



Training & Placement Policy Document

AIM OF THE POLICY:

This University placement policy aims to ensure that training, placements, and internships of registered students of **MMMUT, Gorakhpur** is guided by fair and consistent principles. The policy set out the role and responsibilities of the students participating in the placement and internship process to achieve placement of a maximum number of registered students. Training & Placement Cell hereafter referred to as **T&P Cell** shall try to ensure high-quality internship and placement in terms of the number of packages and goodwill/brand of the recruiters visiting the University.

TYPES OF PLACEMENT DRIVE:

1. **On-Campus:** Drive is organized specifically for our university students (at the university campus/ virtually).
2. **Off-Campus:** Off-campus placement is when students get placed at a company without college being involved in the process. In the case of off-campus placements, students need to directly send job applications to the companies of their choice.
3. **Pool Campus:** Various university students appear for the campus drive at one location.

SCOPE OF POLICY:

This policy applies to all students of **MMMUT, Gorakhpur**. This policy does not apply to off-campus placement and internships (*An exception to this is if any company asks to block a candidate from further placement drives after selection by the company through an off-campus drive*).

ROLES AND RESPONSIBILITIES OF T&P CELL:

This policy sets out the roles and responsibilities of the **T&P Cell** of the University and the students seeking placement and internship assistance from the T&P Cell. Clear identification of the roles and responsibilities shall ensure that the training, placement, and internship activities run successfully and indicate that these activities are an integral part of the work culture at the University. **T&P Cell** consists of a student volunteer team as approved by the **Professor, T&P**, and a committee of faculty members. At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to **Professor, T&P** to work in the placement committee. The student volunteer team is selected after a personal interview by **Professor, T&P**, and senior student members of **T&P Cell**. Among the volunteers, one final year student would be nominated as “**Student Secretary**” who would be assigned major responsibilities and would be accountable to **Professor, T&P**. Training and Placement is a student-centric activity. Therefore, the major role is to be played by the students. **Professor, T&P** may also include involvement of the students in the following activities (a) Design and Printing of Placement Brochure (b) Preparing a list of potential recruiters and past recruiters (c) Placement Presentation at various organizations, if required. (d) Coordinating activities related to Training and Placement including companies’ HR team visits to institutes.

The Training & Placement cell shall be responsible for:

- Contacting and inviting companies for placement and internship
- Coordination with various departments, centers, and various administrative units of the University to ensure implementation of this policy
- Ensuring proper communication between various parties involved in student placement and internship activities
- Organize specialized training programs/seminars/expert lectures to enhance employability
- **T&P Cell does not guarantee a Job.**

ROLES AND RESPONSIBILITIES OF STUDENTS:

The students shall be responsible for:

- Understanding and adhering to the university placement policy.
- Providing all necessary and relevant information to the **T&P 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 **T&P Cell** and university.
- Attending mandatory sessions as declared by the **T&P Cell** regarding skill enhancement/ briefing related to placement and internship.
- Attending the mandatory session as declared by the company offering placement and internship (e. g. pre-placement talk).
- The total attendance in the training session should be more than or equal to 75%.

PLACEMENT PROCESS:

The placement process for the session shall begin in **June/July** every year. The process flow for the typical placement/internship shall be as under:

1. Students register for the **placement session**.
2. **T&P Cell** invites companies for placement/internship. **or** Interested companies contact **T&P Cell** and submit a Job Description and Company Profile through the mail.
3. Announcement of the available job offer(s).
4. Registration by the interested students.
5. Eligibility check by **T&P Cell** as per company requirements & placement policy.
6. Slot allotment to the company as per availability of dates.
7. Selection process by the company.
8. Announcement of the selection result.
9. Issuing the Job Offer Letter.

STUDENT REGISTRATION PROCESS:

All students who are eligible to participate in the placement session and wish to avail the assistance of the **T&P Cell** in securing placement/internship are required to register themselves with the **T&P Cell** as per notified schedule, in a time-bound manner. It is mandatory to register with the **T&P Cell** if any student wishes to participate in the placement/internship process. **This registration is not mandatory for every student and must be done only if a student wishes to avail of placement/ internship assistance.** However, in case a student opts **not** to register himself/herself with the **T&P Cell** at the beginning of the session, he/she shall not **normally** be allowed to participate in the On-Campus/ Pool Campus placement and internship drives.

