

## IILM University – Placement Policy

### **Introduction:**

The existing codified rules & regulations have been serving its purpose for the Summer Internship(s) and Final Placement Process; the need of the hour is to assimilate the aforesaid rules & regulations, under one umbrella, “***IILM University – Placement Policy***”, which shall come into effect from 1<sup>st</sup> July 2024.

The Career Services Department welcomes all eligible students to take active part in the placement support extended by IILM University.

IILM University considers the Placement Process very crucial and extends all possible support to ensure that students are given the right opportunity to streamline their career interests. The placement team continuously endeavors to ensure the best placement results for the students.

This is possible only with the assistance and full co-operation of all students, faculty and staff of IILM University. In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has evolved over the years. To ensure the interest of students and to realize a win-win situation for the university and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly and religiously.

It may be noted that some policy changes may take place during the year in the best interest of the organization and its students.

## INDEX

- **Applicability** - **Page Number : 3**
- **Definitions** - **Page Number : 3 – 5**
- **Eligibility & Registration** - **Page Number : 5 - 7**
- **Rules for withdrawing a Sign-Up / Nomination** - **Page Number : 7**
- **Selection Process** - **Page Number : 7 - 8**
- **Acceptance of Offers** - **Page Number : 8**
- **Off-Campus Application Rule** - **Page Number : 9**
- **Pre Placement Offers policy** - **Page Number : 9**
- **Post Selection / Joining Policy** - **Page Number : 10**
- **Revoke of Offer** - **Page Number : 10**
- **Student Conduct and Disciplinary Policy** - **Page Number : 11 - 12**
- **Absenteeism Rules and Policy** - **Page Number : 12**
- **General Advice** - **Page Number : 12 – 13**
- **Summer Internship Policy** - **Page Number : 13**

1) **APPLICABILITY:-**

Campus Placement Policy of IILM University is to be followed during the entire duration of the placement season which starts from first company on campus to the last company on campus for the respective session.

2) **DEFINITIONS:-**

- A) **Campus Placement:** Facilitation of opportunities to the eligible students to secure a permanent/temporary position in an organization through the face to face or online process organized on campus or off campus through the efforts of IILM University Career Services Department.
- B) **Career Services (CS):** Career Services Department, under the leadership of Head Career Services, shall be responsible to facilitate the Summer Internship and the Final Placement of the eligible and interested students of the University.
- C) **CGPA:** Cumulative Grade Point Average is the overall score of a student, including the results of all the previous semesters. The maximum CGPA for every program shall be as defined by the University for the respective schools.
- D) **Dean / Director:** Academic head of each school, responsible for general planning, leadership and strategic management including overall direction and reputational issues of the School.
- E) **Eligible Students:** Students who are eligible to participate in the placement and internship processes. Mentioned in detail in point 3.
- F) **Letter of Recommendation (LOR):** Document generated by the Career Services largely for the students arranging Summer Internship on their own. LOR should have the necessary details viz., name of the organization, concerned person(s) (HR / Mentor) contact details, postal address, duration of the Summer Internship, etc. The LOR is issued by the Career Services Office.
- G) **Negative Sign-up:** If any student fulfils a particular company's eligibility criteria of placement or has been shortlisted by any organization or has nominated for the company and then fails to appear for the placement process or shows willingness of not appearing for the placement process of the said organization, it is said to be a negative sign-up. Even a negative sign-up will be counted as an attempt / opportunity. A student can have not more than three 3 negative sign-ups / attempts.

