

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIIRS-IQAC-PL/2020-21 Version 2

**MRIIRS Placement Policy and Procedure
(Effective from the date of notification)**

Notified vide MRIU/REGR/2020/017/3 dated: 22nd January 2020

**MANAV RACHNA INTERNATIONAL INSTITUTE OF
RESEARCH AND STUDIES**

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HARYANA



MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University

Accredited by NAAC with A Grade in the First Cycle

MRIIRS Placement Policy and Procedure

Number: MRIIRS-IQAC-PL/2020-21 Version 2

Committee Constituted for Preparation of draft on October 15, 2019

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History Sheet: Modification details with respect to Previous Version

Head	Modification
Change in name of University	From Manav Rachna International University to Manav Rachna International Institute of Research and Studies
Registration Point 6.2	All students passing out in 2020 onwards who are eligible and require placement assistance will be considered by CRC, only through the individual online registration

PLACEMENT POLICY AND PROCEDURES

1. OBJECTIVE

The prime objective for most of the students to enroll in higher education is to get a job after completing the programme. It is a dream of every student to either get placed in top MNCs or start his/her own venture to achieve his/her set goals and objectives. The academia refers to the greater body of knowledge, consisting of students, mentors and scholars whereas industry is a workplace of producing goods and services contributing to economic growth of a nation. Industry and academia are based on different ideologies and purposes. However, they are inter-related in attainment of success. The graduates expect to get hired with no industry knowledge or experience whereas industries look for quality resources. The student may do well at the interviews but fail miserably during the practical work as they are more like a toddler in the industry. Keeping in view all these stated facts and with the aim to place the maximum number of students, MRIIRS has leveled up by equipping and upgrading its training and placement unit by proper balancing the curricula of different programmes giving emphasis on multi-disciplinary environment and Skill-based Education.

Corporate Resource Centre (CRC) is one of the facilitating centres of MRIIRS, which engages with the industry and constantly strives for expanding the industry-academia interface. Fulfilling the dreams of the students to get placed in the companies of his/her choice has been a constant endeavour of Corporate Resource Centre (CRC). By connecting to external organizations, the Placement Office aims to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students.

Furthermore, to produce industry-relevant graduates, MRIIRS focuses on a student-centered environment where students are provided with opportunities to interact and work with industry partners on their assignments and projects, and have access to advanced laboratories and workshops with essential tools to develop their skill to ensure that students gain exposure to the real-life work environment. To meet the expectations of the industries and to combat such challenging issues, MRIIRS also keeps on organizing workshops, seminars and most importantly arranges internships for students to get the know-how of the workplace and hone the required

skills. As such, the role of the CRC- Placement Unit is not limited to organizing recruitment drive at the campus but also plays a much broader role in placing a student in reputed organizations.

2. PURPOSE

It is imperative that graduates look for campus placements and obviously the placement profile of an institution is a benchmark for its prestige in the contemporary society. The placement is a decisive factor of successful completion of any programme or coursework at the graduate or postgraduate level. Therefore, the purpose of this placement policy is to clearly state and define the overall structure and the related processes of the CRC-Placement Unit. This policy shall also define the broad structure with the roles & responsibilities of the teams working on this process of CRC with the prime objectives that all eligible students get placed either through on campus or through off campus placement drives, the quality standards of the jobs offered are maintained and all deserving candidates can have the opportunity to start their career with their preferred companies/ organizations. In a nutshell, the main purpose to come up with a placement policy for MRIIRS is to ensure that the whole team and all involved stakeholders work according to the defined processes to achieve the common objective. This policy establishes all guidelines for the placement and its standard operating procedures and guidelines ensure the compliance of the same.

3. ROLE AND RESPONSIBILITIES OF CRC-PLACEMENT UNIT

The main responsibility of the CRC shall be to invite relevant companies/ organizations to come to campus and help them conduct the recruitment drive. It will register and inform students about the placement drives being conducted in or outside the campus. The CRC shall also publish/notify the advertisements about walk-ins or recruitment. It shall also inform students about internship opportunities.

The main objective of CRC shall be to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students by connecting to external relevant companies/organizations.

More than connecting the students to the prospective employers, the CRC shall play a much larger role in the students' employment and facilitate by becoming a catalyst to improve the employability skills of students and thus, bridge the skill gap through Career Development Centre (CDC) of the University or respective departments. The respective departments also

through placement cells can devise plans to up-skill students, which may help them to get hired in a reputed organization.

The CRC shall closely coordinate with the other departments and CDC to bridge the gap between the employer and talented students who may not find such bright opportunities so quickly in this competitive world. It shall also coordinate to organize career guidance programmes that help students in gaining useful insights into career prospects and thus assisting students in goal setting and career planning.

