

Centre for Industry Collaboration Placement Policy w.e.f Dec 2016

A. Eligibility

- I. CGPA at the end of 6th Semester: 6.00 or more. Most of the recruiters prefer students with a minimum CGPA of 6.0 up to the evaluations of VI Semester. Others with less than 6.0 CGPA will be assisted on discretion of the participating recruiters.
- II. Student has no backlog course(s) at the end of 6th / 7th Semester
- III. Student should not be serving suspension action on disciplinary ground and/ or on the ground of use of unfair means in her/ his 7th semester
- IV. Student should have no financial dues payable to University at the start of 7th Semester
- V. Student should be duly registered in her/ his 7th Semester

B. Registration

- I. In order to avail of Placement service from the University, a student has to 'register' herself/ himself at the end of 6th Semester by the date declared by CIC year by year.
- II. Note that placement registration is for ONE ACADEMIC YEAR ONLY. Registration is not a compulsion. Students not interested in placements need not register.
- III. Students registering with CIC for placements are also expected to sign an undertaking in the prescribed format (Annexure A) and students who want to opt out shall also be signing an undertaking (Annexure B)

C. The Role of CIC

1. The role of the CIC is of a facilitator and counsellor for placement related activities. The CIC does NOT guarantee a job. Opting for a particular company or joining a company on selection is entirely the responsibility/decision of the student concerned.

D. What Services a Student is entitled to Once Registered for Placement Service:

- I. Training in soft skills and technical training for Placement whenever organized by the University. Minimum attendance of 75% would be mandatory in such trainings
- II. Pre-Placement Talks
- III. Access to all information of the companies visiting for recruitment
- IV. Student is entitled to a, minimum 3 and maximum of 5 Placement Opportunities

E. Conditions under which a student will be de-registered from Placement Service

- I. At the end of availing maximum of 5 opportunities of participation in the recruitment process irrespective of the outcome
- II. If a student has exercised his/her Right of Rejection for a maximum of 5 times she/he will be automatically be deregistered from Placement service
- III. If a student misbehaves with recruiting company
- IV. In case of any misconduct/non-compliance to the Interview process, behaviour, dress code, student will not be allowed to attend the screening process even post his/her acceptance, though will be considered as One attempt from the maximum 5 allowed.
- V. If a student does not respond to maximum of 3 opportunities shared with him/her as per his stream of education.
- VI. If a student accepts to join post getting selected by an organisation

F. APPLICATION PROCESS

- I. Students are advised to read all the announcements made, go through the company website, and apply only if interested.
- II. Students are expected to confirm to the resume template which will be mailed.
- III. All the details mentioned in the resume have to be genuine and will be verified by the CIC. Any student found violating this rule will be deregistered from the placement process for the rest of the academic year.
- IV. Students are required to submit their resumes well before the company application deadline. Resumes once submitted, can be modified till the deadline is reached. However, DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCES.

G. PRE-PLACEMENT TALKS

- I. Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
- II. Notices of the pre-placement talks will be sent well in advance.
- III. Students interested in a particular company are required to attend its pre-placement talk.

H. PLACEMENT PROCESS

- I. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. in the notice boards of CIC/website/mail.
- II. Students must carry their ID cards whenever they are attending the selection process.
- III. Students should maintain originals and sufficient copies of their Resume, Passport size photographs, mark sheets, grade cards, transcripts, certificates etc. The CIC will not be responsible for providing any assistance to the students on the procurement of the above said documents.
- IV. Students are expected to be punctual by being in time as per the notices and announcements. Late comers for aptitude test/group discussion/interview may not be allowed to appear for the selection process.
- V. If a student has opted to take part in the recruitment process of a company the student is bound to appear for **ALL** the stages/rounds conducted by the company according to his/her eligibility. In the event of a student being selected for a particular round and then not turning up for the same, the CIC will consider this as one attempt, from the total 5 opportunities allowed. CIC can also levy penalty, which could also be to the extent of debarring the student from future participation in any placement related activity. All decisions regarding this will be made by the CIC only.
- VI. Students should maintain discipline and display ethical behaviour throughout the placement process. Any student found cheating or violating the discipline rules set by the company or defaming the Institute name will be penalized and/or deregistered from the placement process for the rest of the academic year.
- VII. Any communication between the company and a student must happen via the CIC only.
- VIII. Students must be formally dressed whenever they participate in any sort of interaction with a company. The CIC reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

I. JOB OFFERS

The students who have received and accepted a Pre-Placement offer (PPO) will not be allowed to register for placements and even if they had earlier, already registered, post acceptance of PPO students will automatically stand deregistered from Placement service.

There will be 3 Categories of Companies based on the CTC offered by the participating recruiters, as below.

Category1: - CTC between 3Lac-5Lac INR PA

Category2: - CTC between 5Lac-8Lac INR PA

Category3: - CTC-8Lac and above INR PA

- I. Every student who is selected in any of the above categories can attend interview process for companies from higher categories. However, the maximum number of companies one can apply to, a student can apply, will be limited to 3 across all categories.
- II. Students who have accepted a PPO will not be eligible for any further participation.
- III. Student who has got selected and already joined the organisation will not be eligible for category clause.
- IV. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to the CIC.

J. Deemed to have opted out (Annexure C)

The students are declared as 'Deemed to have opted out' of Placement Assistance, if:

- I. The student sends the Annexure-B "Opt-out" duly filled to CIC.
- II. The student fails to revert as 'YES', within 24hrs of seeking a response from CIC.
- III. The student, having been declared not eligible for want of meeting minimum requirement as per Student Placeability Score Card.

The CIC reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.

***Annexure's are appended below ***

Annexure-A**UNDERTAKING “FOR” PLACEMENT SERVICE**

Enrolment Number:

Student's Name:

Branch:

Batch:

I hereby undertake, in seeking Placement Service from NU, to abide by the Placement Policy stipulated by CIC (NU) for placement. I shall also honour the efforts of the University by joining the organization that has offered me a job through the placement service.

Date:

Signature of the Student
(Paste scan signature of yours)

Annexure-B**UNDERTAKING “TO OPT OUT” OF PLACEMENT ASSISTANCE**

Student's Name:

Enrolment Number:

Batch:

Branch:

I hereby undertake voluntarily to opt out of Placement Assistance from CIC. I sincerely thank NU authorities for having offered assistance through their placement program.

Reasons for opting out:

- Higher education
- Entrepreneurship
- Own Placement site
- Others.....

Date:

(Signature of the Student)

(Name/Signature of the Parent)

Annexure-C

CERTIFICATE FOR 'DEEMED TO HAVE OPTED OUT' STUDENT'

Enrolment Number:

Student's Name:

Certified that the student:

- Registered, with the help of the Placement Coordinator, as 'NO' with CIC.
- With the help of the Placement Coordinator failed to register as 'YES'
- Has not met minimum requirement as per Student Placeability Score Card. His score is _____ on a _____ scale (minimum requirement being _____)
- In spite of going through (5) company interviews, failed to get placed till _____, when the Placement Process ended.
- Has rejected (5) opportunities provided by CIC

Brief Write-up on the nature of student and his performance during Placement Service:

Nature of Student:

Performance during Placement Service:

Semester-wise Placeability Score Card Details:

As such, the above student is recommended to be declared as 'deemed to have opted out of Placement Service.

Date:

Signature of Director - CIC