All candidates need to prepare their resumes in the format provided by **T&P Cell**. If the student's resume is not in the prescribed format, he/she will **not** be eligible for the placement/internship drive.

The **T&P Cell** may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the placement process. In addition, this may also invite disciplinary action against the student.

ELIGIBILITY CRITERIA FOR STUDENTS:

All full-time students of the University who fulfill the following criteria are eligible to seek placement assistance by registering with the **T&P Cell** if he/she:

- is expected to complete all requirements for the award of the enrolled program in the current session.
- has not been debarred from participating in the campus placement process by any competent

authority of the University.

- meets the eligibility criteria by company and placement policy.

INVITATION TO COMPANIES FOR CAMPUS PLACEMENT/INTERNSHIP DRIVES:

The **T&P Cell** is committed to provide support to the students of the University for placement and internships. It will make all endeavors to invite and host as many companies to the university as possible for placement/internship through various available sources. To achieve this, a list of companies who have visited the University in the past for their recruitment drives shall be maintained in the **T&P Cell**. This list of companies as potential recruiters shall be constantly updated as and when possible.

The **T&P Cell** shall start inviting companies for placement and internship drives from the beginning of the placement session **i.e.**, May/June every year, and throughout the session.

Any company interested in campus recruitment from the University should express its interest by email/call and provide a job description, company profile, remuneration packages, bond period, recruitment procedure, and eligibility requirements for the students through email.

The company will be offered slots/dates for carrying out the placement process comprising of, but not limited to, *Pre-Placement Talk (PPT)/ Written Test/ Online Test/ Group Discussion/ Personal Interview*. The company shall confirm the selection process before a pre-specified date and the slot/date shall be allotted to the company after confirmation. In case, if the company fails to do so, the allotted slot may be offered to other companies at their request. Request for any change in the slot **can be** entertained subject to its availability.

The company can ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process.

ANNOUNCEMENT OF CAMPUS DRIVE & ONLINE REGISTRATION FOR THE COMPANY:

Once the **T&P Cell** has received the required details from the interested company, the same will be announced using a suitable medium (Email/Telegram Group/WhatsApp Group/Notices). Students are strictly advised to go through the details of the company/ job profiles/ remuneration packages/ eligibility criteria/ bond period and recruitment procedure. Students interested in participating in response to the announcement made by **T&P Cell** for the placement/ internship drive by a particular company will be required to register for the same in the stipulated period. **This registration is in addition to the student registration made by the students before the placement season and will be required to be done for each visiting company.** Students, who have not registered for the placement drive for a company, shall **not** be considered at a later stage for that company.

Any student who willingly withdraws/ does not participate in the selection process after registering for it, **without any valid reason, will be debarred from future drives throughout the session.**

ELIGIBILITY CHECK OF STUDENT LIST:

At the end of the registration deadline for the respective placement/internship drives, the **T&P Cell** will carry out scrutiny as per the eligibility requirements mentioned by the company in the JD received and Placement Policy. This list of eligible students for the respective placement drive/ job profiles shall also be shared with the company through email and further slot booking takes place.

SLOT ALLOTMENT TO THE COMPANY:

All companies, on the expression of interest and submission of JDs and other required details, will be allotted available slots/ dates for carrying out respective placement drives as per the University's policy. The preference for allotment of slots/ dates to the companies will be based on a matrix comprising of:

1. Package offered;
2. No. of branches covered;
3. Number of selections done in the previous year (s) if any;
4. Participation in placements in the previous year (s) if any;

Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the **T&P Cell**.

SELECTION PROCESS BY THE COMPANY:

The company can decide to choose a selection process as per their discretion, which may include any mix of Pre-Placement Talk (PPT), Written Test (Technical/ Aptitude/ Other), Group Discussion, Technical Interview(s) & HR Interview (s). The **T&P Cell** expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

T&P cell will provide the necessary infrastructure and assistance required to the companies in their selection process related to informing students, arranging for test material/centers, etc. Though **T&P Cell** may assist in the conduct of tests (**subject to the availability of volunteers**), companies are highly encouraged to send their representatives to conduct and proctor these tests.

