



# SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES, INDORE

(Established by Govt. of M.P. vide Act No. 23 of 2016 & Recognized by UGC u/s 2(f) of 1956 Act)

Ref No: SUAS/RO/2019/124

September 20, 2019

## NOTIFICATION

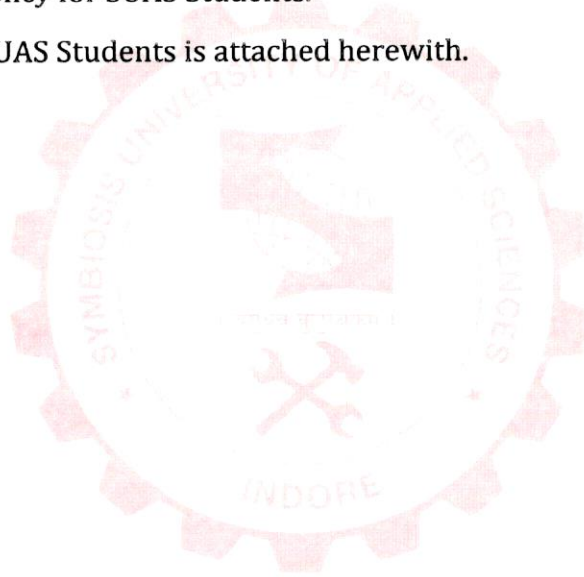
**Subject: Revised Placement Policy for SUAS Students.**

It is hereby notified for information to all concerned that the University Authorities have approved the placement policy for SUAS Students.

The Placement Policy for SUAS Students is attached herewith.

**Dr. Peeyush Pandey**

**Registrar  
SUAS Indore**



**Encl. 1. Copy of Policy  
2. Undertaking**

**Copy to:-**

- Hon'ble Pro-Chancellor through PA
- Hon'ble Vice-Chancellor through PA
- Head of Schools
- Head Admission Cell
- Head Placement Cell
- Controller of Examinations
- All Students and Parents login
- Schools Coordinators



## PLACEMENT POLICY FOR STUDENTS

### 1. Purpose of the policy

1.1 The purpose of the placement policy is to let student know the placement processes and his / her roles and responsibilities during the process.

1.2 This policy ensures that,

- a) The University will provide assistance to all eligible (final year) and interested students who want on / off campus placement.
- b) The jobs offered will be as per student's background and areas of expertise to optimum extent.
- c) The students will be guided from time to time on soft skills, networking skills and professional acumen before they appear for placement drive.
- d) The students will be scrutinized based on academic performance, attendance, behavior/discipline, co-curricular activities, relevant certifications etc. and or the specific requirements of the visiting company.

### 2. Department of Training and Placement

#### 2.1 Composition of Training and Placement Cell at University Level

The Training and Placement Cell will comprise of Training and Placement Coordinator [TPC] from each School and will be headed by Training and Placement Officer.

The TPC may be the faculty member of the school. He / she will be the single point of contact for all placement related activities.

The school director will announce the name of the point of contact at the beginning of the semester.

#### 2.2 Composition of Training and Placement Committee at School Level

2.2.1 Each School of the University shall have a Training and Placement Committee responsible for ensuring placement assistance to all the eligible students.

2.2.2 The composition of School wise Training and Placement Committee shall be as under: -

- a) **Chairperson** - Director of respective School
- b) **Members** - Faculty Mentors and Student coordinators
- c) **Member Secretary** - Training and Placement Coordinator (TPC) of the school



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## 3. Eligibility of the Students

3.1 All the final / pre-final year students shall be eligible to receive placement assistance when they satisfy the following criteria:

- a) overall attendance more than 75%
- b) completed all internship/other academic requirements
- c) not done any breach of discipline/university code of conduct or any other violation of University policies
- d) not found to have engaged in misconduct or has not tried to publicly damage the repute of university or has not been found to disturb the decorum of the university in any manner
- e) paid all fees, fine or any other outstanding dues
- f) not accepted any offer of a company / has not denied joining
- g) academic performance with CGPA more than 5.00 for the completed semesters
- h) good feedback from the industry in internships

**Any student who does not qualify based on the above criteria will be debarred from "Placement Process".**

Once a student has been placed in any company either through placement process or a pre-placement offer through internship, he / she forfeits the right to appear in any subsequent rounds. He/she will not claim eligibility to appear in any placement rounds conducted by the university. Such students will be considered as "Placed" by the university

## 4. Placement enrolment and registration process

4.1 Enrolment Process:

4.1.1 Students eligible as per clause 3 of this policy shall be allowed to enroll for placement process.

4.1.2 The student interested in campus placement must sign the Undertaking form provided by Training and Placement Cell given in Annexure — A, while the student willing to opt out of the placement process should sign Undertaking — B.

The undertaking must be submitted by last working day of August of every year to the Training and Placement Cell.

4.2 Registration Process

4.2.1 All the eligible students are allowed to appear for interviews for companies offering jobs in their opted area of specialization, subject to the eligibility criteria given above.

4.2.2 Every eligible student is free to apply for opportunities till they get a written job offer (which includes email confirmations) from a company



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4.2.3 The students should inform T and P coordinator if he/she has earlier applied for the visiting company on their own.

4.2.4 The T and P cell shall organise a preplacement talk through the University to prepare the students for the final interview of the company wherein mock interviews, information of the company and its profile, products, expected questions that might be asked by the interviewer at least two days before the final interview of any company.

4.2.5 The student should inform about his/her interest for participation in the placement process for the visiting company by email to the respective school TPC.

## 5. Pre-Interview and Interview Mandate for enrolled students

5.1 It is mandatory for students to attend the training / IDSC Sessions which will help in grooming, interview preparation, aptitude, technical tests, mock interview, GD PI, written test preparation etc. Attendance for the student in training sessions is mandatory.

