduating students and do not carry any guarantee on securing a job opportunity.

## 1. Pre-Placement Guidelines

### Eligibility:

#### Programme: B. TECH | BBA | B.Sc. | B. Com & B.A eligibility criteria.

- 10<sup>th</sup>: minimum 60%
- 12<sup>th</sup>: Minimum 60%
- UG (Till 4<sup>th</sup> Semester): Minimum 60%.
- **For B. Tech:** Students with only 2 backlogs during the enrollment process are allowed, however student should clear their backlogs to become eligible to apply for job opportunities.
- **For BBA, B.Sc., B. Com, and B.A:** No standing backlogs are allowed during the placement enrollment.

#### Programme: M. TECH | MBA eligibility criteria:

- 10<sup>th</sup>: minimum 60%
- 12<sup>th</sup>: Minimum 60%
- UG: Minimum 60%.
- PG: Minimum 60% till 2<sup>nd</sup> semester and no standing backlogs.

**Eligibility for PhD students:** All full time PhD scholars may register for placements with the aid of the directorate of Corporate Relations and Career Services after their last research (synopsis) seminar up to one year from the date of last research seminar or post three months after wholesome thesis evaluation, whichever is later. The PhD candidate should register on the placement portal for the placements.

### General:

1. Students who have standing backlogs are not eligible for enrollment process they can clear their backlogs and approach Directorate of Corporate Relations and Career Services before the placement season begins so that they can be enrolled into placement.
2. Students who have opted for higher studies are not eligible to enroll for placements and may approach the directorate of IRHS for counseling and other support.
3. Students who have opted for entrepreneurship may refer to differed placement policy and approach the directorate of IE for counselling and support.

### **Registration and Enrollment process**

1. Students are notified via email when the registration process for placements opens. The email will contain information regarding the guidelines and the process for registration.
2. Students are required to register for placements through the placement portal only. The placement portal will provide all the necessary information regarding the companies participating in the placement process, the job roles available, and the eligibility criteria for each job role.
3. After the registration process students who wish to enroll for placements have to pay a placement fee of **Rs. 10,000/- for B. TECH, M. TECH, MBA & PhD** and **Rs. 6,000/- for BBA, B.SC, B.COM & BA** through the placement portal. The payment gateway charges will be additional, and the total amount payable depends on the payment gateway used.
4. **Placement fee is non refundable.**

## 2. Guidelines During Placement

**Table 1: Classification of Companies**

Classification of companies	Description	Salary Range (LPA) in INR						
		B. Tech	M.Tech	B.Sc.	BBA	BA	B.Com	MBA
<b>Internship Only</b>	Companies offering only Internship with NO job assurance.	-	-	-	-	-	-	-
<b>Day1 / Day2</b>	Partner Companies offering Software Service jobs and holding mass recruitment.	3.50 - 4.00	3.50 – 4.00	NA	NA	NA	NA	NA
<b>Information Technology (IT)</b>	Companies which offer software jobs.	3.00 - 4.99	3.50 - 4.99	2.50 - 3.99	NA	NA	NA	NA
<b>Non-Engineering</b>	Companies which offer non-Engineering jobs.	3.00 -10.00	4.00 - 10.00	3.00-10.00	NA	NA	NA	NA
<b>Core</b>	Companies which offer jobs for core engineering branches (excluding Computer Science Engineering).	3.00 - 20.00	4.00-25.00	NA	NA	NA	NA	NA
<b>Regular</b>	Companies which offer basic level jobs for the programmes other than B. Tech and M. Tech	NA	NA	2.50- 3.99	2.50-3.99	2.50-3.99	2.50 - 3.99	4.00 - 4.99
<b>Dream</b>	Companies which offer Salary between a particular range is called as Dream Company. (Salary Range varies from programme to programme)	5.00 - 9.99	3.50 - 9.99	4.00 - 7.99	4.00 - 7.99	4.00 - 7.99	4.00 - 7.99	5.00 - 7.99
<b>Super Dream</b>	Companies which offer Salary between a particular range is called as Super Dream Company. (Salary Range varies from programme to programme)	10.00 - 19.99	10.00 - 19.99	8.00-11.99	8.00-11.99	8.00-11.99	8.00-11.99	8.00-19.99
<b>Marquee</b>	Companies which offer Salary range above	20.00	20.00	12.00	12.00	12.00	12.00	20.00
<b>International</b>	Overseas Companies which offer placement. Remote or abroad with above or equal 25 LPA	25.00	25.00	15.00	15.00	15.00	15.00	25.00

Note: Salary range refers to Cost to Company (CTC).

