



CORPORATE RESOURCE CENTER

Reference No: CRC/200

Date: 19th July, 2016

Placement Policy & Guidelines

Attention: Final Year Students-2017 batch

1. The Role of Corporate Resource Center (CRC) Department is that of a Facilitator & a Councilor for Training & Placements related activities and CRC department or university does not guarantee a Job.
2. The Placement Process would commence from the November, 2016
3. Eligibility for the Placements: Students with 60% throughout & “0” Backlog at the time of Placement / Interviews is eligible for the Placements.
4. Students having any backlog at the time of placement or interviews are not allowed for placements as per companies’ eligibility criteria.
5. CRC Department provides placement assistance to all eligible students by arranging campus interviews, providing information on walks-ins, off-campus, Job Fairs & Job openings with our multi industry clients across India.
6. No Students will directly contact any company official for any purpose. This include forwarding of resumes for consideration, opportunities of internship, dissertations etc. All communications should be channelized through placement representative of Placement Cell.
7. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT, Written Test, Group Discussion, Interviews on time. No student will be allowed to leave the hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
8. Students misbehaving in any manner with staff of Placement Cell, student coordinators, faculty members, Head of the department will be debarred from placement session 2016-2017.
9. Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in further recruitment process.
10. Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No request for taking the printouts of resumes from the Placement Cell will be entertained.
11. The students should not negotiate about the salary package, job location from the company unless specified in the Job description. All the negotiations regarding the salary package, job location are done by the CRC / T&P Dept.
12. All offers of a particular company shall be announced at the end of the selection process of the recruiting company. All offers shall be routed through CRC Department only.
13. CRC Department floats the Job description details through e-mail, notice & the students possessing the specified specialization only will apply for that position, depending on the requirement of the company.

14. Students should submit a soft copy of their updated resumes, Students form & other required information to the CRC Departement before the start of the placements.
15. It is very much mandatory that any of the student who is not interested in placement due to any of the reasons like further Studies, Government Job, GATE Exam etc., he/she need to submit an undertaking to this effect to CRC / T&P Dept.
16. Students should inform CRC Departement if they have earlier applied for the same company or the same job profile on their own.
17. If a student gets selected in any one of the companies, he/she will not be allowed to appear in further placement activities.
18. If market situation & job scenario needs a revision in the placement policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.
19. All placements related communications will be done through e-mail, SMS & notices that are displayed on the notice board & MVN CRC (Official Face book Page).
20. Attendance in all the pre-placements talks (PPT) is compulsory for every student irrespective of whether he/she is interested in the company or not.
21. In case student is sitting for multiple companies which visit campus on the same day, he/she can appear for any number of companies. But he/she will have to accept the offer from the company which comes out first with its list & give a final offer to him/her first.
22. A copy of the call / offer letters must be submitted to the CRC office by the successful students.
23. The students who have shortage of attendance during their academic course / PDP & English Classes are liable to get debarred to sit in the placements; At least 75% attendance is required in Academic Session, English & PDP Classes.
24. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he/she has applied otherwise he/she will not be allowed to sit in the placement process of that company. It is mandatory for the students to follow the dress code.
25. Students who will not qualify the Audit Test, will not be eligible to participate in CRC / Placement Activities.
26. In Continuous avoidance of participation in CRC activities, strict action will be taken against students.
27. In case of any dispute, the decision of the Hon. Vice Chancellor will be final.

GAURAV SAINI

Head – Corporate Resource Center

CC:

- Dr. Jay Shankar Prasad : HOD – B.Tech – CSE, M.Tech – CSE, BCA and MCA
- Dr. Rajeev Ratan Arora : HOD – B.Tech – ECE & CE, M.Tech – ECE & CE, Diploma – ECE/CE/ME
- Dr. Visvesvaran Pandurangan : HOD – B.Tech – ME, M.Tech – ME
- Dr. Bineet Kumar Sinha : HOD – BBA, MBA, B.Com and M.Com
- Dr. Jyoti Chawla : HOD – B.Sc and M.Sc

For Information Purpose:

- Dr. J V Desai : Honorable Vice Chancellor
- Dr. Varun Monga : Deputy Dean - Academics
- Mr. Vinod Chacko : Assistant Dean – Academics