

PLACEMENT POLICY

Sushant University, Gurugram. This placement policy outlines the rules and regulations governing the placement process for students at Sushant University. It aims to ensure a seamless and professional placement experience for all stakeholders involved.

OBJECTIVES:

Facilitate Employment Opportunities | Enhance Employability Skills | Industry-Academia Collaboration | Career Guidance | Support Entrepreneurship | Transparency and Equal Opportunities | Maintain Placement Records

APPLICABILITY:

This policy applies to all students of Sushant University who have duly completed and submitted the Placement Registration Form to the Corporate Resource Centre ('T&P Department'). Only registered students will be eligible to participate in placement activities, including on-campus, off-campus, and company-specific recruitment drives.

ELIGIBILITY & FACILITATION:

Students must meet the following criteria to avail themselves of placement opportunities facilitated by the University:

1. All job-seeking students are required to register for placement opportunities through the mode (online or offline) specified by the Corporate Resource Centre (T&P Dept.) within the stipulated timeframe. Students who fail to complete the registration process within the given timeframe will not be eligible to participate in the placement activities.
2. The role of Corporate Resource Centre (Training & Placement Dept.) is a facilitator for placement related activities. CRC Dept. does not guarantee a job.
3. There is no fee for placement, it is free of cost for students and it is a service not a privilege.
4. Attendance: A minimum of 75% attendance in each semester across all courses/subjects is mandatory.
5. Disciplinary Record: Students penalised for disciplinary violations are ineligible for placement support.
6. Internship Offers: Students who receive a Pre-Placement Offer (PPO) during their internship are not allowed to participate in further placement drives.
7. Pending Disciplinary Actions: Students under disciplinary review are barred from placement activities until cleared by the concerned committee.
8. Company Shortlisting: Shortlisting of candidates for any job role is the sole discretion of the recruiting company. The T&P Department is not liable to mediate in such matters.

PLACEMENT PROCESS GUIDELINES :

1. Dress Code: Students must adhere to the University's prescribed uniform during all placement-related activities.
2. Relocation: Students must be open to relocation as per the company's requirements. Location preferences will not be entertained.
3. Professional Conduct: Students must maintain professionalism throughout the placement process. Direct communication with recruiters regarding job offers, pre-placement negotiations, or classmates' placements is strictly prohibited.
4. Training Programs: Attendance in personality development, resume-building, and skill-enhancement sessions conducted by the University is mandatory.
5. Placement Offers: The University follows a strict "One Student, One Job" policy. Offer letters are to be routed through the T&P Department, & students must adhere to the terms & conditions of the offer.
6. Profile Updates: Students must keep their contact details and resumes updated with the T&P Department.

DISQUALIFICATION CRITERIA :

Students may face disqualification from the placement process under the following circumstances:

1. Non-compliance with the rules outlined in this policy.
2. Bringing external influence (parents, relatives, etc.) into the placement process.
3. Failing to disclose pre-placement offers or other job offers.

4. Misconduct during interviews or placement activities.
5. Backing out of a placement process after confirming participation.
6. Absenteeism during any part of the placement process.

NO OBJECTION CERTIFICATE (NOC) GUIDELINES :

The NOC for external job opportunities will be issued under the following conditions:

1. The student joins the company in the final year/Semester.
2. The company is a Registered/Reputed Company.
3. The student maintains a minimum of 75% attendance.
4. A formal application is submitted and approved by the T&P Department, Dean, and University administration.

Responsibilities Upon Receiving NOC:

Attend mid-term and final exams as per University schedules.

Submit monthly progress reports and salary slips to the T&P Department.

Complete and submit academic assignments on time.

Failure to comply with NOC guidelines will result in the cancellation of the NOC.

GENERAL GUIDELINES:

1. All communication related to placement must go through the T&P Department.
2. Students must honour the commitments made during the placement process, including joining the company upon selection.
3. Misconduct or non-compliance with this policy will attract strict disciplinary action, including permanent debarment from placement activities.

This Placement Policy is subject to amendments by the University from time to time to ensure its alignment with industry best practices. Students must adhere to the latest version of the policy at all times.

“In the event that any matters are not explicitly addressed within this Placement Policy, the Head of CRC at the University shall exercise discretion to make decisions deemed appropriate on a case-by-case basis. Such decisions shall be considered final and binding for all stakeholders at Sushant University.”



*Director, CRC,
Sushant University*



*Registrar
Sushant University*