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## **PLACEMENT GUIDELINES**

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## 1. Introduction

At Manipal University Jaipur (MUJ), we are committed to empowering students with the skills, knowledge, and opportunities necessary for a successful transition into the professional world. The **Placement Guidelines 2025-26** serve as a comprehensive resource designed to ensure transparency, clarity, and efficiency throughout the placement process.

This document outlines the placement policies, eligibility criteria, student responsibilities, and expectations that must be adhered to for a seamless and professional recruitment experience. By following these guidelines, students can maximize their potential, prepare effectively for placement opportunities, and uphold the highest standards of integrity and professionalism.

Our aim is to equip students with a structured framework that not only helps them secure promising career opportunities but also instills a sense of accountability, discipline, and industry readiness. The evolving job market demands adaptability, and through these placement guidelines, MUJ ensures that students are well-positioned to compete in today's dynamic and competitive environment.

These guidelines will serve as a roadmap, helping students navigate the placement process with confidence while fostering a culture of excellence and professional development.

## 2. Placement Rules and Regulations

### 2.1 General

2.1.1 Every interested student of 2026 is requested to register with the **Directorate of Corporate Relations and Placements (DCRP)**.

2.1.2 Each student must register using their **personal Email ID** for every placement opportunity available on campus.

2.1.3 No extensions will be granted for any registration deadlines or placement opportunities available on campus.

2.1.4 The DCRP has no control over the shortlisting process, as it is entirely managed by the respective companies.

2.1.5 Students without an Internship (I), Internship cum Placement (I + P), or Placement (P) offer are advised to stay on campus and complete their final semester major project in the university until they receive an offer.

2.1.6 Industry internships are encouraged only if there is a provision in that organization to convert the internship into a placement offer.



2.1.7 Placed students must submit the softcopy/hardcopy of Lol/Offer Letter/Internship Letter on priority to DCRP.

2.1.8 All the Letter of Recommendation (LoR)/No Objection Certificate (NOC) will be issued by the respective departments for students of all the semesters. The departments must maintain all the related records/documents/correspondence related to all internships of all semesters.

2.1.9 Students are encouraged to participate in multidisciplinary technical projects. This will add value to their profile. It is desired to have at least one industry relevant certification, for example Salesforce, Azure, etc.

2.1.10 Considering the changing trends in fresher hiring, the DCRP encourages students to participate in various Online/Offline Competitions like Hackathon, Code Vita, etc. Fresher hiring also happens through assessment agencies like MeritTrac, Aon-CoCubes, Aspiring Minds, ELitmus, etc. Students registered for placements will have to participate in all campus drives/competitions like Hackathon/CodeVita/Packathon, and these will be considered as a part of campus placements. Students are also encouraged to build strong profile on participate If any student doesn't participate in consecutive 5 eligible companies during the placement process, their registration may be revoked.

2.1.11 The placement policy ensures equal opportunities, accessibility, and necessary requirements for all students.

2.1.12 Many times companies go for diversity hiring. DCRP don't have any control for the same. All students need to understand the same and apply accordingly.

2.1.13 CGPA to Percentage Conversion Factor:  $\text{CGPA} \times 10 = \text{Percentage}$  [\[Link\]](#).

2.1.14 Percentage to CGPA Conversion Factor:  $\text{Percentage} / 10 = \text{CGPA}$ .

## 2.2 Offer Types

Internship Type	Description
*Winter Internship	4-6 months   Final Semester
*Long Internship	8-12 months   Final Year

Offer Type	Description
ITES	Mass Recruiting Offers
Differential Offer by ITES	Higher Package Mass Recruiting Offers



Domain	Company Specific to a Particular Branch
Dream	Student Dream or University Dream

\* As per course curriculum

### 2.2.1 ITES Offer

2.2.1.1 Each eligible student must mandatorily participate in every ITES (IT Enabled Services) opportunity if he/she is unplaced at that point of time.

2.2.1.2 A student can accept a maximum of two ITES offers during the placement process.

2.2.1.3 If a student is offered a **Differential ITES Offer**, it will be considered as **Domain Offer**. Consequently, the student will be eligible to appear for only **one Dream Offer** thereafter.

