

J.C. Bose University of Science & Technology, YMCA, Faridabad
Training & Placement Cell



PART 1: Placement Rules & Regulations

The Training and Placement cell, J.C Bose University of Science & Technology, YMCA Faridabad welcomes all eligible students to the placement season. We strive to extend all possible support to provide right career opportunities to our students to fruitfully pursue their career interests. The Training & placement cell endeavors to achieve the best possible placement outcomes. To meet the expectations of all the stakeholders, the placement policy has evolved over the years. In order to achieve the best possible results for all, J.C. Bose UST YMCA and recruiting organizations, all students are expected to understand the placement policy and follow it strictly. The placement policy is applicable to all students registered for campus placements and internships and is to be followed during the entire duration of the placement season. The Training & Placement Cell, only acts as the facilitator in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship does not guarantee placement or an internship. Students not interested in placement are advised not to register for placement. No dues certificate from the institute will not be issued to placed (on/off campus) students unless the signed copy of the offer letter is submitted at Training & Placement cell.

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1.1 Registration Process for Students

1.1.1 Eligibility

All full time final year students of J.C. Bose University of Science & Technology, YMCA, Faridabad (University Teaching Departments) are eligible to participate in the recruitment process for placements through the Training and Placement Cell (T&P Cell).

1.1.2 Process

- The Students are advised to share their personal information on online platform provided by T&P cell. Personal information must contain updated CV (Calyxpod format), scanned copy of all certificates, Photograph and undertaking along with a signed declaration that student will abide by the rules and policy of T&P Cell.
- Undertaking must be signed by all students that he/she wants to opt for either Placement from University or interested for Govt. Job or interested for higher studies. Only those students, who have opted for placement, will be allowed to participate in recruitment process through T&P Cell.
- Undertaking by students along with the parents has to be submitted that they have read & accept Training and Placement Policy (Form P01).



1.2 Placement Policy for Company

1. The company should provide the relevant details to the Training & Placement Cell (T&P Cell) as an e-mail.
2. The relevant details shared by company are electronically broadcasted to all the students along with the other additional information furnished by the company.
3. The company can ask for the resumes of eligible and interested students and has the liberty to shortlist them before beginning of the placement process.
4. The company will be allotted slots and dates (Placement Calendar) for conducting Pre-Placement Talk (PPT)/Written Test/Online Test with a request to confirm the same by a specified date. On failing to do so, the allotted slot may be given to other companies on their request. Request for any change in the slot can be entertained subject to its availability.
5. Information about the company and the job profile for companies visiting J.C Bose UST, YMCA for internships/placements would be provided to the students.
6. T&P Cell updates Placement Brochure every year and share the same with all recruiters along with campus invite through e-mail. (Format of Brochure – Form P04)
7. T&P Cell generally allots a date and a slot to the company for the final placement process based on the following criteria:
 - a. Job profile and growth prospects
 - b. CTC being offered by the company
 - c. Past records of recruitment
 - d. Internship offered for final year students.



1.3 Recruitment / Selection Process

1.3.1 Rules

1.3.1.1 On-Campus Placement Rules

- The T&P Cell will notify through group mail, online portal, WhatsApp group and on the Placement Notice Board all recruitment requests received from the companies with as much of details as made available. Applications will be invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the Group messages, mails, online portal & Placement Notice Board and comply with the same through CRs (Class Representatives).
- All applications to the companies are to be made only through T&P Cell. If a student does not apply through proper system in coordination with their respective CRs, he/she will not be allowed to participate in the selection process of that company.
- The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals after this date.
- After the last date of application all rules and regulations (including absenteeism penalty) will be applicable.
- The decision to apply or not by eligible students will purely be their own.
- 100% attendance is required in the pre placement talks/ presentation. Student absent in placement talks/ presentation will not be allowed to participate in future placement. Students are responsible for their attendance during any activity.
- In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P



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Cell, selection of number of resumes to be sent will be based on CGPA, Employability Assessment rating / grade, attendance in pre-placement talks and personality development & preparatory classes (including mock interviews), and / or any other criteria decided by the T&P cell. The decision of the T&P cell will be final and binding on all the students.

