



AMITY
UNIVERSITY
— RAJASTHAN —



FINAL PLACEMENT & INTERNSHIP RULES

1. INTRODUCTION

The Corporate Resource Center (CRC) will make every effort to help students find positions for summer and final placements. This involves securing the participation of companies to interview students on or off campus, help in preparing resumes, negotiating with the firm and so on. The CRC act as a facilitator, advisor and help the students for enhancing and upgrading their employability skills.

It is the responsibility of the student to make him/ herself familiar with all the placement rules, regulations and guidelines. If there is any doubt or clarification required by any student, it is his/ her duty to get the same resolved by the placement office.

2. NOTICE

It is the students' responsibility to keep a close watch on all notices sent via portal/email/CRs/Notice Board, to the students regarding placement opportunities & processes and follow the deadlines/ instructions. Generally, individual notifications shall not be sent.

3. SINGLE OFFER POLICY

The CRC will follow a single offer policy. Once a student gets an offer, he/ she is considered out of the placement process and the student will not be allowed to appear for further job openings. However, students selected in non core branch will be given one additional job opportunity in their core domain.

4. NUMBER OF ATTEMPTS

Each student will be allowed **8 opportunities** for getting an offer. If a student is unable to convert these into an offer, he/ she may be considered out of the placement process at the discretion of AUR &/or respective School/ Institute.

5. PRE-PLACEMENT TALKS, GUEST LECTURES & GDPI SESSIONS

Every student (especially graduating batch) is required to attend the Guest lectures, pre-placement talks and personality enhancement and interview preparation sessions organized by the University. A student can be exempted only in extreme circumstances for which he/ she has to take prior approval from placement authorities.

If a student abstains from these activities regularly, he/ she will be considered 'not interested' and may be put out of the placement process.

6. DRESS CODE

All the students are required to strictly adhere to a formal dress code and should be well groomed, have a decent hair style and wear polished shoes, especially so at the time of Campus Recruitment Drive for him/her, Guest Lecture, Interview (on/off campus). Given below is the list of suggested dress code that is to be followed for all guest lectures, pre-placement talks (PPTs) and interview sessions:

Formal Dress Code:

Men:

- Light colored formal full-sleeve shirt (preferably white/light blue etc.)
(Avoid stripes/checks)
- Dark color formal trousers (preferably black/navy blue)
- Dark color matching blazer (preferably black/navy blue)
- Dark color matching formal tie
- Black Oxford leather shoes (with lace)
- Dark color socks matching the color of the trousers
- Dark color belt matching the color of the shoes

Women:

- Light colored formal full-sleeve shirt (preferably white/light blue etc.)
(Avoid stripes/checks)
- Dark color formal trousers (preferably black/navy blue)
- Dark color matching blazer (preferably black/navy blue)
- Black closed formal shoes
- Dark color socks matching the color of the trousers
- If a company so permits Sari might be acceptable for interview process

Those found in informal dress during the pre-placement session or guest lecture session would not be allowed to enter the hall and would be treated as absent. No student will be allowed to attend interview in informal or casual dress.

Students are required to strictly maintain decorum once inside the PPT/ Guest Lecture/ events hall/ room. Eatables, newspapers, etc. are not allowed into the Hall (except note book, pen/ pencil) and mobile phones should be strictly on silent mode/ switched off.

Students are supposed to reach the PPT hall at least 10 minutes prior to the PPT time. No student will be allowed to enter the hall after the company officials enter the hall.

7. SPECIAL PLACEMENT WEEK-

- i) The CRC will organize a special campus placement week, preferably during the month of November, inviting a good number of recruiting firms to seek applications and interview the shortlisted students on any of days of the placement week. All the eligible students (refer to clause 11 (ii) & (iii) of General rules) will be allowed to apply to all the companies they may choose to and attend interviews, if shortlisted by any company, during the placement week. This is, however, subject to the provisions of the clause 8 (Sign-up)

- ii) The Student placement committee for the aforesaid placement week -special placement drive, under the guidance of CRC and notwithstanding the clauses 3 (Single offer) and 9 (2nd Chance) , will frame the guiding rules & policies pertaining to no. of shortlisting and interviews a student may be allowed to, as well as conditions of spot offer by recruiting firms, and acceptance of offer by a student, This committee will also be responsible for coordinating with the recruiting firms and students in a manner so that each recruiting firm visiting the campus experience high level of satisfaction and professionalism in their interactions with students and others

8. SIGN UP

In the event of a job opening, a mail/ notice would be sent out along with the Job Description (JD), Cost to Company (CTC), location and job profile, etc. as received from the organization. Students will be asked to Sign-up their interest in pursuing the opportunity. Once a student signs up for the organization's said opportunity, s/he is deemed to be OK with the job profile, company profile and CTC. Thereafter No Show/ Under-Performance/ Rejecting an offer - will render the student summarily out of placement process.

9. 2nd CHANCE:

Any Student placed in one organization will be eligible to attempt 01 more placement opportunity offering 75% more than the previous package offered. In case s/he is unsuccessful in such attempt, s/he shall be considered 'not eligible' for any future placement support and shall be liable to join the organization making the 1st offer.