The companies shall normally be required to provide the short-list of students for interviews (based on student profiles and/or test performances) to the **T&P Cell** at least **1 hour** before the start of the interview (s). The **T&P Cell** will inform the short-listed students about the interview schedule once it is finalized through possible mediums.

ANNOUNCEMENT OF THE SELECTION RESULT:

- The final selection of the students for the placement shall be made only from the interviewed candidates.
- It should be noted that the selected candidates must have participated in all rounds of the selection process.
- It is expected that the company will provide a list of finally selected students to the **T&P Cell** at the end of the **day/slot** itself. In case further rounds of interviews are required to be held, the same should be communicated to the **T&P Cell** along with the list of short-listed candidates. The list of selected/shortlisted students should be duly signed by the responsible authority or can be sent to tnp@mmmut.ac.in from an official/company email ID.
- The **T&P Cell** strongly recommends that (*however not any compulsion*), in addition to the list of final selection, the participating companies should also prepare a **waiting list** of the students. In case a student opts not to accept the offer, the students next on the waiting list may be confirmed, as per their merit. This waiting list will not be disclosed to the students (**by T&P Cell or by the company**) and will be released on a per-student basis if required.
- Once the offers are finalized, the company is required to send the offer letters to the **T&P cell/students**. If the offer letter is shared with **T&P Cell**, the cell will disseminate the offer letters to the selected students. The selected students will be required to accept the offer by signing the offer letter/acceptance letter in the required format (if provided) and submitting the same to the **T&P Cell**, which will forward it to the concerned company. If the offer is shared directly with the students, they must share it immediately with **T&P Cell**. Though the company must try to provide the offer letter to **T&P Cell** and not directly to the students.
- Companies and students are expected to be in communication with each other **ONLY** through authorized officials/ individuals from the **T&P Cell** and avoid direct contact during the placement drive process.

TYPES OF COMPANIES:

Classification is based on the operating nature of the company & remuneration package provided.

1. **Core:** Domain-specific/ Open for a specific branch (**Except CSE/IT**).
2. **Generic:** Consultancy/ Mass Recruiters/ Startups/ Open for many disciplines.
3. **Dream:** CTC greater than 10 LPA.

PACKAGE BRACKETS: A package bracket has been introduced to ensure that maximum students get placement. If a student is placed in any of the brackets, he/she would be allowed to appear only for the companies whose package lies in the bracket higher than in which he/she has been placed.

<u>Bracket Name</u>	<u>Package Range</u>
Base	Up to 5 LPA
Regular	5.1 LPA – 7.5 LPA
Medium	7.51 LPA – 10 LPA
Dream	Above 10 LPA

*If any student is placed in a Generic Company at any package, he would be eligible for the Core Company providing any amount of package until placed.

*If any student is placed in a non-technical role (**Sales/Marketing Profile/Teaching Profile**) in a Generic Company, he will be allowed to take an offer for a technical role in a Generic/Core Company.

If any student is placed in a Core Company at any package below 10 LPA, he/she would be only allowed in the Dream Bracket/Company of any domain.

OFF-CAMPUS PLACEMENT OFFERS:

The students who have not registered for placement assistance from the University can seek off-campus offers.

POLICY FOR INTERNSHIP/INDUSTRIAL TRAINING:

The **T&P Cell** also arranges summer training/ internship for the students in industries/organizations after the second, fourth, and sixth/seventh semester(s) as per guidelines of the University. University may also device online system for arranging & managing internships. The following procedure for arranging internship/industrial training are being followed:

1. **T&P Cell** send an invitation letter to various industrial organization to allocate internship/ training slots for the students of this university.
2. Industry will confirm the training slots and the number of seats allocated for internships. Based on the number of slots agreed to by the Industry, **T&P Cell** will allocate the students to the industry based on first come first serve, and the interest of students. The students can also arrange their internship/training on their own. In such cases, **T&P Cell** issues required *NOC (No Objection Certificate)*.
3. Students undergo industrial training at the concerned Industry/ Organization.
4. After completion of **Summer Training** as per the academic requirement of the university, the students will have to submit training reports and certificates in their respective departments. The students are also required to give a presentation on their training/internship work in front of the departmental committee for training/internship. Evaluation will be done by the concerned department based on their work during the training period.
5. If any B.Tech./MCA students join internship/job in the final semester and getting relaxation in attendance, they must complete the internship process/probation period in the same company and should produce a **letter of satisfactory performance** from the same company before the major examination. If any student resigns and leaves an internship/job during the probation period, he/she will not be given relaxation in attendance and maybe debarred from the major examination if attendance is less than the required percentage as per university norms.

