



CORPORATE PLACEMENT POLICY DOCUMENT

Disclaimer: *This policy does not constitute legal advice and are intended to serve only as guidelines of establishing an effective corporate placement policy model for Karnavati University. This policy, in any manner, do not construe or guarantee as promise for, or assume responsibility for any placement or obligation whatsoever. This policy is to be read as complementary to and not in derogation of the various laws concerning companies and their recruitments and any other laws of the country, for the time being in force.*

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1. Preamble –

To regulate the procedure for Corporate Placement of students of Karnavati University by having a specific set of guidelines for the smooth and effective functioning of the same. And to provide support services to the Students who avail Placement assistance.

2. Short Title and Extent of Application –

- i. This policy shall be called the “Corporate Placement Policy”.
- ii. It shall extend to all the students who have availed Placement assistance from the University.

3. Definitions –

- i. **“Corporate Resource Center (CRC)”** is a centre body constituted by the University to facilitate corporate training/internships/placements of the students of the University.
- ii. **“Constituent Institutes”** shall include, all and any other institute constituted by the University under the Gujarat Private University Act, 2009.
- iii. **“CV”** shall mean Curriculum Vitae
- iv. **“Eligible Student”** shall mean a student who has availed the Placement assistance from University by duly filling the application form and submission of CV in prescribed format, successfully clearing the screening and scrutinization procedure by the CRC and who is not disqualified or removed from the placement process at any time.
- v. **“Committee”** shall mean the Internship and Placement Committee constituted as per the University Rules by the CRC.
- vi. **“Offer”** shall mean an offer via telephonic or written communication (by fax, e- mail, WhatsApp group, specially created for the purpose of placement, indicating the desire of the prospective employer to hire the student.
- vii. **“Placement Process”** begins immediately after the student has submitted the application form and CV showing his interest in availing placement assistance from the University.
- viii. **“Placement Preparation Sessions”** shall include all the placement related training and guidance offered to the students in respect to the placement.
- ix. **“Prospective Employer”** shall mean recruiters (corporate/company/entrepreneur) who have shown their willingness to participate in the Corporate

Recruitment/Placement process with an intent to hire eligible students, by way of MoU.

- x. **“Student”** shall mean a person who has been enrolled in the University by its constituent Institutes for pursuing the final year of their respective course at the Undergraduate and Postgraduate level, who has signed Annexure A.
- xi. **“University”** means Karnavati University at Gandhinagar, Gujarat.

4. Applicability –

- i. These rules apply to all the students enrolled in the various programs provided by the University and its constituent Institutes, and who have availed the Placements assistance from the University, pursuing the Final Year of their respective course at undergraduate or postgraduate level.
- ii. The Placement of the students shall be as per the rules as under.

5. Internship and Placement Committee –

The Internship and Placement Committee (hereinafter referred to as Committee) at Karnavati University is an integral part of the University. It performs the important functions of assistance in Internships and Placements which also involve participation from the students. It is a functioning arm at the Centre of the University who shall work under the guidance of the Corporate Resource Center (CRC). The CRC via its Committee acts as a facilitator and medium between the prospective employer and the students. It shall assist the CRC in organizing workshops, talks, seminars and the like and to facilitate the students in gaining Internships and Placements.

i. Constitution of the Committee –

- a. The Committee shall be constituted by the Corporate Resource Center (CRC) at the University, headed by the Director – Internship and Placement, who shall act as the Chairperson of the committee.
- b. Members –
 - 1-2 teaching members shall be nominated by the Head of the Department of the respective constituent Institute of the University, who shall act as the Coordinator from the respective constituent Institute.

- The members shall have the power to nominate 5-6 students (of the subsequent batch, from the batch who are availing the internship and placement assistance) from their respective constituent Institute of the University to participate in the Internship and Placement process.

ii. Powers and Functions of the Committee –

- a. The Committee shall monitor the Internship and Placement process.
- b. It shall assist the CRC in maintaining the student database, mapping student aspirations, prospective employer, locations, packages and the like.
- c. It shall provide assistance in preparation of the Placement activity and allocation/planning of budget.
- d. It shall contact the prospective employer and invite them, pitching for placement by visiting the potential employer and meeting with the HR heads and Managers, sharing placement brochures etc.
- e. Arranging internship for the students of the University.
- f. The Committee shall be responsible for screening and scrutinizing the application of the students applied for placement assistance to the CRC.
- g. The Committee shall also be responsible to sign MoU's with the prospective employers, intending to hire the eligible students seeking placements.
- h. Assist the CRC in arranging and conducting workshops for CV building, pre-placement talks, guidance for interviews, group discussions and maintaining corporate relations etc.
- i. Compile all the necessary data, information and document as required and/or requested by the CRC from time to time.
- j. To encourage and motivate the students to participate in the internship and placement process.
- k. To see that all the activities are carried out in a fair, transparent and equitable manner.
- l. The Committee is not bound to award internship or placements, the role shall be limited to assistance and facilitation.
- m. The Committee is not a placement agency.