- H) Placement Chair (PC):** Placement Chair shall be nominated by the respective Dean / Director of the school. Placement Chair shall be supporting Career Services Department in Summer Internship & Final Placement and other day-to-day functional activities of Career Services, which includes students' coordination, academic support and industry connects.
- I) Placement Disciplinary Committee (PDC):** Headed by the Vice Chancellor, as a Chairperson, the Disciplinary Committee is to monitor and control the non-compliance issues of student(s) or any other. The DC shall consist of four (4) permanent members, including the Chairperson, Registrar, Director / Dean of the respective school and Head Career Services. DC shall also keep a record of the proceedings and compile a report containing all facts and evidence that has been placed before it. The final decision of the DC shall be communicated to the aggrieved student and his / her parents by the Director / Dean of the respective school.
- J) Placement Registration Form:** Document generated by the Career Services Department to assess the number of students willing to undertake placement, through Career Services on case to case basis.
- K) Placement Undertaking:** Document generated by the Career Services Department to monitor the conduct of the students during placement.
- L) Profile Sheet:** Document generated by the Career Services to maintain the personal and academic data of all the students for the Summer Internship and Final Placement.
- M) Resume:** Portfolio of a student covering the personal and academic details, including extra and co-curricular activities.
- N) Self-Internship Form:** Document generated by the Career Services to assess the number of students not willing to undertake Summer Internship, through Career Services.
- O) Sign-Up / Nomination Form:** Document may be generated by the Career Services to assess the number of students willing to avail a particular job opportunity.
- P) Student Committee of Placement (SCOP):** SCOP members shall be appointed by the Career Services in consultation with the concerned Placement Chair. The group of students shall be responsible to liaison between the class/batch, Placement Chair and Career Services. They shall also be responsible to build industry connects to support summer internship & final placement of students. They shall support Career Services during Placement Processes.
- Q) Summer Internship:** An academic requirement, for the programs offered by the University. The concerned students undertake Summer Internship in the pre-final year, where he / she works with an organization on / off field to gain exposure.

- R) **Summer Internship Undertaking:** Document generated by the Career Services to monitor the conduct of the students during Summer Internship.
- S) **Vice Chancellor:** Exercises control over the academic and allied affairs of the University, giving effect to the decisions of all authorities of the University in letter and spirit, and ensuring that they are not contradictory in nature and practice.

### 3) **ELIGIBILITY & REGISTRATION:-**

- A) All **Full Time Registered Final Year** students of IILM University and who clear all the parameters in Point 3 B and 3 C are eligible to participate in the placement support activities through the Career Services Department.
- B) The students need to fulfil the eligibility criteria, as defined by the companies participating in the Campus Recruitment Process.
- C) To be eligible for the placement support offered by IILM University Career Services Department, student must ensure the following:
  - a. Minimum CGPA of 5.00 (equivalent to 50.00 % marks) with no active backlogs and no major case of indiscipline registered against the student. The minimum CGPA / Marks considered shall be as per the latest examination results declared by IILM University.
  - b. Minimum Average Score of 50.00 % in the assessment tests conducted by Training / Career Services Department in the pre-final year / final year organized in house or through an assessment partner.
  - c. 85 % attendance in all the placement related training and activity sessions organized by IILM University.
  - d. All due fees must have been paid by the student.
- D) Students who fulfil the above mentioned criteria are eligible for campus placement assistance and have to register themselves with Career Services Department through their respective SCOP Representative under the guidance of Placement Chair.
- E) All the students are required to fill and submit the Master Profile Sheet which will be shared with them by the Career Services Department.
- F) It is expected that a student shall not add any ambiguous / wrong / fraudulent / fake experience certificate / misleading information in his / her resume and profile sheet. Resume and profile sheet checks will continue throughout the placement process. If, on verification by Career Services Department / Placement Chair or Recruiter, any discrepancy is found, the student

would be de-barred from placements. This may also attract strict disciplinary action as per the IILM University's Rules & Regulation regarding the acts of major indiscipline and will be dealt accordingly.

- G)** If a student claims about any additional certification / course / degree / diploma / work experience in the resume / profile sheet the student has to furnish supporting documentary evidence for the same. If the student is not able to furnish the supporting documentary evidence, his / her candidature/ shortlisting / selection can be cancelled by IILM University / Company. Such student will be debarred from the placement assistance and strict disciplinary action can be initiated against the student.
- H)** All applications to the companies are to be made only through the Career Services Department of IILM University. If a student does not apply through Career Services Department for a particular company, he / she will not be allowed to participate in the selection process of that company.
- I)** A student can apply / sit / avail opportunity to a maximum of twenty companies for final placement till the end of his / her final semester or trimester. Even a negative sign-up will be counted as an attempt / opportunity.
- J)** IILM University follows one student one job offer policy. However, in case a student is selected for a profile not related to his / her area of study, the student may be allowed to apply for the companies of his / her area of study for the rest of his / her stay at IILM University or till the end of the final semester / trimester whichever is earlier. Alternatively, the student may also be allowed to apply for another company (second offer) whose gross salary / total CTC is more than 50% of his / her existing gross salary / total CTC (first offer). Decision regarding the eligibility of a student to appear for second offer will be finalized by the Career Services Department. Once a student gets a second offer, he / she will not be eligible for any further placement opportunities from Career Services Department.
- K)** Students placed in their core profiles will be permitted to avail second offer only in those companies which will be offering core profiles related to the student's area of study and having gross salary / total CTC more than 50% of his / her existing gross salary / total CTC (first offer).
- L)** The option of second offer is only valid till the date of joining of the first company in which the student was selected earlier. If the student denies the joining date / contacts the company directly / indirectly to request delay in joining or shows inability to join the company on any

other personal ground, the student will not be provided any further placement opportunities from Career Services Department and will be treated as placed student.

- M)** All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions before applying to any company. Career Services Department would not be liable for any default from the company's end at any stage later.

#### **4) RULES FOR WITHDRAWING A SIGNUP / NOMINATION:-**

The student may withdraw his/her nomination from a company subject to the following rules and regulations:

- a. The student can withdraw his / her nomination for a company only if the last date of nomination to that particular company is not over. There can be no withdrawals done after this date / post the profiles are shared with the company.
- b. The student may withdraw his / her nomination with not more than 3 companies post nominating, but only before the last date of application to the concerned company. Such withdrawals will be counted as Negative Sign-Up.
- c. The student can also reapply to a company that he / she had earlier withdrawn from, provided he / she has not exceeded his / her opportunity quota(as mentioned in point 3 I under Eligibility and Registration) & application deadline for the company is not over.
- d. Each withdrawal from a company (Negative Sign-Up) will be counted in the total number of placement opportunities that the student has availed.

#### **5) SELECTION PROCESS:-**

- A)** As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job in one day (day sharing process). Therefore, each student appearing for placement opportunities under the day sharing scheme will be required to fill up his / her individual preferences in advance as per his / her choice under no pressure.
- B)** The preferences are editable before announcement of results of the companies he / she has appeared for, as some of the students may like to change their preference post recruitment process.

- C) These preferences shall be used in case the student gets selected in more than one company on the same placement day (Day sharing).
- D) In case a student gets selected in two or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.
- E) In case a student does not fill the preference order for a placement day, then the allotment will be done by the Career Services Team and he / she will not be allowed to continue to appear for the placement process of the other companies. It is therefore advised that one must register their preference.
- F) 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.
- G) If a student gets selected by a company that came on the subsequent days & the company that deferred / delayed its decision also makes an offer to him/her on the same day, then in such cases more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day(s) and the company of the day.
- H) In case the result of the company (which deferred / delayed its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

**6) ACCEPTANCE OF OFFERS:-**

- A) Selected students would get communicated by the Career Services Department through SCOP Representative with copy to their Placement Chair / Dean / Director.
- B) After this stage the student would be required to accept the offer via acceptance email within twenty-four hours of declaration of the result. In case the offer is not accepted within twenty-four hours, the same would be communicated to the company through the Career Services Department and the offer may be terminated. Such student will not be given any further placement opportunity by the Career Services Department.
- C) Students are advised not to sign offer letters under any company's pressure. They may discuss the same with Career Services Department.



- D) Students need to submit a copy of their offer letter(s) to the Career Services Department before the final No Dues signature.

