

# Training and Placement Policy



**Madan Mohan Malaviya University of Technology,  
Gorakhpur, U.P, India**

# **UNIVERSITY PLACEMENT POLICY**

## **AIM OF THE PLACEMENT POLICY**

This institute placement policy aims to ensure that placements and internships of registered students of MMMUT, Gorakhpur are guided by fair and consistent principles. The policy set out role and responsibility of the students participating in the placement and internship process to achieve placement of maximum number of registered students. T&P shall try to 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 institute registered with T&P cell for 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 T&P cell of the University and the students seeking placement and internship assistance from the T&P 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 University.

### **Roles and responsibilities of Placement & Training cell**

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 University to ensure implementation of this policy;
- Ensuring proper communication between various parties involved in student placement and internship activities;

### **Roles and responsibilities of students**

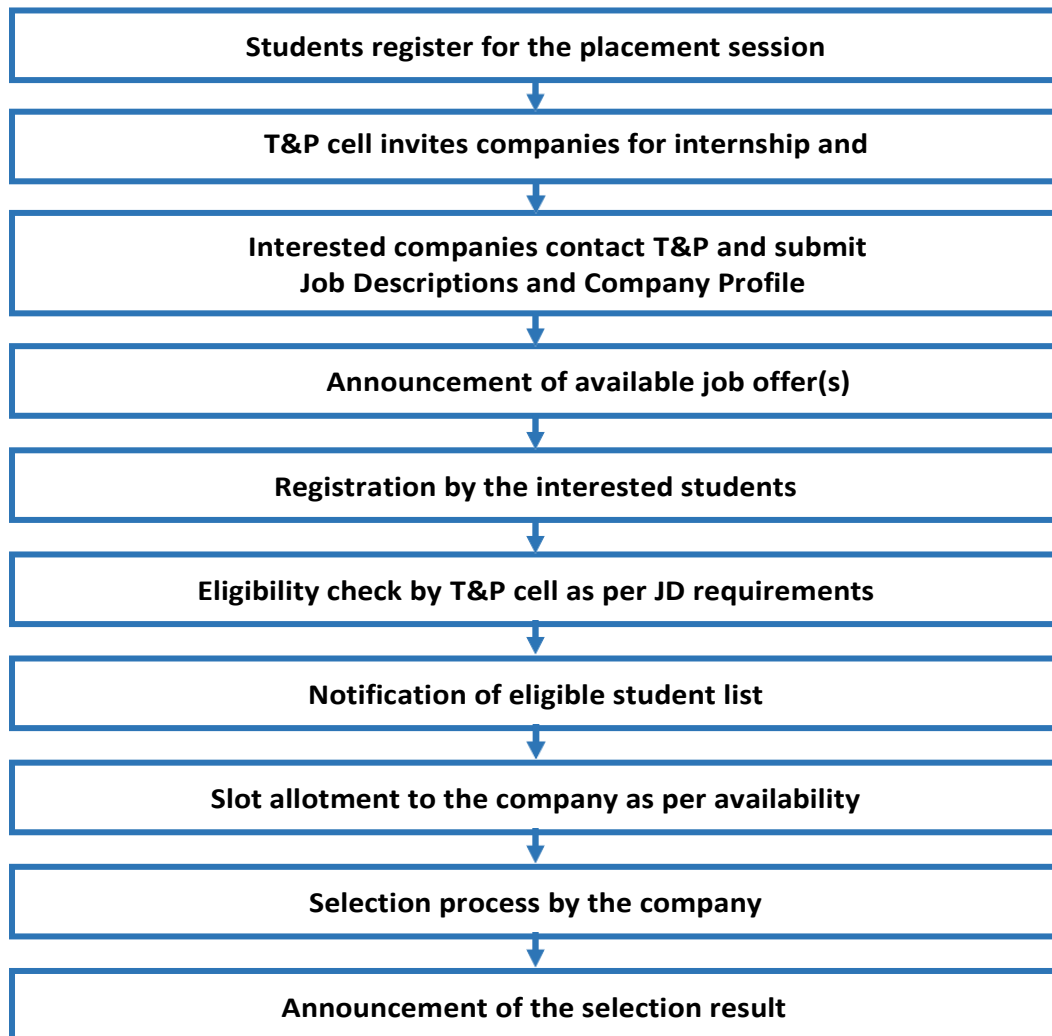
The student shall be responsible for:

- 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, institute and/or the company;

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

## **PLACEMENT PROCESS**

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



### **Student Registration**

All students who are eligible to participate in the placement session and wish to avail assistance of the T&P cell in securing placement or internship are required to register themselves with the T&P cell as per notified schedule. 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 has to be done only if a student wishes to avail 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 placement and internship drives.

All candidates need to provide their contact and academic information to the T&P cell for the master resume as per prescribed format. Inability to provide required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus placement/internship assistance.

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 to enroll for the placement**

All full time students of the Institute 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 institute.