6. Eligibility for applying this assistance

At any given point of time, the following shall be the eligibility criteria for the student to become eligible for placement assistance, which shall be subject to change from time to time:

- i) Minimum 75% attendance in Academics and Placement Preparation Sessions,
- ii) Zero Out-standing Fees/Dues,
- iii) Students should not have received any backlog or failed any of the subjects in his/her particular course.

7. Procedure –

- i. The CRC shall issue a notification, which shall include the minimum eligibility criteria, the format of the CV and an application form. It shall be the responsibility of the student to see the placement notification and submit his/her application and CV to the CRC as per the deadline specified in such notification. No application will be accepted thereafter.
- ii. The interested students shall fill the form and submit the CV in the given format, to the Committee, indicating their interest in availing Placement assistance from the University.
- iii. After the deadline, mentioned in the aforesaid notification, the Committee shall commence the screening and scrutinization procedure of the application received. Such screening and scrutinization shall be strictly on the basis of the requirements of the prospective employer. This procedure may include, preliminary screening exam, interview and/or Group Discussion on an internal level by the Committee, before the actual interview with the prospective employer. It shall also depend on the number of applications received. The committee shall reserve its rights to disqualify any student, found non-eligible for the requirements of the respective prospective employer.
- iv. The students qualified after the screening and scrutinization procedure shall have the opportunity to be interviewed by the prospective employer they applied and qualified for. The said interview shall be by the way of personal interview, online interview, Group Discussion or any other medium as mutually agreed between committee and the prospective employer.

8. General Rules -

- i. The CRC shall act as a facilitator towards placement, it does not imply that the CRC /University assures placement to any student.
- ii. The Committee puts into place the process and procedure in order to prepare the eligible students, where the eligible students have to put in their tremendous efforts to perform on the parameters including technical and soft skills.
- iii. The Committee shall endeavor to cater the needs of the student as well as the market.
- iv. The decisions and placement opportunities are subject to the academic performances, achievements of the eligible students, volatility of the market and such other factors.
- v. The University follows a strict policy of **“One student one job”**.
- vi. The verbal/written job offer received first, shall be considered binding and accepted i.e., once selected by a company, the student shall be considered as placed irrespective of the company/job profile/salary offered. The student is required to communicate the date of the offer to the Committee.
- vii. A student who remains absent on two consecutive placement opportunities shall be dropped from the placement process and shall not be considered for any further placement process, no request shall be entertained. In case, the student can prove a reasonable cause of such absence, then it shall be decided by the committee on its discretion on a case to case basis.
- viii. Proper Dressing Code needs to be followed throughout the Placement process by the student.
- ix. A strict discipline needs to be followed throughout the placement process, failure of which will lead to disqualification of the student from the placement procedure.
- x. Students, disqualified during the screening and scrutinization procedure of the committee or any time during the placement procedure, shall not be allowed to reapply for the same post by the prospective employer.
- xi. The Committee can introduce a limit on the number of companies an eligible student can apply to during the Placement procedure. The objective behind this is to accord equal opportunities to all the eligible students.

- xii. No students will be allowed to interact /contact the prospective employer directly during or after the selection process unless authorized by the CRC. Non- compliance will result in disqualification of the Student from the Placement procedure.
- xiii. Placements shall be done as per the need of the prospective recruiters and the placement can be offered PAN India. No special request for any location constraint will be entertained.
- xiv. Any student found dis-interested and/or negligent towards the placement activities would become in-eligible for corporate placements and he/she would not be given any Placement assistance under any circumstances.
- xv. Any student who does not require Placement assistance from the University shall have to sign an undertaking and submit the same to the CRC. (Annexure A)
- xvi. Students are expected to behave professionally and any misconduct, misbehavior, non-maintenance of decorum, vide written/ verbal/ non-verbal, would be dealt with severely and could lead to disqualification from all placement related assistance from the University.
- xvii. It is advised that the student must continue with the company they are placed in for a minimum period of one year, in order to maintain a healthy relation of the University with the employer. The students after placement can seek the assistance of the CRC at any level and time.



UNDERTAKING

School/ Institute/ Department:

PROGRESSION PLAN AFTER GRADUATING FROM KARNAVATI UNIVERSITY

Name of Student:

Roll No.:

School:

Program:

Semester:

E-mail Id:

Declaration:

I declare that I wish to pursue the following after graduating from my current program

Self Employment

Job (Assistance Through 'CRC')

Family Business / Entrepreneur

Higher Studies

I understand that I will not receive any assistance towards Placement through 'CRC', if selected otherwise and hereafter, even if requested by me in future, the same will not be entertained.

(Student's Signature)

Name:

Date: