

Annexure- I

Placement Rules

1.0 Role of Training & Placements (T& P)

- 1.1** The College mentioned in these Rules refers to Mukand Lal National College, Yamuna Nagar.
- 1.2** T&P CELL refers to Student Placement Committee (SPC)/ Campus Placement Team (CPT) including Placement Coordinator at MLNC, Yamuna Nagar.
- 1.3** The role of Training & Placements is to provide placement assistance to graduating students. The T&P CELL will endeavor to:
 - 1.3.1** Bring together the students and the potential employing organizations
 - 1.3.2** Facilitate interactions between the two
- 1.4** For this purpose, the T&P CELL will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- 1.5** All placements will be routed through the T&P CELL

2.0 Eligibility

All graduating students shall be eligible to receive placement assistance, unless otherwise debarred from receiving such assistance on account of:

- 2.1** Non-payment of fees or any other dues and /or
- 2.2** Breach of discipline and general misconduct

During Placement Assistance, Companies would either come for the Campus and/ or the students would be required to move to organizations' premises. This assistance is provided up to May 31 every year to the eligible graduating students.

Placement Assistance

3.0 Registration for Placement Assistance

All students seeking Placement Assistance are required to register, with the help of Placement Cell, by signing an undertaking in the prescribed format placed at **Annexure- I (A)**. Students, who want to opt out of Placement Assistance, shall give an undertaking to the Principal in the prescribed format placed at **Annexure- I (B)**. The student should register for Placement Assistance Latest by **September 20**.

4.0 Application Procedure

- 4.1** The Final Placements will be announced by T&P CELL through Placement Notices.
- 4.2** No applications from students in response to the press advertisements or to the organizations which have not notified the T&P CELL about their requirements shall be forwarded by the T&P CELL.
- 4.2.1 However, students are free to correspond directly with the organizations in response to such advertisements.
- 4.2.2 If these organizations announce jobs to the college's T&P CELL at a later date, then the students should inform the T&P CELL about their having earlier applied for positions in these organizations.
- 4.2.3 If a Company has approached the T&P CELL or is in the process of approaching the T&P CELL for placements, no student shall approach any of these Companies on their own, except through T&P CELL.
- 4.3** Students are advised to be equipped with sufficient copies of the customized CV/ Résumé tailored to the Job description and Job specifications rendered through notices, Passport size photographs along with the Résumé folder including all testimonials and allied prerequisites so as to be prepared for the placement drives.
- 4.4** Students may apply to organizations only against functional positions specified through RFPs. The T&P CELL shall not entertain applications/ resumes of students who want to apply for hypothetical positions or for functional areas not announced.

5.0 Short listing

- 5.1** Companies may do short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Résumés.
- 5.2** In case a company insists on short listing to be done by the College without explicitly citing any criteria, it will be done on the basis of Criteria determined by the Principal.
- 5.3** Hence, all the interested students may not get short listed.

6.0 Interview Procedure

- 6.1** Interview schedules shall be decided by the T&P CELL in consultation with the Company executives and would be communicated to the students through Placement Notices under the Quality Format- QF/INT/008/B.
- 6.2** Students shall,
- 6.2.1 Keep record of organizations and positions for which they apply.
 - 6.2.2 Keep notes on the job details announced. These are useful at the time of interview.
 - 6.2.3 Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- 6.3** Students shall not, at the time of interview, negotiate with the employer about salary and terms of employment, diverse from what is communicated to them through notices and/ or during scouting by organizations, unless the announcement specifies that the salary is negotiable.
- 6.4** While attending interviews, students must be punctual and report in complete uniform/ formals. They must observe adhere to all code of conduct rules specified by T&P CELL. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. **Irresponsible behavior**, such as efforts to “market” oneself, derogatory remarks about other candidates or the college, negotiations other than those purported under the due process, will be seriously viewed. **Such students may be denied further Placement Assistance.**
- 6.5** Keeping the Corporate organizations’ convenience in view, selection processes may take place in any city/town in the states or nearby metros. The students may be required to travel and attend the same. The T&P CELL shall pass on the information received from the organization to the concerned students. The students are provided assistance from the college.

7.0 Withdrawal Procedure

- 7.1** Students having once nominated to an organization shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization under the confines of the due process. *It is presumed that students would apply for a position after careful consideration of all the relevant aspects.*
- 7.2** If a student does not appear for interview after nomination, he/she is deemed to have withdrawn.
- 7.3** Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview, if short listed by the organization, i.e. if he/she explains in writing to the Principal, full reasons for and the unusual circumstances that

need his/her withdrawal, and that the Principal accepts these as truly exceptional and legitimate grounds for withdrawal.

7.4 Subject to permission as above, a student can withdraw a **maximum three times** from the selection processes provided by the college. The moment he/she refuses to sit for the interview for the third time, he will be out of the Placement Assistance.

8.0 Offers

8.1 Offer stands for the placement selection letter issued by the Company in composite letter form for a set of students or individual letters in the name of students.

8.2 Students are permitted to receive a maximum of one job offer only. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.

8.3 Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms. They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. **Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.**

8.4 However, such a student shall be permitted to appear in further interview(s), only in respect to the organization(s) offering a relative hike of more than 30% in the base component of compensation.

8.5 All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the T&P CELL only. **If the student is not selected by five companies, he will be out of the Placements Process.**

9.0 End of Placement Assistance

9.1 The outcome of the clauses 7.4, 8.2 and 8.4 or **May 31**, whichever is earlier, signifies the end of Placement Assistance.

10.0 Conclusion

10.1 T&P CELL shall aim to provide placement assistance for all graduating students. Placement is a privilege extended to the students not a right.

10.2 These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the T&P CELL shall abide by the guidelines prescribed herein above.

10.3 Any breach of rules specified above by any student, shall be taken up seriously by the T&P CELL who in turn will view the matter and take action against the student, as it may deem fit.

10.4 Students shall not try to gain unauthorized access to communications regarding placements from the College's administrative system like the T&P CELL, Dispatch and Fax office.

- 10.5** If, in the judgment of the T&P CELL, a student has behaved in a manner unbecoming of a graduate of the college, the T&P CELL would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- 10.6** The T&P CELL reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- 10.7** Final authority in case of any dispute would be **Principal** and his decision will be final.

It will be in the interest of all the stakeholders in the Final Placement Process, to adhere and support the contents of the SOP for Placements, as successful completion of this programme will mutually benefit both MLNC and the students.

Annexure-I (A)

Undertaking for Placement Assistance

Student's Name:

Roll Number:

Course:

Section:

Contact No. :

I, hereby undertake, in seeking Placement Assistance from MLNC, to abide by the Placement Rules, the modified rules, if any and the ones stipulated by T&P CELL for placement from time to time during Placements season. I shall also honour the efforts of the College by joining the organization that has offered me a job of my choice through the placement programme.

Date:

(Signature of the Student)

(Signature of Parent/ Guardian)

(Placement Coordinator)

(Placement Convener)

Annexure-I (B)

Undertaking to Opt Out of Placement Assistance

Student's Name:

Roll Number:

Course:

Section:

Contact No. :

I, hereby undertake voluntarily to opt out of Placement Assistance from MLNC. I sincerely thank MLNC authorities for having offered assistance through their placement programme.

Please specify the Reasons for opting out, if any:

Date:

(Signature of the Student)

(Signature of Parent/ Guardian)

(Placement Coordinator)

(Placement Convener)