**7) OFF-CAMPUS APPLICATION RULE:-**

- A) Students found applying directly to companies identified as on-campus by Career Services Department would be debarred from applying through Career Services Department and may face strict disciplinary action. However, Career Services Team will be extending all possible support to students who wish to apply for off campus placement to companies which have not visited during the last academic year(s).
- B) Students placed through off campus placement are advised to share their real time status with Career Services Department and have to share the offer letter post selection.
- C) Any student who is found hiding any such information will be debarred from all future assistance by Career Services Department.

**8) PRE-PLACEMENT OFFERS POLICY:-**

- A) All Pre-Placement Offers by any organization, extended to any student, have to be immediately reported to the Career Services Department by the student after registration.
- B) All pre-placement offers extended to any student have to be routed through the Career Services Department. If the student likes the offer, student is advised to accept the offer.
- C) All organizations contacted will also be informed about the PPO policy of the University.
- D) Any form of intimation from an organization about the possibility of a PPO being granted in future should be informed to the Career Services Department without waiting for the formal offer letter / email. The Career Services Department will do follow up with the organization and the student will be allowed to appear for campus placement activities as per normal policy until a decision regarding the grant of a PPO is made by the organization.
- E) Students should proactively review the terms and conditions for the PPO. In case of any difference between the company's terms and conditions and the University Policy, the same should be explicitly brought to the notice of the Career Services Department.
- F) In case the student rejects the PPO, he / she has to communicate the same to the company over email with a copy to Career Services Department failing which he / she will not be allowed to appear for the further campus placement processes and will be considered as placed student.

- G) In case the student neither accepts nor rejects the PPO, he / she will not be allowed to appear for the further campus placement processes and will be considered as placed student.

**9) POST SELECTION / JOINING POLICY:-**

- A) In case the student after accepting the offer is not willing to join the company to pursue higher studies / want to become an entrepreneur / join family business / prepare for competitive exams or for any other reasons, he / she should inform the company and Career Services Department jointly at least 15 days before the joining date or end of the final semester / trimester whichever is earlier.
- B) In all such cases the student has to share relevant documents to support his / her reason for not joining the company. If the candidate does not inform about the above, he / she will be liable for any further consequences, including referral to the institute of his / her choice for higher education for disciplinary actions and will not be awarded the character certificate / migration certificate, etc.
- C) The selected students may be required to join their company during their pre-final or final trimester / semester. Early joining will be at the discretion of IILM University Management.

**10) REVOKE OF OFFER:-**

- A) In case company revokes the offer post selection of a student and before the joining, such students will be treated as unplaced students and will be provided similar opportunities along with all other unplaced students.
- B) In case the offer is revoked because of the negligence of student on account of delay in acceptance / not able to produce relevant academic and regulatory documents / non compliance of pre requisite of the company such as medical / academic / visa / passport / police verification, etc., University will not be responsible for the same. However, all such candidates will be registered for placement when their school and their course will cross 90 % overall placement. Such students will not be given more than 3 opportunities thereafter irrespective of profile / CTC / sector and location.
- C) In all other cases if the candidate does not inform about the above, he/she will be liable for any further consequences, including referral to the institute of his / her choice for higher education for disciplinary actions and will not be awarded the character certificate / migration certificate, etc.