- It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will debar/blacklist them from placement assistance of the University. Show cause notice will be issued against such students. Once show cause notice is issued, students have to come along with their parents in T&P Cell.
- If a student is selected as intern, then he/she is not allowed to take part in any other company as intern irrespective of stipend.
- One student is allowed to secure only two jobs i.e Dream Job/ Non Dream Job. Border line between Dream and Non Dream Jobs is the salary package of five lakhs. However difference of at least one lakh must be there in two jobs. (If first offer is 4.8 LPA then next offer should be more than 5.8 LPA.)
- If a student has one offer for Internship with Stipend < 5000/- then he/she is allowed to take part in Internship +FTE drive only if that company offers Internship >10,000/- and FTE ≥6L/annum.
- Fifteen numbers of maximum attempts will be given to a single student to participate in campus drives. If student is not selected by any company even after fifteen attempts then they will not be able to participate / apply in any further campus drives.
- If any student gets placement offer from the company where he / she did internship after getting selected in another company through campus placement then student will be allowed to decline lower package offer only when the minimum difference between two offers is 5 LPA.
- Students have to join the company who declares their result first, irrespective of package or number of interviews given by students.
- If student is selected in any company having bond / agreement, then he/she will not



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be able to apply in any other company irrespective of salary package (Dream / Non – Dream).

- If a company is not having bond but if they still want their selected students, not to apply in any other company then students have to follow rules / regulations of the company.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- Students are advised not to sign offer letters under any company's pressure before consulting the T&P office.
- Once student accept offer of any company then it will be duty of the student to remain committed with their decision. Any change in the decision is not allowed after that. So all students are advised to take their decision after proper discussion with their parents or other family members.
- If a student appears/gets selected for off-campus job without informing and appears/tries/takes test for on-campus; the student shall not be issued/provided any NOC.
- Provisional certificates of students selected through recruitment process will be issued by COE office through T & P Cell only.
- COE office will mention name of company for which provisional certificate is being issued.
- CRs may be given attendance for the day, for which they are busy in Training and Placement activities on the recommendation of T&P office.

1.3.1.2 Off-Campus Placement Rules

- Students are strictly prohibited from making any contact with organizations that are likely to visit or have visited the campus for placement in the past 3 years.
- Students found promoting or applying to companies identified as non-on-campus by T&P Cell, would be debarred from applying through T&P Cell and may face strict disciplinary action.



1.3.2 Student Conduct and Disciplinary Policy

- **Absenteeism rules and policy**

- Student must submit cause of absenteeism in any test, interview or any selection process which he/she has to attend as part of a company's recruiting procedure.
- In case of absenteeism, T & P Cell may apply following penalty actions:
 - Absence of first time – Student has to submit logical reason to the T & P cell. If reason is not found suitable then warning letter may be issued. Student has to come along with their parents to justify his/her reason.
 - Absence of second time – Student will be fined Rs. 5000 and will be debarred from on-campus placement/off-campus placement organized by University.
- If for whatever reasons the student withdraws his nomination in middle of recruitment process he/she would be immediately de-registered from T&P office.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
- Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action.
- In case, student declines offer of company , after getting selected through camps recruitment process then his/her certificate will be put on hold for one year and his/her case will be forwarded to disciplinary committee for further action.



1.3.3 Guidelines for Students

- The students should continually check the T&P notice board, online portal, mails, WhatsApp group and any other medium identified by T&P cell for update.
- A Strict action may be taken against a student supplying wrong information.
- The students should submit their applications within the deadline announced by CR. Late submissions may not be entertained.
- One should apply to an organization/company only if he/she is eligible and interested in taking up a job in the organization.
- The students are advised to go through the company website to get more insight about the company and judge their suitability for the job. Any queries must be clarified with the company officials during the company presentation only.
- The students can clarify their doubts with either the CR or through T&P cell.
- The students are advised to report in time for PPT, written test and interview. Any late entry may not be allowed.
- Students must carry their I-cards at all times during presentation, interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- The students must carry their certificate file along with passport size photographs and copies of their resume (Calyxpod format) for the interview.
- Students are required to follow a formal dress code at the time of placement selection process. In case any of students fails to follow the code s/he may not be allowed to appear for the process.
- Every student appearing for the written test will have to compulsorily sign the attendance sheet. Short listing of candidates after the test will be done on the basis of attendance record. Also, the attendance benefit will be provided in accordance with the attendance record.



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- During the interview, no students except those shortlisted for the interview and CRs put on duty, are allowed to be present in the T&P cell.
- Any student found to have indulged in any kind of indiscipline during placement procedure may be debarred from the future placement.
- The students should maintain silence in and around the T&P cell.
- The students should maintain decorum and their activities should not disturb the functioning of various offices in the University.
- The students should not argue with company officials; any complaint by company officials will be taken very seriously.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P cell.
- Communication with company officials is to be done through T&P cell only. If student takes any decision without informing T&P cell then he/she will be blacklisted with immediate effect.
- Once student is blacklisted, it means that they are not allowed to take part in any Training and Placement activity and all their certificates will be on hold for at least one year.