At the time, when competition for employment is growing at a fast pace, CRC shall also coordinate to organize through CDC, a variety of training programmes to train and expose the students in the area of reasoning, world-class MNCs based aptitude tests, GDs, and more, which are essential to land into a dream job. Such programmes shall equip students with skills and groom their personality and develop critical thinking ability, which further aids in surviving in the hyper-competitive business environment.

The CRC through CDC shall also involve in organizing appropriate workshops such as resume writing, communication skill development, and interview attending for the final year students. They shall also organize mock interviews so that they can perform as per the expectation of the recruiter in the real-time interview.

The other role and responsibility of CRC would be to regularly update the database of the past recruiters, conduct competitive benchmarking by checking and exploring the public records of all other competitive universities/institutes if there are some companies which it can potentially invite. CRC shall also keep on exploring the students' personal or their sibling's contacts in the corporate sectors.

As such CRC shall keep on updating their contacts and try to reach out to them through call, e-mail or personal visits as deemed fit.

All this shall be followed by CRC through its team to get a JD (job description) including the job requirements, CTC, eligible courses, etc and then share the same with the registered and eligible students after getting a suitable date from the recruiting firm/company as to when they can visit the campus to organize a Pre-Placement Talk (PPT) and conduct the interview rounds (and any other test/round if they wish to).

The CRC shall also facilitate the students about the details of the company visiting the campus for placement.

On the day of the Placement Drive, CRC shall overall coordinate and facilitate the company visiting for campus drive for a smooth conduct of the drive may be by involving students placement coordinators.

CRC shall also regularly communicate with all concerned students, departments and other office about the outcome of the campus drive and shall keep the placement records and database of the students updated with relevant proofs.

CRC shall aim to provide placement assistance for all graduating students.

4. GENERAL GUIDELINES FOR STUDENTS

In order to streamline the placement procedure and afford equal, just and fair opportunity to all categories of students, the following guidelines are framed to ensure equality and fairness of opportunity to all the students and will be abide by and adhered to with immediate effect:

- Students passing out in 2020 onwards will be considered by CRC, only through the individual online registration in the 'Superset Platform' URL: app.joinsuperset.com.
- All students will be allowed to participate in all placement activities (in /off campus) till finally selected.

4.1 Eligibility

All registered students graduating from the University at UG and PG level shall be eligible to participate in the placement activities unless otherwise debarred from receiving such assistance on account of securing less than the minimum passing marks in their program, non completion of Summer Training/other academic requirements, breach of discipline and general misconduct or non-payment of fees or any other such dues.

4.2 Registration

- All students passing out in 2020 onwards who are eligible and require placement assistance will be considered by CRC, only through the individual online registration in the 'Superset Platform' URL: app.joinsuperset.com. (Appendix-1)

- Once registered, each student must participate in the placement activities.
- Student wishing to opt out of the placement assistance can do so by signing the declaration in Appendix 2.
- Students should follow the deadlines for giving their name for the campus placement, failing which they need to route through their placement coordinators/HoDs with valid reasons to get their names included for that campus placement.

4.3 Before the placement

The students seeking placement shall:

- Ensure that any training requirements, essential criteria or other set milestones by which eligibility to undertake placement is determined are completed prior to participating in the placement process.
- Complete all required documentation like updated resumes/CVs for each opportunity depending on work profile separately, submission of relevant information in accordance with CRC
- Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement
- Make contact with CRC team as advised to do so.

4.4 During the placement/Pre- Placement Talk

The students appearing for placement drive shall:

- Carry their Institute student ID at all times and shall wear identification and/or uniforms as notified and directed by CRC.
- Keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company
- Maintain a level of conduct in accordance with the Institute's Code of Conduct, adhere to all by-laws, rules, regulations, policies and procedures of the CRC including any dress codes
- Inform the CRC of any absences from the placement with required valid documentation in support of absence.

- Keep record of organizations and positions for which they apply and notes on the job details announced during PPT. These are useful at the time of interview.
- Prepare completely for Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

4.5 Short listing

Although normally companies do the short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes, however, in case a company insists on short listing to be done by the Institute without explicitly citing any criteria, it will be done by CRC on the basis of Criteria determined in consultation with respective Head of the Department (HoD).

4.6 Interview scheduling and guidelines for students

CRC shall schedule the date of interview in consultation with concerned executives/ representatives of the company as per available slot and thereafter no modifications shall be entertained, except under very unusual circumstances.

- While attending interviews, students must be punctual and come in Uniform as per prescribed dress code only.
- The students must observe and adhere to all codes of conduct rules specified by T&P. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.
- Students shall study the website of the company & their competitors.
- Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.