### Placement withdrawal Process

1. Students have the option to opt out of the placement process under the following circumstances:

1	Student who has been placed in a Day one sharing company	Can choose to opt out of the process at any point.
2	Student who has not been placed and would like to de-register from the placements	They can directly submit a declaration form and opt out of the process.
3	Student who has been placed in any company other than a Day sharing company	will not be permitted to opt out.

The placement department retains the authority to modify any or all of the mentioned norms and may also introduce additional norms for placements that are expected to bring benefits to the students, both in the present and future.

### Guidelines for Higher Studies Aspirants:

1. Higher studies aspirants are not required to enroll with the directorate of Corporate Relations and Career Services for placement. However, they will be allowed to participate in Day one and Day two sharing company drives only.
2. Students enrolled for placements will not receive “No Objection Certificate” and “Letter of Recommendation.” Hence, it is advisable to read the policy carefully before enrolling.

## 3.Placement Guidelines for Job Application and Attending Campus Drives

1. Students are advised to check thoroughly the profile and background of each company before applying on the Placement portal.
  - The Directorate of Corporate Relations and Career Services will NOT be liable for any default from the company's end at any later stage.
  - Once a student applies to a company, all the rules as per placement policy will be applicable.
2. Job applications for individual companies should be submitted only through the Placement Portal.
  - Applications should be submitted prior to deadlines mentioned by the respective company.
  - No extension of application deadlines will be provided unless requested officially by the

respective company.

- No student is allowed to participate in the selection process of a company unless the student has formally applied for that job through the placement portal.
- No withdrawal of applications is allowed after the stipulated deadline.
- If a student applies for a company, it is mandatory for him to attend the interview, regardless of whether it is either online or in-person. Once they get shortlisted, they are expected to fulfill their commitment and cannot withdraw from the process abruptly. In such cases he/she will be immediately blocked from future opportunities.
- Students have no option to reject the offer post selection. Stringent action will be taken against the students who do not join or decline the offer. However, if a student gets an upgraded offer the directorate of Corporate Relations and Career Services will guide the process on how to opt for the new upgraded offer.
- Students who are enrolled in placements should be ready for relocation. He (or) she should not have any location constraints.

#### **Guidelines and Rules for Attending Campus Drives:**

1. All the communication regarding placement drives is shared via email, WhatsApp groups and calls. Students should keep track of all the communications shared by Directorate of Corporate Relations and Career Services. All queries to The Directorate of Corporate Relations and Career Services can be posted through respective WhatsApp groups or through helpdesk email Id ([crs.helpdesk@srmap.edu.in](mailto:crs.helpdesk@srmap.edu.in))
2. Students need to be ready at any time, as companies may announce drive process with in very short notice.
3. Placement drives will be done physically most of the time.
4. Some companies may do the placement process online through virtual platforms. Hence, students should maintain all the technical requirements properly such as Internet connection, Audio quality, Video quality, Background, Camera positioning, Software and hardware requirements, Notification and pop-up settings, Bandwidth).
5. During the placement drive students are advised to keep sufficient hardcopies and softcopies of their resume, passport size photos, stationaries, PAN, Aadhar Card, Passport, mark lists of all semesters etc., as per the requirements of the company.
6. Keeping the company's convenience in view; The selection processes may take place in any

city/town in the states or nearby metros and the students may be required to travel and attend the same. The placement department shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

7. As the placements are centralized, students may likely to travel to SRM IST (Deemed University), Chennai Campus for attending placement season. Information on logistics, lodging and boarding shall be shared through the Directorate of Corporate Relations and Career Services.