10. PRE-PLACEMENT OFFER/ INTENT (PPO/PPI)

On the performance of the students during their Summer/Winter Training/Internship, the company may give a PPO/ PPI (Pre-Placement Office or Intent) to the student. Such students are encouraged to accept the offer and if terms do not suit the student s/he is advised to reach out to CRC for help. No direct communication with the company is suggested/encouraged.

11. GENERAL RULES

- i. Each student is supposed to follow the instructions of CRC staff/ placement committee student members/ handlers during PPTs/ Guest Lectures/ placement process, etc. **Please refer to the specific School-wise Eligibility criteria to be shared separately.**
- ii. Any student having CGPA below **5 in case of UG and 6 in case of PG**, will not be eligible for Campus Placements.
- iii. Student carrying more than 02 active Re-sit (across all past semesters) shall not be allowed to participate in the placement process.
- iv. Once the CVs are dispatched, the students are not allowed to withdraw. Hence students are required to think/ check out all the details about the company/ Job profile before applying for any company.
- v. Student found guilty of cheating, misappropriating information, using unfair means during

any placement process or bringing any sort of 'influence' in the recruitment process, will be debarred from the entire placement process.

- vi. Any student if found arguing with the company officials would be debarred from the entire placement process.
- vii. If a student wants to apply directly to any company participating in our placement, he/ she has to take written permission from CRC and will have to opt out of the final placement process. He / She can only apply to companies for which the Final Placement is over and/ or the company has already visited the campus/ or the company does not take part in placement process in the University.
- viii. Salary negotiations during campus interview are not allowed, if salary is already included in the job description or otherwise communicated in writing by the company.
- ix. If a student is short listed by a company and he/ she fails to appear for the selection process without prior permission from CRC, the student would be debarred from the entire Final placement process.
- x. Students not accepting an offer or exhibiting insincerity, indiscipline during the placement process shall be barred from any further placement support.
- xi. Any student who accepts an offer but does not join the company will not be allowed to participate in the placement process further. **Students are discouraged from taking such action as it not only reflects poorly on AUR Placement Process but also on their ethical standards.**
- xii. Once placed, the student should continue with the same organization for a period of minimum one year to give their learning a shape and maintain a healthy relationship between the University and the organization. In case of unavoidable circumstances, the student must contact and seek necessary advice from CRC before communicating their decision to the organization.
- xiii. Campus Placement in most cases leads to first job for a student. Considering the importance of learning in first job, it is prudent that the students primarily look for job profile and career. Other benefits including salary, location etc are secondary.
- xiv. Students are encouraged and advised to simultaneously try other options such as job sites, professional sites, personal and family network, newspaper ads etc.

12. ASSESSMENT MODE

Some companies hire students as interns/trainee and then consider the student for regular appointment during or after the assessment period. In case a student opts for an internship model then he/ she would be required to complete the duration of internship as specified in good spirit and to the best of their abilities.

Students opting for internship model (no confirmed offers) will be allowed to attempt for exactly two more companies through the campus placement process, if available; while undergoing internship it will be the duty of students to be aware of companies visiting the campus and they will make their own arrangements of leaves and travel.

13. SHORT TERM PROJECT/ EVENT ETC.

Once the student is selected for a project, event, etc. through campus/ off campus, he/ she has to complete the same as per the guidelines of the organization.

14. OPT OUT

Any student wishing to opt out of Campus Placement or Internship Support process should inform the CRC in writing and in advance. If s/he has not done so earlier and is shortlisted/offered position by an organization through the campus recruitment process (process initiated/conducted earlier), s/he will be liable to accept the offer.

In event of any conflicts, final decision will rest with the placement committee which will act under the guidance of Dean/Registrar/VC of the University.

CODE OF CONDUCT FOR SUMMER INTERNSHIP

1. The student should be punctual and report on-time as desired and instructed by his / her supervisor.
2. The sincerity and hard work during the internship is the key to the student's chances of getting a pre-placement offer. Every student should strive for that
3. As an intern the student is like an employee of the organization and will have to follow all rules and regulations of the company. This includes rules related to dressing, attendance, work behavior etc.
4. In the unlikely event that the student has to take a leave including absence for a short duration (say, a few hours), you have to take the permission and consent of your supervisor. However, leaves should be taken only in unavoidable circumstances and have to be minimized to the minimum possible period/days.
5. University codes of academic conduct related to plagiarism etc. are applicable to the internship and resulting reports.
6. Students will need to timely submit the Joining/ Project Detail/ Mentor Detail Form, immediately on joining the internship and a Completion Certificate duly signed and provided by the organisation (copy only) on return to campus.
7. An internship Project report needs to be prepared and presented to respective Faculty Mentor/School.
8. Items under Srl. No. 6 & 7 above will form the basis of awarding Grades as per school curriculum.
9. Student applying through CRC will mandatorily have to join the organisation which confirms such internship. Any deviation must be informed well in advance and prior to receiving Internship confirmation from CRC.
10. In case of confirmed offer being declined subsequently, the student shall be summarily barred from any further Placement/Internship support for the balance of his course. **Students are discouraged from taking such action as it not only reflects poorly on AUR Placement Process but also on their ethical standards.**

Director, CRC

Director/ HOI

VC
AUR