



हरियाणा केंद्रीय विश्वविद्यालय

प्रशिक्षण एवं नियुक्ति प्रकोष्ठ
नीतिगत दिशानिर्देश

Central University of Haryana

Training and Placement Cell
Policy Guidelines

Ashu *Ajaya* *Sushil* *Yash* *V* *1 | Page*

Content

1. Introduction

2. Functions of the Placement Office

3. Training and Skill Enhancement Programmes

4. Eligibility of Students

5. Placement & Internship Process

6. Early Joining of Students

7. General Guidelines

8. Forms of Placement

Ashu *Pratik* *sushil* *g* *D* | Page 39
11/1/20

Introduction

Central University of Haryana Placement Office is fully equipped to render all the necessary assistance for students to make your job search meaningful. The Placement Office works to provide a wide range of opportunities by establishing connections with external organisations in order to meet the various needs and goals of the students. The student's participation in the various placement processes is governed by the following policy framework.

Functions of Placement Office

1. Invite firms/organizations for campus recruitment.
2. Coordinate with mentors for students' preparedness for interviews and employability through training programme.
3. Coordinate with various departments of the University with regard to Training & Placement activities.

Training & Skill Enhancement Programmes

To ensure that students are industry-ready, the Training & Placement Office conducts structured skill-building programmes throughout the academic year. These programmes are mandatory for registered students and are tailored to meet the diverse needs of different academic backgrounds.

Key components of the training programmes include:

1. **Aptitude Development:** Quantitative aptitude, logical reasoning, analytical ability, and data interpretation sessions delivered through expert trainers.
2. **Communication & Soft Skills:** Intensive modules covering resume writing, email etiquette, public speaking, interview skills, group discussion techniques, and personality development.
3. **Technical Skill Enhancement:**
 - For technical/management students: domain-based training in IT tools, project management, industry software, business analytics, and sector-specific competencies.
 - **For Humanities and Social Sciences students:** training focused on research writing, content creation, documentation skills, proposal writing, public policy understanding, socio-economic analysis, internships in NGOs/CSR divisions, and preparation for jobs in education, development sector, media, HR, and public administration.
4. **Career Counselling & Guidance:** Personal mentoring sessions with Placement Mentors to help students align their strengths with suitable job roles.

Ashu *Divy* *Sushil* *Ly* *3 | Page*

5. **Mock Recruitment Drives:** Simulated interview panels, mock group discussions, and practice tests conducted regularly to familiarise students with real placement conditions.
6. **Workshops with Industry Experts:** Sessions on emerging trends, corporate expectations, new-age career pathways, entrepreneurship and start-up ecosystem orientation.

These training modules ensure holistic development and prepare students across disciplines—including Humanities—to build strong careers in both corporate and social sectors.

For Humanities & Social Sciences Students

The University acknowledges the diverse career aspirations and academic orientations of students from Humanities and Social Sciences. To ensure equitable placement opportunities, the Placement Office extends dedicated support tailored for these disciplines.

1. Sector-Specific Opportunities:

Placement drives will include organisations from:

- Education & EdTech
- Media, journalism, and content development
- NGOs, INGOs, and development sector organisations
- CSR wings of corporations
- Research organisations and think tanks
- Public administration support roles
- Human resource and training services

2. Skill Development for Humanities Students:

Specialised sessions will be organised on:

- Academic and social research methods
- Report writing and documentation
- Fieldwork-based analytical skills
- Communication, counselling, and public interaction skills
- Digital literacy and content management tools

3. Internship Assistance:

Humanities students will receive support for securing internships with government bodies, policy institutes, social enterprises, and media houses, enabling experiential learning.

4. Career Awareness Programmes:

5. Dedicated workshops on non-traditional and emerging career paths such as public policy, community outreach, social development management, cultural studies, mental health support roles (where permissible), and creative industries.

This structured approach ensures that Humanities students are equally prepared, trained, and exposed to a wide range of placement opportunities relevant to their domain of study.