## **4.Post Placement Guidelines**

### **Guidelines Post Receiving the Offer**

1. Results of the placement drives will be announced by the Directorate of Corporate Relations and Career Services only and Students are informed to refrain from maintaining direct communication with the company.
2. Students are required to verify the job details (like job profile, terms, and conditions, salary etc.) prior to signing the offer letter. Any discrepancy observed should immediately be brought to the notice of the Directorate of Corporate Relations and Career Services.
3. Students may receive the offer letters either from the directorate Corporate Relations and Career Services or may directly receive from the company at any point of time before the joining date. In case a student receives the offer letter directly from the company he/she needs to essentially submit a copy of their offer letter to Corporate Relations and Career Services without fail.
4. Students who secure placements through channels other than the opportunities provided by the Corporate Relations and Career Services department, (such as off-campus modes, direct applications to companies, or participating in open hiring etc.,) are also required to submit a copy of their offer letters to the Directorate of Corporate Relations and career Services.

### **ILP Offers (Internship leading to Placement) Guidelines**

1. Internship leading to Placement (ILP) opportunities will be considered as placement offers within their respective categories based on the salary range outlined in Table 1. Students placed in ILP are eligible to apply for further companies as per placement policy. Hence, the students are advised to apply judiciously after carefully reading the job description or the information provided in the placement portal.



2. Students who already hold an existing offer will be allowed to apply for the next company based on the criteria specified below:

**Table 2**

Students Placed	Eligibility for Subsequent Placement Opportunities (B. Sc, BBA, BA, B. Com, MBA)					
	Only	Regular	Dream	Super	Marque	International
	Internship			Dream		
Only Internship	X	✓	✓	✓	✓	✓
Regular	X	✓ (1.5X)	✓ (1.5X)	✓	✓	✓
Dream	X	X	✓ (1.5X)	✓ (1.5X)	✓	✓
Super Dream	X	X	X	✓ (1.5X)	✓ (1.5X)	✓
Marque	X	X	X	X	X	✓
International	X	X	X	X	X	X

**Table 3**

Students Placed	Eligibility for Subsequent Placement Opportunities (B. Tech & M. Tech)									
	Only Internship	Day 1	Day 2	IT	Non-Engineering	Core	Dream	Super Dream	Marque	International
Only Internship	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
Day 1	X	X	X	X	X	✓	✓	✓	✓	✓
Day 2	X	X	X	X	X	✓	✓	✓	✓	✓
Information Technology	X	X	X	X	X	✓	✓	✓	✓	✓
Non-engineering	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dream	X	✓	X	X	X	✓(1.5X)	✓(2X)	✓(2X)	✓	✓
Core	X	✓	X	X	X	✓(2X)	✓(2X)	✓(2X)	✓(2X)	✓
Super Dream	X	✓	X	X	X	X	X	X	✓(+10)	✓
Marque	X	✓	X	X	X	X	X	X	X	✓
International	X	✓	X	X	X	X	X	X	X	X

Symbol Stands for:

- ✓ Students are eligible to appear in this category.
- ✓ (2X) Students are eligible for appearing only if the company pays 2 times of students' existing offer.
- X Student are not eligible in this category.
- ✓(+10) Offered CTC plus 10LPA.

### **Eligibility for Subsequent Placement Opportunities for PhD Scholars**

The above Table 2 and Table 3 do not apply for PhD Scholars as those who receive an offer are not eligible for further placement opportunities.

