

# PLACEMENT POLICY



**CENTRE FOR CAREER COUNSELLING AND PLACEMENTS  
ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY  
KASHMIR, J&K, 192122**

## **Purpose Statement**

The purpose of the Placement Policy is to ensure that placement of registered students of Islamic University of Science and Technology (IUST) is guided by fair and consistent principles and sound administration. The policy shall govern the overall process of placements in a transparent manner from the initial registration till the job offer is made to students.

## **Definitions**

This policy document details the organisation and management of placement opportunities provided to students enrolled in various academic programs at the university. For this purpose, the following terms shall convey the meaning as mentioned against each.

**Centre for Career Counselling and Placements (3CP@IUST):** The placement centre of the University.

**Placement consent form:** The form to be filled by students at the start of final year for expressing interest in on-campus placements.

**On-campus placements:** Job offer to students from a company visiting IUST campus or conducted virtually.

**Off-campus placements:** Job offers to students from companies other than the on-campus placements.

**Placement drive:** Process of selection of students by a company organised by 3CP@IUST.

**Job Notification Form (JNF):** The form to be filled by companies wishing to recruit students from IUST.

**Cost To Company (CTC):** It refers to the total annual salary package offered to the prospective employees by the companies.

**Registered Students:** Students registered with 3CP@IUST for placement or internship opportunities.

**Pre-Placement Talk (PPT):** Presentation delivered by the company to registered students before the placement process about Job Offered, Job Location, Cost to Company (CTC) etc.

**Code of Conduct:** Code governing behaviour of students for the purpose of this policy.

**Note: All students are expected to go through the Placement Policy of the university and follow it strictly**

# 1. Placement Guidelines

## 1.1 Eligibility

- All those students who are either in their final year or have graduated and are seeking employment shall be eligible to participate in the placement process.
- The students of final year with a backlog of 4 or more courses shall not be eligible to register for placement.
- In addition to the above, each company shall have its own specific criteria, if any, that shall be applied on a **“case-to-case basis”**.

## 1.2 Registration

- The eligible students shall have to register themselves at the beginning of the odd semester session with 3CP@IUST for campus placements.
- The academic details provided by the student at the time of registration shall be verified.
- Any discrepancy in the information supplied by the applicant in contravention of the records of the university shall lead to permanent debarring of students from on-campus placement drives.

## 1.3 Withdrawal

- Each company shall give a pre-placement talk either virtually or physically before the actual placement process begins.
- Students shall be entitled to withdraw his/her candidature based on his/her interest after the pre-placement talk (PPT).
- Students will not be allowed to withdraw once the company placement process commences.
- Any withdrawal shall result in debarring the students from future placement drives.

#### **1.4 Penalty**

- Unauthorised absenteeism from the selection process after registering for the same shall result in debarring such student(s) from placement assistance in future.
- Impersonation during the selection process or any kind of malpractice is a serious offence and the student shall be subjected to disciplinary action and his case shall be referred to a Centre Disciplinary Committee for appropriate action.

#### **1.5 One Person - One Job Policy**

- The centre shall follow “**one person-one job policy**”. The student who receives the first job offer shall not be eligible for any other placement drive, except in any of the below given conditions:
  - The Cost to Company (CTC) offered in second offer is 1.5 times greater than the first offer,  
  
**OR**
  - The second job offered by the company is relevant to the student's core subject to be recommended by concerned HoD,  
  
**OR**
  - 55% of the eligible students from his/her batch are already placed.
- A student who has received two job offers shall not be allowed to participate in any other on- campus placement drive.

#### **1.6 Early Joining**

- The university shall not encourage early joining as it leads to loss of academic vigour. However, if a Company indicates early joining in their offer letters, such cases shall be reported to the 3CP@IUST office at the earliest. Early joining shall be permitted in exceptional cases depending on the merit of the case on the recommendation of a committee constituted for the purpose by the university.

- If a student is allowed to join early, then s/he shall have to give an undertaking whereby s/he shall diligently undertake the assignments given to him/her and report to the concerned faculty member on mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day/s shall result in withholding of degree. The student shall be required to appear in the midterm and end semester examinations as per regular academic schedule. If required, 3CP@IUST shall liaise with the employer so that the student is allowed to sit in the exams.

