

Training & Placement Department, University Institute of Technology, RGPV, Bhopal

The Training & Placement Cell (TNP) is responsible for getting the students placed in reputable companies by identifying and analyzing their knowledge skills, aptitude, and general behavior of every individual student, creating suitable job profiles for them, identifying areas where they lack training & various skills as per the training requirement, formulate activities to meet the training schedules for appropriate placement. The TNP Cell carries out the following activities:

- ❖ Help candidates develop /clarify their academic and career interests along with their short and long term goals through individual counseling
- ❖ Proffer resources and activities to facilitate career planning and growth process
- ❖ Organizing pre-placement sessions, training, workshops or webinars for students (emphasizing on Soft-skills, Aptitude, Technical and Mock Interviews)
- ❖ Empower students with life-long career decision-making skills
- ❖ Upgradation of the candidate's skill sets and their all-round development which suits the current industry needs

T&P Policy

1. Eligibility Criteria:

- Student must be student of UIT-RGPV Bhopal.
- The Students are required to register themselves with the training and placement cell (T&P cell) within the stipulated period as notified by T&P cell. All students are required to read, understand and adhere to all the terms laid down by the T&P Cell very carefully.
- Students need to submit their updated resume with a pasted color photograph, photocopy of all testimonials and certificates

2. Placement policy

A. For Students

1 Once registered for a particular campus drive, students will not be allowed to withdraw their candidature from that particular campus recruitment drive. If any candidate attempts to do the same, he/she may not be permitted to appear in future recruitment drives.

2 If a student is not willing to be part of institute's campus drive he/she is formally required to intimate this to T&P cell.

3. The decision regarding job offers is solely left to the discretion of the companies participating in the recruitment drive. At the end of the academic year, if any student, who is not placed, the T&P Cell will extend support to such students only for off-campus recruitment drives.
4. Grooming and overall personality development classes are organized for students with a vision to make them confident and more skilled before participating in upcoming recruitment drives.
5. Students, who miss two consecutive campus drives, will not be allowed to sit for the upcoming campus drives unless they provide a legitimate explanation for the same.
6. Attending training classes is mandatory for placement support from T&P cell. In case of absence in any training & placement-related activities, a valid reason must be given by the candidates to the T&P Cell, failing which he/she may not be permitted to appear in future recruitment drives.
7. T&P follow “**One Student One Job Policy**”: No further attempts will be permitted to the students who have already secured one job offer; however, the student may be permitted to apply for new campus drive provided that the CTC of new firm is 25% higher than the previously selected firm.
8. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session and will not be considered for any further drive.
9. Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.

B. For Companies

1. The training and placement cell (TNP) will arrange for placement drives with the prospective industries for the recruitment of pre-final /final year students.
2. Company/Organization should fill in the Job Announcement Form (JAF)/Summer Training Form (STF) and submit it to the Placement and Internship Cell either as an email, or a hard copy. The JAF/STF serves as an introduction of the job profile for the candidates and also informs them of the company's requirements.
3. If the Company/Organization wishes to visit the campus and conduct a Pre-Placement Talk (PPT) before the interview sessions, they can send a request along with the preferred dates. Suitable dates (Placement Calendar for dates and slots) for Pre

Placement Talk (PPT) and written/online examinations will be decided as per mutual convenience.

4. The company can ask for the resumes of interested students and has the liberty to shortlist them.
5. The list of shortlisted students is to be mailed to the T&P cell by the company before the campus selection date. The companies are required to also keep an extended shortlist before visiting the campus for interviews as some students shortlisted by them may have already got placed before the campus selection date assigned by the company.
6. The company shall visit the campus on the scheduled date/s as decided by the T&P cell and will conduct the written/online test/ group discussion/personal interview as a part of their selection procedure during the time allotted to them.
7. The final results of all the companies interviewing in a particular slot are to be submitted to the office by the end of the slot. In case of a student being selected by more than one company, the final selection will be entirely based on student preference which will be filled in by the student before-hand i.e. before the beginning of the slot.
8. The companies are required to disclose the result of the campus drive only to the central placement cell. The final selection based on student preference would be informed to all the concerned companies. Any drop out from the main-list will enable movement of the waitlisted candidates to the list of selected candidates and the same will be informed to the company. In case of any discrepancy, the decision of Director, T&P cell, will be final.

