

PLACEMENT AND INTERNSHIP GUIDELINES

In order to offer fair Placement and Internship opportunities to all the students and to provide professional services to industry, The Placement Office, has formulated Placement Policy that would be applicable to all the students seeking Placement/Internship assistance.

1. Eligibility:

- All students have to Register themselves in Placement Office for seeking Placement/Internship Assistance by signing a copy of this Guidelines.
- All the students are eligible to apply for all the jobs unless any specific eligibility criterion is mentioned by the recruiting company.
- Minimum of 75 % of attendance in classes is mandatory to be eligible for Placements/Internship.
- Student's should not have been debarred from Placements/Internship due to any disciplinary / defaulter or any other behavioral issues in the past.
- To be eligible for the Placements/Internship students need to attend activities such as mock interview / GD /PI and other skill based assessments. These are being conducted for assessing and providing feedback on improving their employability skills. These sessions are mandatory to attend.
- Completion of SIP and a certificate from the organization is mandatory to be eligible for Placements/Internship.
- As a Guidelines, all students would be given a limited options depending upon the no of companies visiting campus to appear for the campus interview.
- All sessions (guest lectures, seminars, workshops, industrial visits etc.) are an important part of the curriculum. They are in fact extension of your class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend this session may be forced to avail lesser options than others.
- Placement Office is a facilitator and shall assist the students in Final Placement/Internship activities. It however does not guarantee Jobs / Placements /Internship.
- In order to provide fair and equal Placement/Internship opportunities to all students, there are restrictions on the number of organizations to which a student may apply upto his/her first selection as per the eligibility. Students will have an option to decide which profile and company to apply for as per their choice. In case the student is found defaulting the process/ consecutively not been able to clear the selection process, the students would be refrained from applying for the job opportunities.

2. Application Procedure:

- Placement Office shall invite CVs only once to create a database of resume, which would be used as a base to be mailed to the corporate as and when required.
- Students should submit their resumes within the 'Prescribed Time Limit' and 'Prescribed Format' only.
- Students have to ensure that the information provided by them such as telephone no, e-mail id, and correspondence address is updated & Correct. It is the responsibility of the student to ensure that the personal and professional information available with the Placement Office records is regularly updated. In case of any discrepancy or amendments in resume, students must inform the

Placement Office by submitting a hard copy of amended resume and a soft copy to the Placement Office. It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in standard format (provided by PLACEMENT OFFICE), certificates, mark sheets and testimonials, whenever required.

- Students will be informed about the job openings through the group mail and notice to apply or nominate their names toward the job postings, to officials of the PLACEMENT OFFICE team against each notification.
- PLACEMENT OFFICE will e-mail & forward the profile/resume of interested students to the concerned companies (which are already notified to the students).

3. **Shortlisting:**

- Shortlisting of candidature depends on Companies visiting for Campus Hiring based their own criteria as per information supplied to them by the students/Placement Office.
- Placement Office or its nominee does not have any role in Shortlisting of candidature.

4. **Interview Procedure:**

- Students are advised to keep a placement file ready with them containing sufficient copies of all the documents such as educational certificates, mark sheets, SIP Report and resume. You are required to carry this file along with the Identity card at the time of Selection Process /GD / PI / aptitude test for placements.
- Students are required to regularly check the group mail/message/ notice board for any latest communication and must respond to it within the stipulated time period.
- While applying in response to a job notice, the students are required to submit their nomination. However, if there is any specific requirement from the organization, PLACEMENT OFFICE may ask for individual CVs from the students.
- **Any students who has received Pre-placement offers from the Company (during their summer internship / off campus interviews) should intimate the same to PLACEMENT OFFICE within two days of receiving offer letter and submit the same to PLACEMENT OFFICE.**
- Students are required to attend presentation and seek clarification from the representatives about the job profile, salary packages, etc. in a dignified manner.
- Students shall not, at the time of Selection Process or interview, negotiate with the employer about salary, location, posting, and any other terms.
- **Communication with the organization which are visiting the campus shall be strictly through PLACEMENT OFFICE only. Direct communication with these organizations is not encouraged.**
- PLACEMENT OFFICE does not encourage students to apply for off campus placement in Companies that visit Christ (Deemed to be University) for on campus placement, as it might affect the University association with the companies. By any chance students come to know about any off campus process of company will inform the Placement Office first to participate in the said process.
- Irresponsible behavior, such as derogatory remarks about other candidates or the Christ (Deemed to be University), negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further assistance for placement.

- Students should follow deadlines mentioned on the Notices for submission of names for appearing in placement process of specific organizations. Delayed response would not be accepted. Once the final list has been sent to the organization, the students cannot back out from the option/Selection Process. They are advised to read about the participating company well in advance thoroughly, **student will not be allowed to withdraw his or her name from the Selection Process once the nomination is given.**
- Students may be required to go to the company office or venue for the purpose of recruitment process as decided by the company & Christ (Deemed to be University). The students are generally expected to make their own travel and other arrangements.
- During the campus recruitment session, students are expected to stay in the campus/town and it is his/her responsibility to keep in touch with the placement office all the time. In case a student is called by the company for the interview and placement office is not able to reach to the student because of his absence from the campus/town, it shall be considered that he/she has forgone the offer and no further assistance will be provided by placement office.

5. **Withdrawal Procedure:**

- A Student who once opts for appearing in the selection process (Test, GD and Interview etc) of a company would be presumed to have understood the company profile, job offering, etc and hence if selected, will have to accept the job offer. Refusal to accept the job offer would debar you from all subsequent placement activities.
- **Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.**
- Non appearance in an interview after nominating for the option would mean that a job opening was offered but declined by the student. **The student would no longer be eligible to appear for all the subsequent placement/Internship activities .**

6. **Job Offer:**

- The first job offer is the final offer on first come first serve basis.
- After the first job offer, students are automatically withdrawn from all other processes.

7. **Student will be out of Placement/Internship:**

- When he/she is placed.
- Under Disciplinary Actions.
- Academic restriction/Afflictions./ non Adherence to Attendance
- Fee Arrears.
- Unprofessional Behavior.
- Lobbying with company, by self or through others.
- Establishing parallel channel with company.
- Negotiating salary/terms (when it is already pre defined).
- Derogatory remarks on colleagues/University/ Company Officials

- Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- SIP Defaulters
- If found working for the organization through direct sources

8. Dress Code/Attire:

Its mandatory for all students who are appearing for any interview process should be in the proper formal dress code or University Uniform. Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:

Boys : Corporate Suit with Necktie and Blazers

Girls : Corporate Suit with Necktie and Blazers or Indian Attire

9. Punctuality:

- This is an important aspect at every interview process, it is advisable for each student that they reach the venue 20 minutes before the process & ensures his/her presence to the concerned person. The students should be carrying his placement file with all required documents
- If a student fails to comply with punctuality or carrying the required documents for the selection process of companies, will be debarred from the Placement Assistance.

Students may contact the PLACEMENT OFFICE Team/ Placement Coordinator in case of any query / clarification.

Above Guidelines are subject to change and shall be notified to the students when amended. In case of any matter not covered above, the decision of Director shall prevail.

It is mandatory for each and every student to sign undertaking of placement Guidelines or it will be assumed, the student is not interested to take assistance for Campus Placement/Internship.

(Signature of Student)