John *John* *esulil* *L N* *AD* # | Page *cs*
11/2

Eligibility of students

The University would facilitate final placement of its students undergoing UG/PG Programme basis fulfilling the below mentioned criteria:

1. Successfully completed the semester examinations/course with a CGPA equivalent to 6 or higher, and with no backlogs.
2. Satisfactory conduct with no disciplinary action throughout the program.
3. 75% attendance according to the University Academic Guidelines.
4. Passing students who wish to pursue their start-up ambitions instead of seeking placements, may seek deferment from the on-campus placement process by obtaining formal approvals from their respective Deans/HoD/In-charge.
5. The University placement office will attempt to find suitable opportunities for deferred-students who return to request placement support within 12 months of their course passing date. Placement support to such students will be made on a best-attempt basis without any assurances or guarantees.
6. **It is mandatory for every student to attend a 7-day Soft Skills Training Programme organized by the University or any other recognized institution. Submission of the duly completed training declaration form to the concerned cell is compulsory before the student is permitted to participate in any campus placement activities.**

Placement & Internship Process


1. Invitation of the Company to conduct campus placements drives will be through Placement Brochure (softcopy / hard copy) sent by the Placement Office/Department Mentor.
2. Job Description (JD) for the Campus placements/ Internship with all details will be floated on Email Groups, & WhatsApp Group.
3. Pre-placement presentation/talk to students will be done by the respective visiting company to the Campus.
4. Recruitment process can be a written test, group discussions and interviews etc., it will be decided by the respective visiting company only.

[Handwritten signatures and initials]

5. It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.
6. Student must fill the two internship forms and submit it to the TPO before and after completing the Internship.
7. If a student gets a pre-placement offer (PPO) from an Organisation, it will be counted in placement opportunities provided and further if wishes will be considered for more such opportunities.
8. Announcement of selected list will be done by the respective company via email or message to the selected students.
9. Offer letters / Appointment letters acceptance copy should be sent to the Placement office of the University.
10. Students not interested in placements need to fill the placement opted-out form only through Department Placement Mentor.
11. Students joining family business or self-employed need to submit the details in the placement office through Department Placement Mentor.
12. Students interested for higher studies need to submit admission offer letters to the placement office through Department Placement Mentor.

Early Joining of Students

1. Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office via HoD and Dean. In early joining circumstances the student would be allowed to join early only if recommended by the respective Dean and approved by the Vice Chancellor.
2. If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.
3. The University reserves the right to change/modify any or all of the above-mentioned rules/ regulations and procedures, whenever it is deemed necessary to do so.

The bottom of the page contains several handwritten signatures and initials in blue ink. From left to right, there are: a signature that appears to be 'Ashin', another signature that is partially obscured, a signature that looks like 'Sushil', a signature that is very stylized and difficult to read, and a signature that includes the text 'S. P. Ag...' followed by a flourish.

General Guidelines

1. The Training and Placement shall be responsible for the Placement Process. At the commencement of each academic year, HoD's of each participating department will nominate a Placement Coordinator/Mentor.
2. The University's Placement Office will facilitate the placement of all eligible students who are enrolled in the respective programmes.
3. All students who are eligible and require placement assistance must fill a Placement registration form.
4. Once registered, each student must participate in the placement activities.
5. All participating students are required to be present in the University on all days of placement-related activities in formal attires. For male students this means blazers/suits/shirt & tie, and for female students this means salwar suit / business suits.
6. Students are required to keep a track of the communications regarding the companies with Job opportunities. If a student is eligible as per the Job Description and chooses not to apply for three (3) consecutive eligible job postings, then it may validly imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.

Multiplier-Based Placement Policy

- To ensure fair opportunities for all students, the following multiplier-based system will be implemented:
 - A student can have a maximum of only one internship offer.
 - A student can hold a maximum of 2 FTE offers (any combination of Intern + FTE, and FTE offers). Students will be eligible to apply for more than two FTE offers after 70% of the respective batch (UG/PG) is placed.
 - Any on-campus internship that is converted into a PPO will count as one FTE offer.
 - The 1.5X multiplier will be applied to FTE offers. A student will be eligible to apply for companies offering CTC $\geq 1.5X$ LPA of their current offer.
 - Example: If a student has an 8 LPA FTE offer, they will be eligible for ≥ 12 LPA FTE offers (1.5X multiplier applied to the current FTE offer).
 - FTE offers below 7.5 LPA will be considered non-blocking, i.e., they won't trigger the 1.5X rule or count toward the 2-offer limit.
7. Students appearing for the campus drive shall take the process with utmost seriousness and shortlisted students in the preliminary screenings shall attend the subsequent stages of all the selection process.

[Handwritten signatures and initials in blue ink]

8. Interactions with external entities and persons are part of the campus placement process. It offers a big chance to build respect and goodwill for the student and the University. The organisations involved see the student as a representative of the university. So, when communicating with the outside parties, students are advised to act politely and with professionalism. Any student who is found to be breaking the professional code of conduct risks losing access to placement support.
9. The student is in charge of adhering to any deadlines that result from the placement procedures. To accomplish this, the student must regularly check his or her emails, messages, or notices from the online portal and take the necessary activities within the specified time frames. Failure to follow the deadlines could result in the succeeding process outcomes, such as interviews, being rejected.
10. All the registered students are responsible to stay in constant touch with Training and Placement coordinators for the details and updates regarding Placement Matters.
11. Any student who has been suspended for the indiscipline activity by the University cannot avail the benefits of the Training and Placement Cell activities.
12. The role of Training and Placement Cell is a facilitator for Training and Placement related activities. **The cell does not guarantee a job.**
13. **It is mandatory for the Registered student under the Training and Placement Cell to attend workshop or Seminars organized by the T&P Cell for at least cumulative 7 days the student's skill enhancement. If any student who fails to attend the workshop will not be allowed to sit in the Campus Placement.**

Note:

1. *The Training placement cell of the University will only be responsible for the placement drive who are registered under the training and placement cell.*
2. *Student must get the NOC form signed from the placement office and submit its offer letter to the office.*

Ashwin *Chung* *Arshad* *S. J. W.* *V. K. S.*
8 | Page



हरियाणा केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम 25 (2009) के तहत स्थापित)
महेंद्रगढ़ (हरियाणा), भारत - 123031
नैक द्वारा 'ए' ग्रेड मान्यता प्राप्त विश्वविद्यालय
प्रशिक्षण एवं नियुक्ति प्रकोष्ठ



CENTRAL UNIVERSITY OF HARYANA
(Established vide Act No. 25 (2009) of
Parliament)
Mahendergarh (Haryana), India - 123031
NAAC ACCREDITED 'A' GRADE UNIVERSITY
Training and Placement Cell

Achieving Through Believing

UNDERTAKING FOR INTERNSHIP FOR FINAL YEAR STUDENTS

I _____ S/o _____ Resident
of _____ Enrolled Programme in _____
Semester in the Department of _____, do hereby affirm as
follows:

1. That during the course of internship, I will abide by the rules and regulations as specified by the institute from time to time.
2. I will update my attendance and work record and present them at the University whenever required.
3. That this internship will not affect my academics and I will study on my own to take the end-semester examination.
4. That I will appear for the online/offline examinations as per Institute notify dates.
5. That I will not leave the internship in between without intimating the TPO office of the University in writing.
6. That during the course of internship, I will not do any activity which will malign the reputation of the University.
7. That I have cleared all my subjects till the last end-semester examination.
8. I have attached a copy of the offer letter along with the complete contact details of the Industrial Supervisor.
9. Within one week of my joining, the HR of my firm must email the institute to confirm that I have joined the organization. Only after this confirmation will the institute address my attendance and academic requirements.
10. The HR of my firm must send a monthly email to the institute, detailing my progress and confirming that I am actively working with the organization.