## **5.Code of Conduct, Disciplinary Action and Penalties**

1. Students participating in placement activities must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews etc. and produce the same when asked by the visiting team or any other competent authorities.
2. It is mandatory for all students to attend the Pre-Placement talk (PPT)/Online Test/Technical Round/Group Discussion/Personal Interview of the companies post application.
  - Students must assemble at the venue either physically or join virtual (if online) 10 mins prior to the start of the session.
  - No students are allowed to enter the venue 10 minutes after the start of the session.
  - The attendance of the participating students will be taken by the Directorate of Corporate Relations and Career Services and may be handed over to the company for records.
3. Students are not allowed to contact the representatives of the companies at any point of time without notice of The Directorate of Corporate Relations and Career Services.
4. All the students must be well groomed during the selection process. While attending interviews, students must be punctual and come in proper attire.
5. **Dress code:**
  - Boys: Formal Shirt with collar, formal trousers with formal belt & formal shoes.
  - Girls: Any formal attire/ trousers (full pants) or cotton dress with formal shoes for girls.
  - For Paari Business School students: It is mandatory for the students to attend the interview in the Uniform (Blazer).
6. Flip flops, Crocs, etc. are not permitted. In case of improper attire or grooming, the Directorate of Corporate Relations and Career Services has all the right to stop the candidate from attending the placement drive.
7. Manipulations in the marks projected to the interviewer may lead to the debarring from the Placement process and cancellation of the registration.
8. Students shall not negotiate with the company about salary and terms from what is announced, unless the announcement specifies that the salary is negotiable.
9. While answering questions in the interview, students should observe decorum. They should

abstain from making any kind of derogatory remarks about others. Irresponsible behavior, such as efforts to publish his/her influence, derogatory remarks about other candidates or the institute, will be seriously viewed.

10. It is mandatory for students to accept any offer they receive, whether it is directly or indirectly presented to them. Failure to comply with this requirement will result in the student being debarred from participating in the placement process.
11. Engaging in any form of malpractice during the selection process is considered as serious violation. Any student found guilty will be denied further opportunities and will lead to cancelation of registration.
12. Students are required to exhibit professional and courteous behavior while interacting with companies. Failure to do so may result in cancellation of registration in the placement portal.
13. The use of mobile phones is strictly prohibited during all placement-related activities, which includes written tests, Pre-Placement Talks, group discussions, personal interviews and etc.
14. If a student makes any false claims in a resume submitted for a job application, it is regarded as malpractice, and therefore, the job offer will be revoked. If a falsified resume is discovered after a job offer has been extended, the students involved will be immediately de-registered from the placement process.
15. Plagiarism will be taken extremely seriously, and any reported instances, whether by the company or its representatives, may result in complete debarment from participating in placements.
16. Students who engage in inappropriate discussions with recruiters regarding the final selection list during personal interviews will be debarred from further participation in placement activities.
17. Students who engage in any form of misbehavior that disrupts the decorum of the selection process or negatively impacts the reputation of SRM University AP will be debarred from attending further placement opportunities.
18. In case of discrepancies, all decisions taken by the Directorate of Corporate Relations and Career Services would be final and will not be revoked under any circumstances.

### **Attendance Guidelines**

1. **Attendance during the training programmes:** The Directorate of Corporate Relations and Career Services will offer extensive training to improve Technical, Soft skills and Aptitude, and periodic assessments to prepare students for the industry. Students should maintain a minimum of 80%

attendance in all the training classes offered by the the Directorate of Corporate Relations and Career Services or a strict action will be taken.

**2. Attendance during Placement Drive:** Student attendance is mandatory for all Placement processes whether it is an Online/ Written test or a Personal Interview (PI). As per the process, an attendance sheet (physical or online) for each stage of the process (PPT / Online Test / GD / Interviews etc.) should be filled, else the student will be marked absent.

- Students who apply for a specific company through the portal is required to attend the company's selection process and must not be absent. In the event of their absence, the following action will be taken.

Absent for the 1st time	1st warning email will be sent to the student.
Absent for 2nd time	2nd warning email will be sent to the student.
Absent for the 3rd time	Student will be De-registered from Placement (Student needs to re-register by paying placement enrollment fee again).

- Day one sharing Companies (Refer to Classification of companies) – All eligible students must be present on-campus to participate in the Day one sharing companies' placement process.
- Proxy for attendance will be considered as forgery and The Directorate of Corporate Relations and Career Services may debar the students from further placement season.

The Directorate of Corporate Relations and Career Services holds the ultimate authority in the event of any disputes, and its decisions will be deemed final.