

Central University of Haryana

Training and Placement Cell Guidelines

Content

- 1. Introduction**
- 2. General Guidelines**
- 3. Functions of Placement Office**
- 4. Eligibility of Students**
- 5. Placement & Internship Process**
- 6. Early joining of students**

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.

General Guidelines

1. The Training and Placement shall be responsible for operationalizing the Placement Process. At the commencement of each academic year, HoDs 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.
7. Students who are placed in a company, having a package below 3 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 3.5 Lakhs and above.

8. Students who are placed in a company, having a package between 3 Lakhs and 4 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 4 Lakhs and above.
9. A student once selected by a company is not eligible to appear for any more placement opportunities. However, students selected in IT service/cross-functional companies are permitted further chances to appear for respective core Sector Companies, provided the salary offered is higher by at least 10% more than the offer from the original IT Service/cross-functional Company.
10. Any willing registered student is absent from any stage of selection process will be blacklisted from the further placement drives.
11. 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. Defaulters shall be blacklisted from further campus placements activities.
12. 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.
13. 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.
14. All the registered students are responsible to stay in constant touch with Training and Placement coordinators for the details and updates regarding Placement Matters.
15. Any student who has been suspended for the indiscipline activity by the University cannot avail the benefits of the Training and Placement Cell activities.
16. The role of Training and Placement Cell is a facilitator for Training and Placement related activities. The cell does not guarantee a job.
17. 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. *Blacklisted student will be allowed to participate in the Placement drive only in case of the special permission by the higher authorities through the proper channel.*

Functions of Placement Office

1. Invite firms/organizations for campus recruitment
2. Coordinate with mentors for students' preparedness for interviews and employability
3. Coordinate with various departments of the University with regard to placement activities.
4. Delegate work to placement student coordinators from various departments.

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 startup ambitions instead of seeking placements, may seek deferment from the on-campus placement process by obtaining formal approvals from their respective Deans/HoD.
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.

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 Moodle, 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.
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. 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.
7. Announcement of selected list will be done by the respective company via email or message to the selected students.
8. Offer letters / Appointment letters acceptance copy should be sent to the Placement office of the University.
9. Students not interested in placements need to fill the placement opted-out form only after taking concurrence from Department Placement Mentor.
10. Students joining family business or self-employed need to submit the details in the placement office only after taking concurrence from Department Placement Mentor.
11. Students interested for higher studies need to submit admission offer letters to the placement office only after taking concurrence from 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.