

Procedural Guidelines

Training & Placement Graduating Batch - 2026

These guidelines will come into effect in conjunction with the university's academic regulations (effective from January 2025) and will remain in force until subsequent revision.

1. All students must be registered with the Training & Placement cell for participation in the campus recruitment drives.
2. The placement registration process is said to be completed based on the clearances from the respective departments, accounts, and disciplinary committee up to the current semester. Additionally, the said clearances will be verified intermittently with respect to participation in campus processes and onboarding for internship/full-time joining. The T&P cell shall be responsible for collecting the said clearances of all the students from the respective departments in this regard.
3. Following #2, there is no other restriction for all the registered and eligible students to participate in the selection processes.
4. The students must ensure that there are no backlogs in the context of participation in the campus processes (referring to the generalized recruitment criteria fixed by the companies). However, a student with prior backlogs can be enabled to participate in campus processes, provided his/her backlogs (if any) are cleared on the day of the campus drive. The student is responsible for depositing (physically) the updated grade sheet at the placement cell.
5. A registered and eligible student is entitled to avail of only one offer from the university during the entire placement season. However, the student is allowed to participate in other selection processes based on the decision of the T&P cell on a timely basis.
6.
 - i) Before facilitating a campus process for an eligible student, the student will be asked for his/her consent to participate in the said process. There will be a deadline for collecting the consent. The deadline is set as per the requirements of the concerned company. It is the responsibility of the student to submit his/her consent within the deadline. The T&P cell will not be responsible if any student misses the deadline.
 - ii) Once registered for any campus process, it is mandatory for the student to appear for the selection process (including the pre-placement talk) without any deviation. Failing which, the student may not be allowed to participate in further 3-5 campus processes with information to the respective parents as well. The decision of the placement cell will be final in this regard.
 - iii) Attendance in the placement-related talks/interactive sessions (as and when organized by the T&P cell) is of utmost importance, which will be evaluated strictly, leading to deregistering the absentees from the placement cell. Generalized excuses will not be entertained in this regard.
7. In case a student gets extended with an FTE offer (with/without internship), the student will be blocked from other campus opportunities following the depicted rules.
 - i) A student getting offered a CTC below 5 LPA will be extended with other opportunities having a CTC greater than or equal to 7 LPA.
 - ii) A student getting offered a CTC greater than or equal to 5 LPA will be extended with other

opportunities having a CTC double that of the current offered CTC.

8. In case a student is extended with a performance-based internship from any company, he/she may be allowed for the FTE opportunities further (without internship only) where the joining falls post-completion of the 8th-semester examination. Thereafter, the rules for FTE depicted in #7 will be followed accordingly. However, the final decision will be made by the T&P Cell.
9. Registered and interested students proceeding with the selection process of a company cannot quit the process in between. However, there is a fair chance that the student may be asked to quit the ongoing process based on the decision of the T&P cell.
10. Since participation in a process is voluntary, once a student participates and gets selected, he/she cannot back out from that company. He/she will be considered selected for the same and will be blocked from further processes, referring to terms depicted in #7 and #8.
11. Students should maintain discipline and decorum in every action they take during the placement process. Any student found violating any rules of general ethics and etiquette as deemed by the company or the university or defaming the university will be debarred from the placement process for the entire placement season.
12. If a student appears in any off-campus process and gets placed, then it is mandatory for him/her to inform the T&P cell before accepting the said offer. In case the student finally accepts the offer from any off-campus drive and at a later stage he/she comes across any discrepancy regarding the offer/joining etc., the T&P cell will not be held responsible in this regard.
13. Direct email communication with a student from the T&P cell will be regarded as the only authenticated form of notification for any placement-related activities.
14. If the non-eligible students (not fulfilling the eligibility criteria) apply for any selection process based on the forwarded mails received from their friends/departments/any other sources, stringent action is supposed to be imposed from the T&P cell under such a scenario.
15. The students need to use the following contact details to contact the T&P cell.
Email: placement.iter@soa.ac.in
Contact number: +91 9827353394
16. Before the placement season starts, the university provides pre-placement training in different verticals (mandatory for all registered students with T&P cell). A student needs to attend all the preplacement training classes with utmost sincerity, failing which the placement cell reserves the right to block a student from the campus placement activities. The parents of the blocked students (if any) will be well informed with feedback from the T&P cell accordingly.
17. The T&P cell reserves the right to debar a student from the entire placement process based on the recommendations from the institutional disciplinary committee and/or the respective HODs.
18. Corporate attire is mandatory for participation in any campus recruitment process (virtual/physical). Unacceptable feedback from the companies in this regard may lead to disciplinary actions to be taken by the T&P cell.
19. Students must keep their **identity cards** ready with them at the time of PPT/Tests/GD/PI and produce the same when demanded by the delegates, irrespective of the conduction mode of the processes (virtual/physical). Additionally, the students must ensure to have the following generalized documents to be available with them which are mostly asked by the companies during the time of joining or selection processes.

