

KUMAUN UNIVERSITY
NAINITAL, UTTARAKHAND, INDIA

PLACEMENT POLICY

1. Statement of Purpose of Placement Services offered by Kumaun University

To maximise employment opportunities for all students and ensure their best possible employment based on their individual potential and capacities by effective counselling, mentoring, skilling and support services.

2. Mode of Delivery of Placement Services:

- i.** The Central Placement Cell (CPC) shall be the planning, coordinating and monitoring unit through which the Placement Services/Activities of the University will be carried out.
- ii.** Each Teaching Department of the University shall have a Placement Team consisting of one Faculty Member Coordinator and two Student Coordinators, all of who shall be nominated by the Head of Department of the respective departments.
- iii.** The Department Placement Team shall carry out all the activities related to placements as suggested by the CPC and directed by the University.
- iv.** The Department Placement Committee shall collect, collate and report all data related to Placements to the CPC at predetermined regular intervals.

3. Objectives: To be executed by the Central Placement Cell (CPC)

- i. The CPC, Kumaun University will work to help students get employment in reputed multinationals, Government Organisations, NGO's and other private sector bodies.
- ii. All students of the University will be provided placement assistance, counseling for employment and self/social entrepreneurship.
- iii. The CPC will provide counselling and mentoring to the students to orient them and help them to select from possible career options.
- iv. The CPC will provide training in soft skills, interview skills, resume writing and personality development to aid employability potential of the students.
- v. The CPC will act as an interface between the industry and the students. The CPC will liaison with corporate organizations to provide suitable jobs and internship for the students.
- vi. The CPC will provide logistic support to the potential employers visiting the Campuses at every stage of the placement process by making university infrastructure available to them.
- vii. The CPC will collect all data regarding placements and maintain records of the same.
- viii. The CPC will coordinate the activities of the Department level Placement Team, offering need-based assistance and support in their working.

4. Guidelines/Rules for Placement Activities

i. Student eligibility

- a) A student can participate in the placement process of a company subject to the following conditions:
 - ✓ The cell has confirmed his/her registration.
 - ✓ He/ She meets the requirements/eligibility criteria specified
 - ✓ By the company and by the placement policy.
- b) All the students eligible for placements shall register with the CPC at the end of the last semester of their given/intended course.
- c) All eligible students shall have a minimum aggregate percentage of 55% without any backlogs apart from satisfying the criteria specified by the recruiting organization/ company which may differ from company to company.
- d) A student with indiscipline case(s) will be disqualified from campus placement process
- e) Students must attend all the training programs conducted by the CPC in the period after his/her registration with the Cell.
- f) In case of a job fair/ placement drive, students should attend as per the instruction of CPC
- g) To be eligible for placement, a student must maintain a minimum academic attendance of 75% in all the semesters up to the campus visit of a company

ii. Campus Placements

- a) Students shall attend the recruitment process in the dress code specified for placements and maintain punctuality at stages of the selection process.

- b) A student once selected by a company is not eligible to appear for any more placement opportunities. However, students selected in IT service/cross-functional companies are permitted further chances to appear for respective core Sector Companies, provided the salary offered is higher by at least 25% more than the offer from the original IT Service/cross-functional Company.
- c) In general, all eligible interested students are expected to appear for all the selection processes (On & Off campus). However, an eligible student may withdraw from the placements drive not more than two times on his/her own with prior intimation and approval. Students who are absent beyond two drives will be disqualified for the campus placements.
- d) Students pursuing full semester internships in the final semester at faraway locations are exempted from the above clause and may be permitted to skip the placement drives happening on campus during the internship period.
- e) All the students, irrespective of their status of being already placed, shall be eligible to appear for dream status companies that offer above ordinary annual packages. Based on the reputation and credibility of the company, the University shall decide on the dream status companies.
- f) Students appearing for the campus drive shall take the process with utmost seriousness and shortlisted students in the preliminary screenings shall attend the subsequent stages of the selection process. Defaulters shall be disqualified from further campus placements.
- g) Selected students shall strive to improve their academic and professional competency till they join the company. Further, after the completion of the graduation, the notification of the onboarding process shall be at the discretion of the organization/company.
- h) Selected students shall be obliged to honour the offer given by the organization/company to sustain the relationship of Kumaun University with

the companies. All the selected students shall give an undertaking to that effect.

- i) A candidate appearing for Campus Placements can accept One Job Offer Letter only.
- j) The student who has registered for an available Placement Opportunity, is not permitted to leave in between the Placement Process and must appear for the Personal Interview Round.
- k) Placed students either through Department Placement Team or otherwise (i.e. self) have to inform CPC for records.
- l) On the date of interview/placement (s) students have to be formally dressed with I-Card.
- m) Placement of any student is not a claim/right. University shall provide an open platform to all the eligible students as per these placement Guidelines.
- n) The purview of the Placement Cell is restricted only to the offers made as part of the campus placement process.

5. Student Conduct and Disciplinary Policy: Debar Provisions from Placement Section:


- a) Students must adhere to the norms of discipline and personal conduct during their interactions with company officials and their conduct in company offices. Any misbehaviour/indiscipline will attract disciplinary action which may result in permanent debar from the placement process.
- b) Students are forbidden from making direct contact with any company personnel under any circumstances unless directed by the Cell. In the case of any issue, the student should contact the Cell for putting the matter before the company for their consideration. Not following this rule will lead to the

debarment of the student from the next three companies (from online-test or the interview depending upon the situation).

- c) The students facing any kind of problem at any stage of the selection process should bring it to the knowledge of the Cell within 24 hours from the time of incidence in the form of an email. No complaint will be entertained after the elapse of this period for the reasons whatsoever.
- d) Once the candidate shortlist is published, students will attend the next event, whether PPT, GD or PI, or any other. Absent students will be debarred from future placement support.

6. Change in Placement Guidelines:

Placement Guidelines are subject to change and University has the authority and right to change, add, delete or modify the Guidelines from time based on the inputs, feedback, and experience.



Registrar

Kumaun University