5.2 Interview schedules as decided by the T and P Cell shall be given to the visiting company representatives. Thereafter no modifications shall be entertained, except under special circumstances.

## 6. Student Responsibilities during Selection Process

6.1 All the students who have registered are required to be present for Placement drive. Student may be debarred from placements, if he/she fails/denies to attend for selection process.

6.2 If the student is not appearing after registration due to medical reasons or any emergencies, he / she has to take permission from the Director of school with duly signed application form stating the reasons of not appearing in the drive.

6.3 It is compulsory for all students to attend pre-placement talk of the company, for which they have registered.

6.4 Once the candidate has submitted the resume and he/she has been short listed for the interview round, it is obligatory on the part of the student to attend the interview. The student will be removed from the placement process, if he/she fails to attend the same.

6.5 Students are welcome to bring in their own contacts or resources for the placement activity. Any kind of placement that a student gets because of his/her own efforts will not be considered as final placement unless she/he signs an undertaking mentioning that he/she will join that company.

6.6 Sometimes organizations, at the time of their campus interviews, may inform the T and P Cell that they are interested in screening more candidates. In such situation T and P cell will ask other interested students to apply immediately and the students may have to submit their resumes at short notice.

6.7 Once the student has been selected by a company and he/she receives a written job offer

(Which includes email confirmations) from a company, the student will be not be allowed to appear in next recruitment drive/recruitment process.



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6.8 Failure to accept the offer given by the company will lead to exclusion of the student from further placement process.

6.9 Student cannot reject more than 2 interview calls, failing to comply with this will automatically disqualify him/her from placement process.

6.10 Students shall-

- a) Keep record of organizations and positions for which they apply.
- b) Keep notes on the job details announced. These are useful at the time of interview.
- c) Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- d) Study the website of the company and its competitors.
- e) Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- f) While attending interviews, students must be punctual and dressed in formal clothes only.

## 7. Miscellaneous

7.1 In case of any dispute with the placement process, the students should approach the Training and Placement Cell.

7.2 The existing placement policy is not absolute and may change, if deemed so, at the University's discretion. However, the students will be informed about the change in the policy by the Training and Placement Cell in advance.



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## Annexure — A

### PLACEMENT UNDERTAKING (A)

I \_\_\_\_\_ Student of .....program Batch  
..... Enrolment No ..... of  
..... Semester hereby declare that I am aware of the Placement Policy of the  
University.

I hereby declare that:

1. I have fully read and understood the Placement Policy of the University and I am aware of the eligibility criteria prescribed by the University for Placements.
2. I **do** wish to accept the opportunity of placement provided by the university and I am willingly opting **in** for placement activities of the university.
3. I understand that the University is facilitator in providing placements and I must put full efforts to search for appropriate industry for my own placement
4. I shall submit the written offer letter received by me from any Company to the Training and Placement Cell for record purposes if I find my own placement, within one week of receipt of said letter.
5. If I am placed through University then I will receive my offer/appointment letter only after clearance of all dues.
6. I am aware that if university fees/dues are not paid in time, then I shall be disqualified from appearing in any further internship and placement activities/exams/classes/any other academic/non-academic activities of the university.
7. I understand that the university maintains record of my behaviour during my tenure and that is available through student portal and parent login. Same will be shared with the company during Placement or Internship interviews.
8. In case any industry cancels my placement due to improper behaviour, negligence, discipline issues, university will not be responsible for my further placement and I shall be disqualified from further placement.



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9. I will not publicly or privately damage the reputе of university in print or social media.
10. I also understand that, I will appear for all the placement drives till the time I get placements without any refusal. However, I will not appear for any placement drive once I get placed in any one of the industries.
11. If I fail to accept the offer given by the company will lead to my disbarment from further placement process.
12. I understand that, I cannot reject more than two interview calls. Failing to comply with this will automatically disqualify me from placement process.

Name of Student. ....Signature of the Student.....

Signature of the Parent:.....

Name of the Course: ..... PRN: .....

Contact Number:.....

Date:

Place:

COUNTER SIGNED BY Head of School:

Placement Co-ordinator

Faculty Co-ordinator (Mentor)



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## Annexure-B

### PLACEMENT UNDERTAKING (B)

1. I am opting **out** of placement activities of the university.
2. I will not hold the university authorities responsible for my non- placement.
3. Hereafter I will not be eligible for participating in any placement activity.
4. After receipt of the offer, a copy of the offer letter will be submitted to the faculty coordinator. I understand that failing to submit the copy of the offer letter, I will not be eligible to appear for final examination / assessment.

**Name of Student:** .....

**Name of the Course:** .....

**Enrollment Number:**.....

**Contact Number:**.....

**Signature:** .....

**Date:**

**Place:**

**COUNTER SIGNED BY Head of School.**

**Placement Officer**

**Faculty Mentor**



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Placement Qualification Form	
Placement Year	2019-20
<b>Student Data</b>	
1. Student Roll Number	
2. Student Name	
3. Course	
4. Stream	
5. History Sheet Reference Number	
<b>6. Internal Qualification</b>	
a. Is He / She an Indian National?	
b. Is Minimum Attendance Complete?	
c. Are all Dues Cleared (Fees, Fine Paid)?	
d. Is Placement Training Attended?	
e. Are all Internships Completed?	
f. Was Internship performance Satisfactory?	
g. Is Undertaking Signed?	
h. Has he accepted any other Offer?	
i. Is Internal College Record Clean for all previous and current years?	
j. Any Other Objections?	
Signed By Director of the School Date: Place:	Signed By TPC Date: Place:
<b>Note:</b> If the answer to any question in the "Internal Qualification Section" is "NO" then please write details here	