Not sitting if eligible, then students will be debarred for the further campus placement opportunities.

### 2.2.2 Domain Offer

2.2.2.1 Offers that are specific to a particular branch fall under this category.

2.2.2.2 A student can hold only one domain offer opportunity.

### 2.2.3 Dream Offer

2.2.3.1 Dream offer will have two categories: one will be based on the MUJ's MoU and long-term association with esteemed recruiters. The second will be the student's dream offer, which will be 2.5 times or greater than the existing CTC offered.

2.2.3.2 A student can avail only **one Student Dream Offer** opportunity. Once the student has appeared for a Dream Offer, they will no longer be eligible to participate in any further placement activities, regardless of their selection status.

## 2.3 Eligibility Criteria

2.3.1 Open Registration: All students, regardless of CGPA or backlog status, can register with the DCRP.

2.3.2 Each recruiter defines its own **eligibility criteria, shortlisting process, and hiring policies**, which may vary annually. All shortlisting decisions made by recruiters are **final and binding**, and the DCRP is **not involved** in this process.

2.3.3 General Preference: Most organizations typically prefer students with a minimum of **6 CGPA** and **no backlogs** by the end of the current semester.



2.3.4 DSW & Department Involvement: The Directorate of Students' Welfare (DSW) and concern department Heads will assess a student's eligibility by reviewing disciplinary records, and any other concerns before allowing participation in the hiring process.

2.3.5 Refer to the table below for eligibility criteria based on the current offer status:

Sr No.	Current Offer	Eligible for
1	Only Internship (I)	Placement Offer (P)
2	Internship and Placement (I + P)	Placement Offer (P)/ Dream Offer
3	ITES (I, P, I + P)	ITES, Domain/ One Dream Offer
4	Differential offer by ITES	One Dream Offer
5	Domain/Core	One Dream Offer

**MUJ Dream offers are categorized by the DCRP**

## **2.4 Placement Process**

Th DCRP at MUJ is responsible for organizing and facilitating the placement process. Companies are invited and scheduled based on the following parameters:

- Number of Vacancies: The availability of job openings offered by the company.
- Company Profile: Growth, stability, and industry reputation of the recruiter.
- Compensation Package: The salary and benefits being offered to students.
- Past Recruitment Record: The company's history of hiring MUJ students.
- Alumni Feedback: Insights from past graduates about their experiences with the company.

### **2.4.1 Internships & Pre-Placement Offers (PPOs)**

Recruiters may hire students for internships or extend final job offers before graduation. Additionally, companies may impose specific eligibility criteria, including:

- Minimum CGPA requirements and no backlogs at the time of selection.
- Academic performance, discipline, and project experience during the student's tenure at MUJ.
- Communication skills, leadership qualities, and practical exposure.

### **2.4.2 Intent & Accountability**

Students must apply for job openings only after thoroughly understanding the company's profile, role expectations, and offered package. Any student who applies for a company must do so with a genuine interest in the job opportunity.



- If a student withdraws from the process mid-way without a valid reason or shows a lack of commitment, it will be considered an act of irresponsibility and may lead to disciplinary action according to section 3.3.
- Such students may face temporary or permanent disqualification from further placement opportunities based on the severity of their actions.

### **2.4.3 Selection Process**

Recruiters follow a structured hiring process, which may include:

- **Written Test:** This could be an aptitude test, or a technical test based on the student's field of study.
- **Psychometric Assessment:** Evaluates personality traits and problem-solving skills, often using custom-designed tests.
- **English Proficiency Test:** Companies may conduct a written and/or spoken English test to assess communication skills.
- **Academic Screening:** Some companies require Class XII marks (usually above 60%) and CGPA records throughout college.
- **Government/Public Sector Jobs:** Recruiters may require GATE scores or other standardized test results.
- **Resume-Based Shortlisting:** Companies assess student resumes submitted via the Placement Department before finalizing interview candidates.
- **Interviews:** Shortlisted students appear for in-person or online interviews, which may include technical, HR, or managerial rounds.

### **2.4.4 On-Campus & Off-Campus Hiring**

Unlike traditional placement seasons, MUJ follows a placement process where companies visit the campus throughout the year. Some organizations may also conduct off-campus recruitment drives, allowing students to apply for additional opportunities beyond campus placements.

