



## Department of Training & Placement

### Campus Placement Policy for Students of Kalinga University, Raipur

The placement policy guidelines are as follow-

1. The students of final year or Industry Integrated courses, who want to avail the Training & Placement services, have to register with the Department of Training & Placement by filling an undertaking form, failing to which they cannot have any claim on T & P Services. Every student who registers with the Department of Training & Placement will be bound by the terms and conditions in this Placement Policy.
2. At the beginning of the academic calendar, students will go through aptitude tests or be counseled to chalk out their career plan- whether to pursue higher education or to seek an employment.
3. Eligibility criterion is specified by every company participating in the Campus Recruitment. Every student, who fulfills this criterion, will only be allowed to undergo the Recruitment Process of any company until he/she gets the offer.
4. The students who wish to apply to a particular company/organization are required to submit their willingness by giving their names to the Department of Training and Placement before the specified deadline. No late entries will be entertained under any circumstances. It will be obligatory on the part of these students to attend the Campus interviews. If three consecutive placement opportunities will be missed by the student then they will be considered as non eligible or uninterested candidate for placement opportunity.
5. Once registered, students will not be allowed to withdraw their candidature from a particular campus recruitment drive. In such a case, exceptions can be made only after the consent of the TPO. Any student who withdraws candidature, rejects offer at any stage, remains absent from any round during recruitment process without the justified reason, will not have any further claim for Training & Placement Services.
6. Once the student appears before the recruitment process kindly clear all details about job profile like place of work, salary, work profile, etc. After that student cannot reject the offer made by the company.
7. After accepting a job offer, if any student decides to withdraw his/her job offer he/she will not be considered for the coming placement opportunity.
8. No further attempts will be permitted to the students who have accepted offer from a company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.
9. If the Pre-Placement Offer is accepted, the student will have to opt out of the institute's placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.

10. Those students who do not succeed to clear the Group Discussion stage for 5 companies or the Personal Interview stage for 5 companies will not be allowed to appear for the placement till the management does not allow that student.
11. Some of the recruiters, in addition to the academic performance of students, ask for their performance in the Mock Tests, Training Sessions, etc. conducted by Department of Training & Placement and feedback about their general behavior from concerned Faculty Members and Departmental Heads. Therefore, the students are advised to adhere to the Academic and other Disciplinary rules of the Institution.
12. The students selected through campus interview will complete all the necessary formalities asked by the employer and will join the organization within stipulated time frame. He/ she will keep the Department of Training & Placement updated regarding his/ her progress in the Company. Department of Training & Placement, in turn, will obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students will work at least for the duration of one year in that organization.
13. Students are required to note that the Training & Placement Services is a facility offered by the University and cannot be construed as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the Campus Recruitment. At the end of academic year if students are not placed, Department of Training & Placement will extend support to those students but only for off-campus recruitment drives or as per Company's requirement that time.
14. Students will be considered ineligible for placement activities if any of the below mentioned is true:
  - a. If students have not cleared the tuition fee dues.
  - b. Students who have less than 70% attendance.
  - c. Students who fail to achieve 100% attendance target in pre placement training.
  - d. Student registers to attend a company's interview and on the day of interview doesn't turn up.
  - e. Student attends 5 interviews of his choice and still fails to get the offer.
  - f. If there is a misbehavior / indiscipline case on the part of the student during the interview process.
  - g. If three consecutive placement opportunities are missed by students.
15. Ineligible (refer section-14) student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria as approved by the recruitment committee.
16. Department of Training & Placement can stop a student from attending the interviews if they have dues of more than one semester. Department has right to allow a student to attend the interview if there is a genuine case with substantial evidence
17. The terms in this policy will be reviewed from time to time and may be modified by Department of Training & Placement as the situation demands.