Signature of Student: _____ Date: _____

Guardian Details:

Guardian Name: _____ Contact Number: _____
Email ID: _____ Signature: _____

Ashin

Om

Sushil

Raj

Vikas



हरियाणा केन्द्रीय विश्वविद्यालय
 (संसद के अधिनियम 25 (2009) के तहत स्थापित)
 महेंद्रगढ़ (हरियाणा), भारत - 123031
 नैक द्वारा 'ए' ग्रेड मान्यता प्राप्त विश्वविद्यालय
 प्रशिक्षण एवं नियुक्ति प्रकोष्ठ



CENTRAL UNIVERSITY OF HARYANA
 (Established vide Act No. 25 (2009) of
 Parliament)
 Mahendergarh (Haryana), India - 123031
 NAAC ACCREDITED 'A' GRADE UNIVERSITY
 Training and Placement Cell

Achieving Through Believing

INTERNSHIP INFORMATION

Company/Organization Name: _____

Mode of Internship: _____

Company/Organization Website: _____

Role/Title: _____

Start Date: _____ End Date: _____

Duration in Months: _____

Internship Address: _____

HR Name: _____

HR Phone: _____

HR Email: _____

Industrial Supervisor Name: _____

Industrial Supervisor Phone: _____

Industrial Supervisor Email: _____

STUDENT'S INFORMATION

Name: _____

Department: _____

Programme: _____

Phone No.: _____

Email Id: _____

Guardian Details:

Guardian Name: _____

Email ID: _____

Contact Number: _____

Signature: _____

John *Divy* *Ashtil* *[Signature]* *[Signature]* *[Signature]*



हरियाणा केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम 25 (2009) के तहत स्थापित)
महेंद्रगढ़ (हरियाणा), भारत - 123031
नैक द्वारा 'ए' ग्रेड मान्यता प्राप्त विश्वविद्यालय
प्रशिक्षण एवं नियुक्ति प्रकोष्ठ



CENTRAL UNIVERSITY OF HARYANA
(Established vide Act No. 25 (2009) of
Parliament)
Mahendergarh (Haryana), India - 123031
NAAC ACCREDITED 'A' GRADE UNIVERSITY
Training and Placement Cell

Achieving Through Believing

Declaration Form to Opt-Out from Placements

I, _____ (Full Name), hereby declare that I wish to
opt out of the campus placement process organized by the Training & Placement Cell, Central
University of Haryana, for the academic year _____

I understand and acknowledge that:

- 1) By opting out. I will not be eligible to participate in any placement activities organized by the institute.
- 2) This decision is final and irrevocable.
- 3) The Institute/Training & Placement Cell shall not be held responsible for my future career opportunities once I opt out.

Reason for opting out (briefly state and attach relevant documents)

Student's Details

- 1) Name: _____
- 2) Roll No.: _____
- 3) Programme & Year _____
- 4) Department _____
- 5) Specialization (if any): _____
- 6) Contact No.: _____
- 7) Email ID: _____

Declaration

I hereby confirm that the information provided above is true to the best of my knowledge, and I voluntarily choose to withdraw from the placement process.

Signature of Student _____

Date _____

For Office Use (Training & Placement Cell)

- Received on: _____
- Verified by: _____
- Approved by: _____

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]



हरियाणा केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम 25 (2009) के तहत स्थापित)
महेंद्रगढ़ (हरियाणा), भारत - 123031
नैक द्वारा 'ए' ग्रेड मान्यता प्राप्त विश्वविद्यालय
प्रशिक्षण एवं नियुक्ति प्रकोष्ठ



CENTRAL UNIVERSITY OF HARYANA
(Established vide Act No. 25 (2009) of
Parliament)
Mahendergarh (Haryana), India - 123031
NAAC ACCREDITED 'A' GRADE UNIVERSITY
Training and Placement Cell

Achieving Through Believing

STUDENT DECLARATION FORM 7-DAY SOFT SKILLS TRAINING

Student Details:

- Name of the Student: _____
- Roll Number/Registration Number: _____
- Course & Year/Semester: _____
- Department/Institution: _____
- Contact Number: _____

Details of Soft Skills Training Programmes Attended

Day	Date	Topic/ Soft Skill Covered	Resource Person/Trainer	Duration (Hours/days)
1				
2				
3				
4				
5				
6				
7				

Declaration by the Student

I hereby declare that I have successfully completed 7 days of Soft Skills Training as mentioned above. The information provided by me is true and correct to the best of my knowledge. I am attaching the copy of the certificate(s) as well with my form.

- Place: _____
- Date: _____

Signature of Student: _____

Verification

- HoD/In-charge: _____
- Signature: _____
- Seal: _____

Asim *Prity* *Suehil*

11/6/21
[Signature]
[Signature]