### **2.4.5 Registration Guidelines for MUJ Placements**

- Students must register by the deadline set by the DCRP.
- Students must also enroll on the official placement platform as per DCRP's schedule.
- If a registered student remains inactive for consecutive 5 eligible companies during the placement process, their registration may be revoked.

## **2.5 Attendance Rules**

Student attendance is mandatory for all Placement Processes, including Pre-Placements talks, Online Tests, Written Tests, Group Discussions (G.D.), Technical Interviews, and Personal Interviews (P.I.), etc. as per the instructions provided. Failure to attend any stage of the process will be considered as an absent.



A student who has given their **willingness** to attend a placement process **must not** be absent.

- **1st Time Absent:** The student will be **flagged**.
- **2nd Time Absent:** The students will be in the **freeze** zone for the next 5 companies.
- **3rd Time Absent:** The student will be **debarred** from further placement opportunities.

**Unforeseen circumstances:** The student has to submit the relevant documents/reports and mail the DCRP. The same must be first approved by FPC->HoD->Associate Dean.

## 2.6 Debarring Policy

2.6.1 If a student is debarred, he or she cannot appear for further placements and will not be allowed to participate in activities conducted by the DCRP.

2.6.2 If a student who has registered is found inactive for consecutive 5 eligible company during the placement process, their registration may be revoked.

2.6.3 Students found displaying/posting/discussing any placement related matters on any social media platforms will be debarred from further placement opportunities.

2.6.4 Any student who declines a PPO offer from a company will be debarred from further placements.

## 3. Code of Conduct

### 3.1 Hierarchy of Communication

3.1.1 Students are forbidden from initiating or maintaining direct interaction with any company personnel under any circumstances without permission of DCRP. Failure to comply will lead to punishments as specified under section 3.3.

3.1.2 Students are strictly advised to channel their queries through the Student Placement Coordinators (SPC) of their sections first; if unresolved, contact Faculty Placement Coordinators (FPC) and avoid reaching out to DCRP directly.

3.1.3 Details regarding placement opportunities, once visitation is confirmed by companies and DCRP, will be shared through department via email. Responsibility is borne entirely by the student to stay informed. In case of any queries, students are requested to follow up with SPCs for resolution.

3.1.4 In case a student faces any kind of problem during any stage of selection, it should be brought to the attention of the assigned SPCs of the respective section and DCRP within 24 hrs of the incident or 2 hours before the deadline, whichever may come earlier.

### 3.2 Reporting & Interview Guidelines



3.2.1 Students are required to be formally dressed when engaging in any activity with a company recruiter. DCRP and the recruiter reserve the right to refuse permission to a student to attend placement activity. Students are expected to know the norms for formal wear. Informal wear includes but is not limited to:

- T-shirts, Shirts not tucked in
- Shorts
- Slippers, Sports shoes

3.2.2 Students are advised to carry a folder with multiple copies of the following contents when appearing for any interview rounds

- Minimum **two copies** of Resume

Other documents as required by the recruiting company:

- Passport Size Photograph
- Photocopy of professional certificates
- Photocopy of 10th & 12th Marksheet
- University issued ID card
- Any valid government ID proof (e.g Aadhar Card, Voter ID, Pan Card etc.)

3.2.3 In addition to physical copies, students are advised to maintain digital copies of these documents handy on their mobile devices as they may be required during online forms and OA rounds.

3.2.4 Students are required to be present at the venue at least 15 minutes prior to the start time of the process for attendance and inform the concerned about their presence.

3.2.5 Students are required to maintain decorum during pre-placement talks. Failure to do so will result in punishments specified under section 3.3.

3.2.6 Upon shortlisting, presence for the interview is mandatory. In case of unavoidable circumstances, students must inform the SPCs or DCRP immediately.

3.2.7 Cheating or using unfair means in any form including but not limited to

- Using mobile phones/earphones/smartwatch during the test (unless specified)
- Possession of papers related to the test
- Talking / Attempt to cheat off others / Helping others
- Marking proxies for on campus placement talks and proctored exams

will result in strict action and punishment as specified under section 3.3.