- i) Aadhar Card (ii) PAN Card (iii) Passport

20. Participation in Hiring Opportunities:

Considering the current market scenario, students are strongly advised to actively participate in campus hiring processes as and when opportunities are extended. Waiting for a specific company or delaying participation may result in missed prospects. Students should approach each opportunity with seriousness and preparedness.

21. Integrity During Assessments and Interviews:

Students are strictly advised to refrain from any form of copying, plagiarism, malpractice, or unethical behavior during online assessments, interview rounds (whether remote or on campus), or any stage of the selection process. Any student found engaging in such practices will be debarred from the placement cell.

22. Multiple Offers:

As per the slabs and the placement policy, a student can accept multiple offer letters. However, he/she should not decline any offer without consultation with the placement cell.

23. No Direct Contact with Company Officials:

Students are strictly prohibited from contacting company officials or HR directly via phone, email, or any other means for any reason. All queries and concerns must be routed through the Training & Placement (T&P) Cell. Students engaging in such behavior will be dealt with strictly.

24. Internship or Training Before Full-Time Role (if applicable):

The final decision regarding internships, training, or assigned projects lies solely with the company. Even for full-time roles, the company may initially engage selected students in such activities, and performance will be reviewed. Students must remain open, ready, and committed to this possibility.

25. Professional Conduct:

In addition to performance, students are expected to demonstrate a professional attitude and appropriate behaviour during internships, training, or assigned projects. These aspects will also influence conversion to the full-time opportunity and future prospects within the organization.

26. Asset Return Obligation:

Students must adhere to the company's prescribed procedures and fulfil all obligations related to the return of company-issued assets after resigning from the organization. The T&P Cell will not be held responsible for this.

27. Social Media Conduct:

Students must refrain from posting about or tagging the company or its officials on any social media platforms (including LinkedIn, Instagram, Facebook, Twitter, etc.) unless it is communicated to do so. Any violation will result in strict disciplinary action.

28. Submission of No Objection Certificate:

Any student selected with an internship offer must submit a NOC (physical copy) before the start of the internship. Non-compliance with this instruction will have serious repercussions on your academic attendance and semester exams. The NOC form can be availed at the HOD's office or the placement cell.

29. Resume nomenclature format:

Whenever a resume is required by any company, it must be renamed in the following format:

RegistrationNumber_Fullname_SOA

If resumes are not named as per the above format, then they will be rejected.

30. The University does not guarantee the placement of all its incumbent students; rather, the performance of the candidates acts as the major deciding factor in grabbing a job offer.

In case of any ambiguity in the interpretation of any of the above rules, the decision of the T&P cell is final and would prevail.

Declaration

I hereby undertake that I will abide by the said rules and regulations strictly with regard to availing the campus recruitment opportunities at SOA University. In case of non-compliance, I may be imposed with necessary actions from the university without any objections from my end.

For student

For parent(s)

Name:

Name:

Registration number:

Contact number:

Contact number

Email ID (optional):

Email ID:

Signature:

Signature:

Affix your color passport-size
photograph