**11) STUDENT CONDUCT AND DISCIPLINARY POLICY:-**

- A)** Students are expected to behave with the Recruiters / SCOP Representatives and Officials of IILM University in a courteous manner and should not argue with the Recruiters / SCOP Representatives and Officials of IILM University and maintain decorum even under provocation (as provocation can be part of the strategy of interviewer/recruiter to check how students perform under stressful situations).
- B)** No discussion with the recruiters regarding selections / selection process should be done without the presence / keeping in loop the Career Services Department.
- C)** If there are any behavioural problems from the Recruiter / SCOP Representative or any University Official for that matter that students face, kindly inform the Career Services Department / Placement Chair immediately. Do not take action from your end.
- D)** If there are any behavioural problems reported against any student, appropriate disciplinary action will be initiated as per IILM University student bulletin under major acts of indiscipline.
- E)** Students appearing for any Tests / Group Discussion / Presentation / Interviews should be present at least fifteen minutes prior to the start of process. This applies for all selection processes conducted either through offline or online mode.
- F)** Any entry to the venue five minutes post the scheduled time would not be allowed. Such students would be considered absent for that particular process and will be dealt as per the rules mentioned in point number 12 A.
- G)** No mobile phones / tablets are allowed in the Online / Offline Test, Interviews, any other activity which is part of the selection process. If any student is found using mobile phones / tablets / switching between screens / usage of printed / photocopies/ hand written material which is not permitted, such cases will be dealt as per the University Examination Policy under usage of unfair means and will be dealt by the Examination Disciplinary Committee.
- H)** All placement process holds the same sanctity as any of the IILM University minor / major exams and the candidate will be debarred if found violating it.
- I)** Impersonation in tests or any kind of malpractice is a serious offence. Seating in tests will be defined by Career Services Department / Company Representatives / Lab Supervisors / SCOP Representatives. Any violation will be considered as malpractice and the student is liable to be

deregistered from placements immediately. In all such cases, suitable action as per the institute rules would be initiated apart from the candidates being deregistered from placements.

- J) Students are not allowed to appear in final selection process (Test / Group Discussion / Interview, etc.) of companies they have not applied to through the Career Services Department or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration from placements and suitable disciplinary action may be initiated.

### **12) ABSENTEEISM RULES AND POLICY:-**

- A) For absenteeism in any presentation by / for the company, online / offline test, group discussion, interview or any selection process which a student has to attend as part of a company's recruiting procedure the following action will be taken:
- a. Absence for the first time - Warning email to the student with a copy to SCOP Representative(s) and Placement Chair. If the student fails to acknowledge the email and share valid reasons / documents for his / her absenteeism within twenty-four hours, he / she will be debarred from campus placement.
  - b. Absence for the second time - Warning email to the student with a copy to SCOP Representative(s) and Placement Chair. The student will be debarred for next five companies or for next thirty days whichever is earlier from the date of the email initiated by the Career Services Department to the defaulter student. If the student fails to acknowledge the email and share valid reasons / documents for his/ her absenteeism along with written apology within twenty-four hours, he / she will be debarred from campus placement.
  - c. Absence for the third time – Debarred from campus placement with information to SCOP Representative(s), Placement Chair and Dean / Director.
  - d. Acceptance of reasons / documents submitted for absence will be at the discretion of the Career Services Department.

### **13) GENERAL ADVICE:-**

- A) Students must carry their University I-cards at all times during any placement related activity. No one would be allowed to enter the test/interview venue without the University I-card.

- B) The date / time / venue of the selection processes will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed through regular communication with Career Services Department and SCOP Representative.
- C) Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- D) Career Services Department is not liable for any Visa / Passport / Aadhaar Card / Pan Card / Degree / Transcripts related issues.
- E) Dress Code: Business Formal Attire as defined by the University.

**14) SUMMER INTERNSHIP POLICY:-**

- A) Summer Internship is an academic requirement for the programs offered by the University. The concerned students undertake Summer Internship in the pre-final year, where he / she works with an organization on / off field to gain exposure.
- B) All **Full Time Registered Pre-Final Year** students of IILM University and who clear all the parameters in Point 3 B and 3 C are eligible to participate in the internship support activities through the Career Services Department.
- C) Students can either register for internship support from the University or they can opt for self internship to be arranged by their own sources.
- D) Post allocation of Internship, no request for change in the internship organization, location, project, etc, shall be made by the student.
- E) Student shall successfully complete the internship as allocated to her / him.
- F) In case of failure to report for internship, the student shall be liable for disciplinary action, in accordance with the rules of the University, besides, possible debarment from the placement process.

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