3.2.8 Irresponsible behavior, such as





- Derogatory / Inappropriate remarks about other candidates, the recruiters, the companies or the university
- Asking inappropriate questions
- Inability to maintain decorum during PPT and GD

will result in strict action and punishment as specified under section 3.3

3.2.9 Found mentioning **false information/certifications/projects/stream or branch / past internships and employment** in resume / online forms circulated by DCRP or the company.

3.2.10 Spreading any kind of misinformation regarding any placement activities will incur serious disciplinary action.

### 3.3 Misconduct Repercussions

Any breach of code of conduct will attract repercussions. The university advises students to keep their best behavior to avoid such instances. Any activity deemed as misconduct by the DCRP in the following manner will incur punishments as follows:

	Type of Misconduct	Repercussion
1.	<ul style="list-style-type: none"><li>• Appearing in informal wear to GD / Interview</li><li>• Appearing late for GD / Interview</li><li>• Inability to maintain decorum during PPT and GD</li><li>• Incorrect disclosure of requested information</li><li>• Absent without any prior intimation or proper justification.</li></ul>	1st instance: Flag 2nd instance: Freeze 3rd instance: Debarred from all placement activities
2.	<ul style="list-style-type: none"><li>• Derogatory Remarks towards others or any involved authorities/personnel &amp; asking inappropriate questions.</li><li>• Cheating or assisting others in cheating during Online Assessments (OA), interviews, Group Discussion (GD), or tests are strictly prohibited and will result in serious disciplinary action.</li><li>• Carrying mobile devices / earphones unless specified / required</li><li>• Possession of papers related to exam</li><li>• Marking proxies</li><li>• Found initiating / keeping contact with any recruiting personnel of companies</li></ul>	Debarred from all placement activities



#### 4. Withdrawal procedure

Students can wishfully withdraw themselves from the activities of DCRP. This is **mandated if the student is going for higher studies**. In any case where the student wants to withdraw themselves from placement activities, they must present a letter of intent and an undertaking **signed by parents / guardian** to the DCRP and a copy of both is to be sent to the HOD of their respective department before receiving an offer. **Anyone wishing to go for higher studies after receiving an offer will not be issued a NOC.**

#### 5. Other Important Guidelines

5.1 If any student has multiple opportunities on the same day/same slot because of the multiple processes on that day, he/she has to choose one offer out of the multiple offers within the specific deadlines set by the individual recruiter and the first offer announced will be treated as final.

5.2 In case any recruiter declaring the interview results later, the student will be permitted to appear for subsequent processes, till the result is announced by this specific recruiter. The result of the first successful offer made to the candidate will be considered and the organization which delays the results will be informed accordingly.

5.3 Students who have already received an offer off-campus are required to bring it to the attention of DCRP on an immediate basis.

5.4 Students who have received a Pre-Placement Offer after their respective summer or winter internship can further sit for only one 'Dream Company' offer of their choosing.

5.5 DCRP puts in every effort to provide the best internship and placement opportunities, but the decision of the recruiter to offer / rollback will be final and binding.

5.6 In addition to all the above, DCRP reserves the right at its discretion in all matters related to placement and internship activities, in the best interest of healthy and long-term relations with the recruiter, student community at large and MUJ's reputation.

5.7 All students must provide accurate details; any false or misleading information will result in disciplinary action.

#### 6. Enclosers

- Placement Registration Form - Batch 2026 Template
- NOC Template
- Resume Template



## 7. Glossary

**ITES:** IT Enabled Services

**DCRP:** Directorate of Corporate Relations and Placements

**LOR:** Letter of Recommendation

**NOC:** No Objection Certificate

**I+P:** Internship + Placement

**PPO:** Pre-Placement Offer

**PPT:** Pre-Placement Talk

**GD:** Group Discussion

**MoU:** Memorandum of Understanding

**OA:** Online Assessment

**FTE:** Full Time Employment

**Flag:** An initial warning added as a remark on the Superset platform, visible when reviewing a student's profile.

**Freeze:** Temporary removal from placement activities for a specific number of upcoming companies or for a certain number of days.

**Debar:** Permanent blockage from all further placement activities or on campus opportunities.