Resigning from any organization during the internship/ probation period is highly unethical and is giving a bad name to the university. So, you all are advised to join any organization after thorough consideration and final decision.

T&P Cell also invites companies to provide internships for pre-final & final year students for 2/6 months or more. The process of selecting candidates for internships shall be the same as followed for selecting the students for placements. If any candidate receives an off-campus internship, he/she is required to inform the same to the **T&P Cell** at the earliest, only then he/she will be issued NOC for the internship.

CODE OF CONDUCT:

All students should confirm that their behavior is fitting highest levels of professional conduct, ensuring that all of their acts:

- are of high ethical standards;
- are not in deviation from the standards/ code of conduct adopted by the profession;
- use language and actions that are acceptable in presence of peers, subordinates, and/or supervisors;
- are not in deviation from the code of conduct as adopted by the University;
- are not detrimental to the reputation of the University/ T&P Cell/ Company;
- do not negatively influence the chances of selection of another student

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student in addition to debarring the student from participation in the placement process as decided by **Professor, T&P**. The decision of **Professor, T&P** will be final in case of any disciplinary/violation of the code of conduct in the matter of the Training and Placement Cell.

NON-ACCEPTANCE OF OFFER:

- If a student wants to decline an offer to pursue higher education, he/she is supposed to inform the **T&P Cell** within 1 week of receiving the allotment letter from the concerned institution/facility.
- If a student is selected in a company's drive and he/she fails to notify **T&P Cell** (and ultimately the company concerned) regarding his/her decision of joining via mail/written form within the specified deadline, by default his response will be considered as '**rejection of the offer letter**'.
- If a student is selected for any off-campus opportunity while holding another job secured through an on-campus recruitment drive, he/she is supposed to inform **T&P Cell** about his/her decision within 1 week of accepting the off-campus opportunity.

GENERAL GUIDELINES:

- All students eligible for On-campus/Pool Campus placements have to register themselves with the **T&P Cell**.
- All applications to the companies are to be made through the **T&P Cell** only. If a student does not apply through the **T&P Cell** for a particular company, he/she will **not** be allowed to participate in the selection process of that company.
- All students are advised to thoroughly check the company profile and background before applying. **T&P Cell** will **NOT** and **shall not** be liable for any default at/on the company's end at any stage later.
- Any student can withdraw his/her registration for a company **ONLY up to 24 hours** before the start of the placement process by the company. There cannot be a withdrawal after this limit.
- Students are expected to behave with the companies courteously and should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- No discussion with the recruiters regarding the selection/selection process should be done except by the authorized personnel.
- If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the **T&P Cell** immediately. Students shall **NOT** take action at their end.
- If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring the student from further participation in the selection process. Attendance is counted **ONLY** when the student is physically present.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the minor/major

exams and the students may be debarred if found in violation, also leading to disciplinary proceedings.

- Impersonation in tests/selection process or any kind of malpractice is a serious offense. Seating in tests will be pre-defined by **T&P Cell/ Company representatives** and any violation will be considered as misconduct, the student is liable to be de-registered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their contacts or approach companies coming on campus in a personal capacity via any means. If asked to fill at any places, you should fill in the contact details of **T&P Cell**, refer to the T&P webpage on the University website for details, or contact the **T&P Cell** in case of discrepancy before proceeding.
- Students must carry their Institute ID cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID card.
- Students should strictly follow the prescribed dress code while participating in the placement process.
- The date/time/venue of the interviews may change which, at times, maybe at a short notice. Students must keep themselves well informed in this regard.
- **T&P Cell** shall not be liable for any visa-related issues.

NOTE:

1. **Training & Placement Cell** holds the right to make necessary changes in the placement policy during the placement session.
2. The **Training & Placement Cell** does an extensive background check of the companies coming for campus drive. Every student is advised to do thorough research about the company and take his/her decision accordingly. Registering or not registering for a company is a student's own decision.
3. The policy above has been defined to meet the aspiration of maximum students. This is a dynamic process, and the policy will be updated as per the need of the hour.



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