

Acharya Narendra Deva University of Agriculture & Technology

Kumarganj- 224 229, Ayodhya (U.P.)



PLACEMENT POLICY



DEFINITIONS

This policy document details the organization and management of placements and training opportunities provided to the students enrolled in various academic programs at ANDUAT, Ayodhya.

PURPOSE OF THE PLACEMENT POLICY

The purpose of this policy is to ensure that placements and internships of registered students of ANDUAT, Ayodhya and is guided by fair and consistent principles and sound administration so that there is a positive experience and outcome for all stakeholders.

Aim of the Placement Policy

In order to achieve the purpose, this university placement policy aims to:

- set a clear and transparent framework for the processes related to placements and internships of the students of the institute;
- set out role and responsibility of the students participating in the placement and internship process;
- achieve placement of maximum number of registered students;

ensure high quality placements in terms of amount of packages and goodwill/brand of the recruiters visiting the institute.

SCOPE OF THE PLACEMENT POLICY

This policy applies to all students of the university registered with Placement & Training cell for placement and/or internship. In this context, this policy encompasses:

- student registration for placement/internship assistance;
- processes related to providing assistance for placement/internships;
- processes related to facilitation of interaction between students and companies in context of placement and/ or internship

This policy does not apply to:

- internships/ project/ industrial engagements outside the approved curriculum of the program;

- off-campus placement and internship

ROLES AND RESPONSIBILITIES

- This policy sets out the roles and responsibilities of the Placement & Training cell of the institute and the students seeking placement and internship assistance from the Placement & Training cell. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture at the institute.

Roles and Responsibilities of Placement & Training cell

- The Placement & Training cell shall be responsible for:
- ensuring that appropriate procedures are in place to support this policy;
- contacting and inviting companies for placement and internship;
- liaising with institute's academic departments, centers and various administrative units to ensure implementation of this policy;
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- maintaining a contact list of nominated members from faculty/staff and students involved with the placement and internship matters;
- ensuring proper communication between various parties involved in student placement and internship activities;
- having regular reviews of adherence to the institute placement policy and to ensure it is documented and periodically updated as per requirements

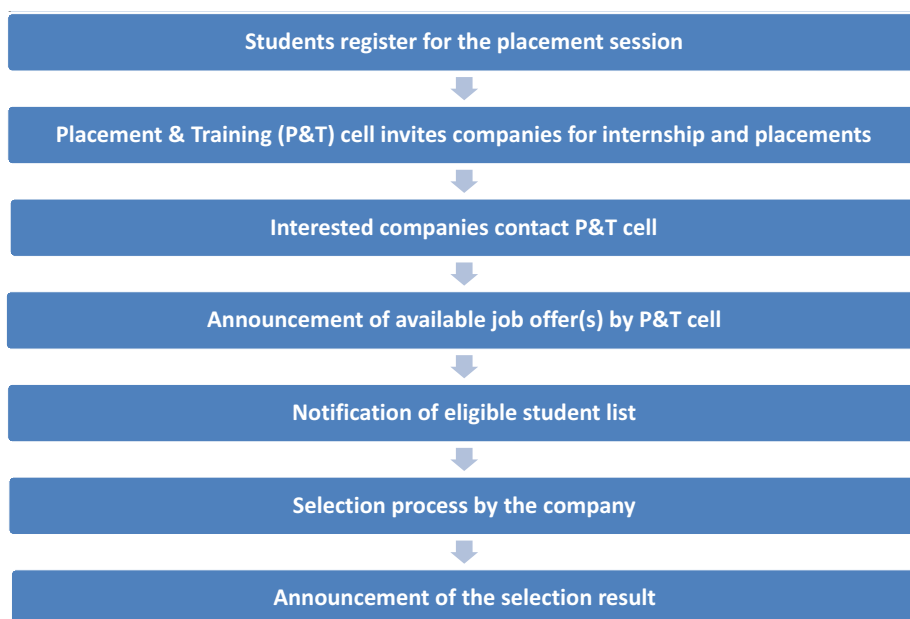
Roles and Responsibilities of students

- The student shall be responsible for:
- understanding and adhering to the institute placement policy;
- providing all necessary and relevant information to the Placement & Training cell as and when required and in a time bound manner;
- keep their conduct to the highest level possible of the professional standards and not

detrimental to the goodwill of the Placement & Training cell, institute and/or the company;

- attending mandatory sessions as declared by the Placement & Training cell regarding skill enhancement/ briefing related to placement and internship;
- attending mandatory session as declared by the company offering placement and internship

Placement Process



PLACEMENT POLICY & GUIDELINES

- All full time registered final year students of ANDUAT are eligible to participate in the placements process through the Placement & Training cell.
- All students eligible for on-campus placements have to register themselves with the Placement & Training cell.
- The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities.
- Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at ANDUAT.
- d) Feedback from the Alumni regarding the company.

Eligibility Criterion:

- a. Student should get an aggregate of 60% & above marks throughout from SSC onwards.
- b. Student should not have any backlog subjects
- c. Student should secure a minimum of 60% score in internal marks
- d. A student should have undergone any one soft skill training and mentoring conducted in the university.

Rules For Placement:

1. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy
2. Category of companies and Dream Offer: The companies visiting the campus are divided in the following three categories:

- A) Category-A: Companies offering CTC \geq Rs 4 LPA,
 - B) Category-B: Companies offering CTC \geq Rs 1.8 LPA; but CTC $<$ Rs 4 LPA
 - C) Category-C: Companies offering CTC
3. As soon as the student secures a Job in Category-A, he/she will be out of the Placement in that Session and will not be allowed to appear for any other company.
 4. A student can appear for a Company of Category-A on campus under either of the following cases:
 - i) Student has not been placed in any Company,
 - ii) Student has been placed in a company of Category-B.
 - iii) Student has been placed in a company of Category-C.
 5. Student can appear for a company of Category-B on campus under cases 4 (i) or 4 (iii).
 6. A Student can appear for a company of Category-C under case 4 (i).
 7. In case of student being offered multiple jobs (in different categories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.
 8. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies.
 9. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from those points.
 10. Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above.
 11. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.
 12. Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from Institute whether off campus or on campus. But it is their liberty to search for another better job by his own effort.

13. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
14. Unauthorized absence for the test/interview will lead to barring from placement.
15. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
16. Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
17. Dress code - Students must be formally dressed whenever they participate in any sort of interaction with a company.
 - Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoes.
 - Minimum formal clothes for women include either a pair of Salwar-Kameez (no bunge) or formal shirt and trousers with neck tie.
18. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
19. Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
20. Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement officer for future reference.
21. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives.
22. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.
23. Students should maintain discipline and decorum in every activity during the placement process.

24. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
25. Any issues to be discussed should be forwarded to the respective college Student Placement coordinator and it is his/her responsibility to take it up with Placements Cell.
26. It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company
27. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
28. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
29. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.
30. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.
31. Student found adopting unfair means of any kind in placement procedure of any company, he/she will be debarred from participating in recruitment process of that company and the next 05 companies he/she has applied to and/or shortlisted.
- 32. If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.**

Placement Process

- Placement at ANDUAT is student-driven. The placement committee will make a plan at

the beginning of the year and design a placement brochure and disburse it to companies.

- The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.

It is also important for students to be in touch with the Placement Office, for consultation and any specific individual issues