C. Pre-Placement Process:

1. As per the criteria and guidelines of the company, the T&P Cell will share the detailed database of the respective final-year students opting for placement.
2. The T&P cell will make necessary arrangements for campus drive, on receipt of following details regarding the campus drive from the company:
 - Date of a campus event
 - Job description
 - Stipend, and salary details
 - Eligible students
 - Eligibility criteria of required domain knowledge
 - Number of Vacancies
 - Selection process

- The requirement of infrastructure for conducting campus drive, travel plan, details of visiting officials & other details (if any).
3. The T&P Cell will inform the respective students through official notice and ask them to register with the T&P Cell in person within a stipulated time frame.
 4. The company will try to complete the whole process (online/written test, group discussion, technical and HR interview) as per their given schedule (the dates of which will be mutually decided by the company and T&P cell) and will announce the result as soon as possible.
 5. Any organization that is unable to finalize the result of selected students on the same day and wishes to have one more round of interviews at their office may do so.

D. Student conduct and disciplinary actions:

- Other than during PPT presentations, under no circumstances the students are allowed to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview time. Students found attempting this would render them ineligible for the present and future campus drives.
- Cheating/attempt in all forms during the selection process (PPT's, written exams, group discussions etc.) is a serious offence
 - Students caught indulging in such activities would be debarred from placement process with immediate effect and their registration will be cancelled.
 - Students involved in these cases will also be subject to RGPV / Institute disciplinary actions as per prevailing rules of the Institute.
- Students are expected to behave with the companies in a professional and courteous manner.
- In case of any misbehavior on part of recruiter's during interview process, student shall report the matter to RGPV volunteers/Office immediately. RGPV office will inform the respective firms (office) and follow-up on the issue.
- Mobile phones are not allowed during any physical placement drives. This includes written tests, PPT's, group discussions, personal interviews etc.
 - Institute recommended disciplinary actions for students carrying cell phones to examination halls will be imposed on students found using cell phones during placement activities.

- Additional disciplinary actions as recommended by RGPV will also be imposed for repeated offence which may even lead to deregistration of students from placement processes. The penalty may be decided on a case by case manner and the decision of the Institute on this will be binding and will not be reconsidered under any circumstances.
- Malpractices of any sort during resume submission, written tests, PPT's, group discussions, personal interviews etc. is strictly prohibited:
 - Students caught attempting/presenting falsified information during placement activities will be reported to institute authorities for disciplinary actions.
 - Students involved in these violations will be deregistered from placement process with immediate effect. Student will be escorted out of the examination center and will not be allowed to participate in the current or any of the future internship or placement activities.
 - Cancellation of registration for these students will not be revoked unless cleared by Institute/RGPV.
 - Students involved will also be subject to Institute/RGPV disciplinary actions as per prevailing rules of the Institute.
- If student make any false claims in resume submitted for job application
 - Internship & placement registration will be cancelled with immediate effect
 - Offer received will be revoked in case if falsified resume was found after receiving an offer
 - Further disciplinary action as per decision of the Institute/RGPV will also be imposed on the students.
- If any student found to have violated any of the rules and regulations of Institute/RGPV other than those mentioned above or indulging in conduct unbecoming of an Institute/RGPV student or any behavior that may affect the relationship of the institute with a company
 - Case will be reported to Director.
 - Students involved in violation of Institute/RGPV norms will also be subject to Institute/RGPV disciplinary actions as per prevailing rules of the Institute
 - Students if already placed, the concerned firm will be intimated officially on the details of the violation. Under no circumstances will Institute/RGPV be responsible for the firm's follow-up actions which may even include cancellation of the extended offer.

- Decision off the Institute will be binding and will not be revoked under any circumstances.
- Students found to have engaged in any discussion with the recruiters regarding final selection list during personal interviews will be debarred from participating in all future placement activities.
- Any sort of misbehavior on the part of students which affects the decorum of the PPT or the selection process or the reputation of the Institute attracts a severe penalty as per discretion of the Institute. The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.
- It is **MANDATORY for students to honor the commitment after accepting a placement/ internship offer** from a company.
- If a student fails to honor a placement offer through T&P Cell (for any reason including obtaining placements through off-campus mode), the student will be considered as an placement defaulter.
- If a student does not disclose placement offer received through off campus mode (on a prior date) or about an academic placement secured
 - Disciplinary action as per decision of the Director, UIT-RGPV will be imposed on the student
 - Decision off Director, UIT-RGPV will be binding and will not be revoked under any circumstances
- Any sort of misbehavior on the part of students which affects the decorum of selection process or the reputation of T&P attracts a severe penalty as per discretion of T&P.
 - The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.

In case of any discrepancies, all decisions taken by Director, UIT-RGPV would be final.