1.4 Feedback from Company

1. Feedback from recruiters regarding the performance will be taken at the time of selection process (Form P02).
2. Analysis of feedback will be done by the T&P Cell.
3. Detailed report of feedback Analysis will be sent to respective departments for further improvement.



1.5 Grievance Committee (T&P Cell)

Committee:

- Training & Placement Officer
- Deputy Placement & Training Officer
- Assistant Training & Placement Officer
- Respective Departmental Faculty Placement Coordinator

Duties:

To handle problems of students related to placement.

1.6 Duties of Departmental Faculty Placement Coordinators

- Departmental Faculty Placement Coordinators are nominated by Chairperson of all Departments and appointed in T&P Cell after approval of Hon'ble Vice Chancellor.

Duties:

- To coordinate for all Training & Placement activities.
- To arrange data of new companies through reference or personal network.
- To motivate students for active participation in all activities initiated by T&P cell.
- To coordinate for CR selection process for respective departments.
- To coordinate with the CRs for the student information for off-campus drives.
- To ensure timely availability as per duties assigned during campus drive, till the time it gets over.
- To inform in advance in case of non-availability for any reasons and to provide substitute in coordination with Department chairman's approval.
- To maintain the discipline of students during pre-placement talks/GD/interview etc.



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1.7 Duties of CR (Class Representative)

- Each class must have four CRs (two boys and two girls). These CRs are nominated / elected by class students on the basis of voting. Responsibility of forwarding the names of the CRs to T&P Cell will be of Departmental Faculty Placement Coordinators.

Duties:

- To educate 3rd year and final year students about rules and regulations governing training and placement process.
- To help in preparing student database of final year students for training/placement purpose.
- To create final year group for quick information spread related to training and placement activities.
- To suggest companies to which invitation needs to be sent for training and placement purpose.
- To take good care of company officials by arranging boarding and lodging facility in the University.
- Do venue management for PPT/online test/written test/GD/interview.
- To ensure attendance of all the registered/shortlisted students in PPT, test, GD and interview.
- To provide list of students appearing for placement for a company to T&P cell for attendance benefit.
- To ensure smooth conduct of PPTs, online/written tests.
- To ensure that the students come in formal dress on day of company visit.
- To maintain decorum in and around T&P cell and Report matters of indiscipline to T&P cell.
- Any deviation by CR from the process and policies governing training and placement shall invite strict disciplinary action.



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1.8 Duties of Teachers during Campus Drive

- Names of Teachers for duty for campus drives are nominated by Chairperson of Departments.
- All Teachers have to follow instructions mentioned below while performing duty during campus drive.
- To ensure availability as per schedule / circular issued from T&P cell.
- All teachers have to mark attendance of students in prescribed format during campus drive (Form P03).
- To prepare hard copy of attendance of all the registered/short listed students in PPT, test, GD and interview with the help of CRs.
- To ensure smooth conduct of PPTs, online/written tests, GD and Interview.
- To maintain decorum in and around PPT Room, online/written test rooms and T&P Cell, and Report matters of indiscipline to TPO if any.
- To be on duty even before or after working hours till company officials are present in the campus. If you may want to leave in between due to any reasons, permission to be taken from TPO.
- To mark in time and out time in the attendance register at T&P cell for records.

1.9 Student Placement Committee- Roles and Responsibilities/Duties

- The student placement committee needs to ensure that they continuously work in tandem with the Training and Placement office providing the right launch-pad for the TPO activities which directly/indirectly impact the placement working.
- This team needs to drive the allied activities for the TPO that have direct/indirect impact on the TPO working. This may include activities like conducting alumni/leadership talks, social media outreach, physical outreach, admin activities, continuous website improvement and any other activity that can impact TPO drives



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1.10 Disciplinary Committee and Duties

- A committee is constituted having following members:
 - Dean Student Welfare
 - Dean Academic Affairs
 - Controller of Examination
 - Proctor
 - T&P officer

Duties

- To provide solution in cases where any student is breaking rules.
- If students get selected through on campus drives but accept other offer off campus.
- If student hides any important information.
- If student take any decision which may affect image of university.

Any case or situation of a student(s) or company(s) that needs consideration and then decisions accordingly can be forwarded to this committee by the T&P cell. All communications must be done on prescribed email id.