### **Invitation to companies for campus placement 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, for placement/internship as possible. In order to achieve this, a list of companies who have visited the institute in past for their recruitment drives shall be maintained at 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.

Any company interested in campus recruitment from the University should express its interest by email and providing Job description, company profile, remuneration packages and eligibility requirements for the students.

The company will be offered slots/ dates for carrying out 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 on 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. However the short listing criteria shall be notified in advance.

### **Announcement of Campus drive & Online registration for Company**

Once the T&P cell has received JD and company profile from the interested company, the same will be announced using suitable medium (Telegram/watsapp group/Notices. Students are advised to go through the details of the company/ job profiles/ packages/ eligibility criteria. 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 time 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 normally 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 issued a warning on first such instance. However, if such instance is repeated, the student will be debarred from participating in the placement process till achievement of 70% placements in his/her branch.

### **Eligibility check and notification of student list**

At the end of 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 T&P cell records. A list of eligible students for the respective placement drive will be notified to the students using suitable medium. This list of eligible students for the respective placement drive/ job profiles shall also be shared with the company.

### **Slot allotment to the company as per available schedule**

All companies, on expression of interest and submission of JDs, will be allotted available slots/ dates for carrying out respective placement drive as per the institute policy. The preference for allotment of slots/ dates to the companies will be on the basis of 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 previous year(s), if any
5. Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the Placement & Training 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), group discussion, technical interview(s) and 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 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 provide assistance in conduct of test (subject to availability of volunteers), companies are highly encouraged to send their own 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 01 hour prior to start of interviews. The T&P cell will inform the short-listed students about the interview schedule once it is finalized.

### **Announcement of the selection result**

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/short-listed students should be duly signed by the responsible authority or can be sent to [tnp@mmmut.ac.in](mailto:tnp@mmmut.ac.in) from an official/ company email ID.

The T&P cell strongly recommends that, in addition to the list of final selection, the participating companies also prepare a waiting list of the students. In case a student opts not to accept the offer, the students next in 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 as per student basis, if required.

Once the offers are finalized, the company is required to send the offer letters to the T&P cell. The T&P 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 required format (if provided) and submit the same to the T&P cell, which will forward it to the concerned company.

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 except during the selection process. In case such a situation arises, please bring the incident to the notice of the authorized officials at the T&P cell immediately.

**The institute follows 'One Student-One Job' policy.** Once a student is offered a job, he/she is not allowed to further participate in the placement process. The participating companies are thus expected to honor their commitments in this regard relating to packages, profile, location and other such information as informed in the JD. Any downgrade from the stated information in JD is strongly discouraged and will be dealt on a case-to-case basis by the T&P cell.

## **OFF-CAMPUS PLACEMENT OFFERS**

The students who have not registered for placement assistance from the University can seek off-campus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the T&P cell, so that the company can be officially invited to the campus.

Any off-campus placement offer to a student must be informed to the T&P cell by the student immediately.

## **DREAM-COMPANY OPTION**

Institute follows 'One Student–One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process. However, a student who has been selected by a company on a CTC (package) less than 5 lac, may be allowed to participate in selection process of one additional company offering a CTC package more than 5 lac. Also if a student has been placed in Software Company, he may be allowed to appear in a core branch company

## **INTERNSHIPS**

Internships are integral part of professional education and present budding professionals, with much needed exposure to real-world practice of concepts that they study within the portals of the institute.

The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs. Students enrolled in various branches of B. Tech. are normally expected to do such internships for a period of 30-60 days after their 3<sup>rd</sup> year of program.

MBA students are expected to undergo a summer internship of 06-08 weeks at the end of their

second semester. MCA students are allowed internship for one semester.

T&P cell may also invite companies to provide internship to students. The process of selecting candidates shall be the same as followed for selecting the students for placements.

## **CODE OF CONDUCT**

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

- i. are of high ethical standards;
- ii. are not in deviation from the standards/ code of conduct adopted by the profession;
- iii. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- iv. are not in deviation from the code of conduct as adopted by the institute;
- v. are not detrimental to the reputation of the institute/ T&P cell/ Company;
- vi. do not negatively influence 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 of the student from participation in the placement process.

## **GENERAL GUIDELINES**

- All full time registered final year students are eligible to participate in the placements process through the T&P cell.
- All students eligible for on-campus placements have to register themselves with the T&P.
- 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 for a particular company, he/she will not be allowed to participate in the selection process of that company.
- All students are advised to check the company profile and background thoroughly 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 placement process by the company. There can be no withdrawal after this limit.
- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- 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 of the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.

- Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as a misconduct and will be dealt with as such.
- 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 as also leading to disciplinary proceedings.
- Impersonation in tests/selection process or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by Placement & Training cell/ company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Placement & Training cell, refer to the Placement & Training cell webpage on the Institute website for details or contact the Placement & Training 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, may be at a short notice. Students must keep themselves well informed in this regard.
- Placement & Training cell shall not be liable for any visa related issues.