### **1.7 Off Campus Placement**

- If at any stage 3CP@IUST is involved in any placement process, it shall be considered as an on-campus placement drive and 3CP@IUST placement policy shall be applicable in that process.
- If 3CP@IUST notifies about any off-campus recruitment drive it shall not be considered as on-campus placement and 3CP@IUST shall not be held responsible in the overall process of such drives.
- 3CP@IUST shall not accommodate any recruiting agency/consultancy firms involving financial implications for the university or the students.

## **2. Invitation to companies**

The university (3CP@IUST) shall be committed to provide support to students of the varsity for placement and internships. It shall make all endeavours to invite and host as many companies as possible to the university, for placement/internship.

3CP@IUST shall start inviting companies for placement and internship drives from the beginning of the placement session. This communication shall accompany a brief profile of the institute and a Job Notification Form (JNF). A copy of JNF can be downloaded from the University website. 3CP@IUST shall approach all the potential employers/companies and solicit their support in recruiting students from the university. Those companies who show an interest, shall be approached to provide information as per the JNF form such as profile of the jobs being offered, remuneration/package, eligibility requirement, etc. The JNF serves as an introduction of the job profile for the benefit of the candidates and also informs them of the company's

requirements. A company can submit multiple JNFs for different positions that they wish to offer. The JNF can be submitted to the office of 3CP@IUST by email at placements@iust.ac.in. Reduction in package, reduction in eligible branches etc. from those submitted in the JNF shall not be entertained. In case of any deviations from the JNF at any stage of the placement drive, the same shall be brought to the notice of 3CP@IUST.

The company shall be offered slots/ dates for carrying out the placement process consisting of, Pre-Placement Talk (PPT)/ Written Test/ Online Test/ Group Discussion/ Personal Interview.

The company shall confirm the selection process before a pre-specified date and the slot/date shall be allotted to the company after confirmation. The company shall ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process. However the shortlisting criteria shall be notified in advance.

### **3. Placement Process**

The centre shall follow a rolling placement process starting September every year. The placement process shall be flexible enough to accommodate the needs of the recruiting organisations. It shall broadly comprise of the following steps:

#### **3.1 Registration Process**

1. All recruiting organisations shall be required to fill in a Job Notification Form whereby the details of job description, CTC, job location are provided.
2. All applications to the companies shall be made through the Centre for Career Counseling and Placements only via online form provided by the centre on the University website.
3. Students shall be advised to check the company profile, role descriptions, eligibility norms, job location and the CTC offered, as provided by the company, prior to the registration.

4. Once registered, it shall be the student's responsibility to regularly check the emails, messages or notices and comply with the actions as required within the indicated guidelines.
5. All registered students shall participate in the placement related activities.

### **3.2 Pre-Placement Talk (PPT)**

As per the University Placement Policy, the company shall deliver the pre-placement presentation to the applicants online/offline. It shall be mandatory for the registered students to attend the Pre-Placement Talk (PPT) delivered by the company representatives.

### **3.3 Selection Process**

- The selection process shall include several rounds as decided by the company. Each round shall correspond to group discussion, personal interview, aptitude test or telephonic interview, as the case may be. All the rounds included, shall be conducted physically on the day of placement drive or virtually any time in the aftermath of the day.
- It shall be mandatory for shortlisted students to appear for leftover rounds. As such, students, if absent, shall be debarred from further participation in placement drive.
- In some cases, students shall be required to visit the company's office for final interview as may be decided by the company.

## **4. Students code of conduct**

- The recruiting agency views the student as an ambassador of the University. Students shall therefore display civility and ethical behaviour during the placement process.
- No discussion with the recruiters regarding selection shall be done except by the authorised person.
- If the student faces any behavioural issue from the recruiters' side, s/he shall inform the 3CP@IUST officials immediately for appropriate action by the university.
- Students shall report fifteen minutes prior to the start of the placement process.

- Students shall carry their valid university I-cards and a hard copy of their resume during the entire placement process.
- Students shall be formally dressed whenever they participate in any interaction with the company.
- All students shall ensure that their behaviour conforms to the highest level of professional conduct ensuring that all of their acts are not detrimental to the reputation of the institute/centre/company.

Any violation to the policy by the student shall be considered as misconduct and the case shall be referred to the concerned disciplinary committee. The university reserves the right to change/modify any or all of the above mentioned rules and procedures, whenever it is deemed necessary to do so.