Keeping the company's convenience in view, selection processes may take place in any other city/town in the states. The students may be required to travel and attend the same. CRC shall pass on the information received from the organization to the concerned students. The CRC shall try to make/facilitate the travel arrangement otherwise the students are expected to make their own travel and other arrangements.

4.7 Dress Code

Students participating in the campus placement are required to be present in formal attire.

For male students, light colour shirt and dark colour trousers with tie and blazer and leather shoes are suggested and for female students, business suits with scarf or formal kurti with low to medium heeled shoes are preferred.

All should keep their hair clean and well groomed.

Nails should be clean and in proper shape and size.

Perfume or cologne should be avoided as many people have strong, adverse or even allergic reactions to it.

4.8 Withdrawal Procedure

Any student who has applied for a particular company can withdraw from the company after the Pre Placement Talk.

It is presumed that students would apply for a position after careful consideration of all the relevant aspects. Therefore, once the selection procedure starts, students cannot withdraw at any stage.

If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn and such students opting out more than two times may be debarred for any future placement opportunity by CRC

Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview if shortlisted by the organization at any stage with the prior permission of the concerned HoD/Dean of Faculty.

4.9 Job Offers

- 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 CRC only.

- Eligible students are permitted to receive a maximum of one job offer from the Institute. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- Once a student is confirmed by a company as selected, he/ she will not be allowed to participate in any further placement activity.
- If a student selected by a company other than their core competency company, will be allowed a second chance for participating in campus placement by a company which offers placement in core competency area
- To be fair to the students already selected, a second chance will be afforded to participate in the selection process of all those companies which offer a package of minimum of Rs. **One lac (p.a.)** more than the package offered by the company they have been earlier selected. This is applicable both for the job fairs and routine recruitment drives.
- All students who get selected on their own effort, if desirous, will be afforded opportunity to participate in all campus placement events till finally selected, irrespective of package differential.
- A student, who confirms participation in a placement event (in/off campus) and thereafter absents himself without valid reasons, will not be allowed to participate in the next placement event (one time debarring). This is to discourage absenteeism, which causes embarrassment to the Faculties, CRC and the organizers of the event. This penalty may be waived off at the sole discretion of the Head of the Institutions based on the merit of a case.
- All students will be permitted to declare one company as the '**Dream Company**' while making the online registration at the beginning of the placement season. This will enable students to appear for the selection process as and when the 'Dream Company' of their choice organizes a recruitment drive, even if they have been selected earlier by a different company. Students will not be allowed to change their 'Dream Company' mid-stream even if the 'Dream Company' of their choice does not conduct recruitment drive. The details of students opting for the 'Dream Company' will be compiled by the Faculties/Colleges and intimated to CRC before the placement season commences.
- As regards Hotel Management (HM), it is the dream of every HM graduate to pick up a job in a Star Category hotel (4/5 star). Therefore, these students would be afforded a second chance for improving their career profile. Students of Hotel Management, selected by QSR,

will be entitled to participate in the recruitment drives organized by Star Category hotels (4/5 star only) till selected.

- MBA students have to specify their preference in advance. While registering online, the sequence of specialization entered in the registration form will be considered to be the order of preference. If a student gets selected during campus placement in the non-preferred specialization, he/she would be allowed to appear for further campus recruitment drives till selected in the preferred field, irrespective of salary differential. However, this facility can only be availed by those students, who have yet to join a company. Once a student has joined a company, even in the non-preferred profile, he/she can switch to preferred specialization, if deemed necessary, on his/her own and not through campus placement.

4.10 Case of Early Joining

In case any company insists for early joining before the end of final examination of the selected students, such selected students shall be required to collect NOC from the respected HoD after due recommendations of respective Dean of Faculty and approval from the office of Vice Chancellor. However, under such circumstances, the department shall arrange and ensures the completion of all mandatory requirements to make him/her eligible for appearing in the final examinations for award of degree. The department may arrange special classes online or weekend to cover his/her pending courses, assignments, practicals as applicable and deem fit with the approval from the office of Dean Academics. Such students shall also be required to appear for end semester examinations for both theory and practical as scheduled by the University. Under some special circumstances, in case the students, with early joining, are not able to appear as per notified schedule of University due to some exigency, special examinations for such students can be arranged by the University authority with approval of Vice Chancellor on the recommendations of the office of Dean Academics.

5. BREACH OF RULES

- Any breach of rules specified above by any student, shall be taken up seriously by CRC who in turn will view the matter and take action against the student, as it may deem fit.
- It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive

PPTs, he/she will not be allowed to apply till further clearance from the concerned Dean of Faculty on genuine grounds

- CRC 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, if a student behaves in a manner unbecoming of a graduate of the university

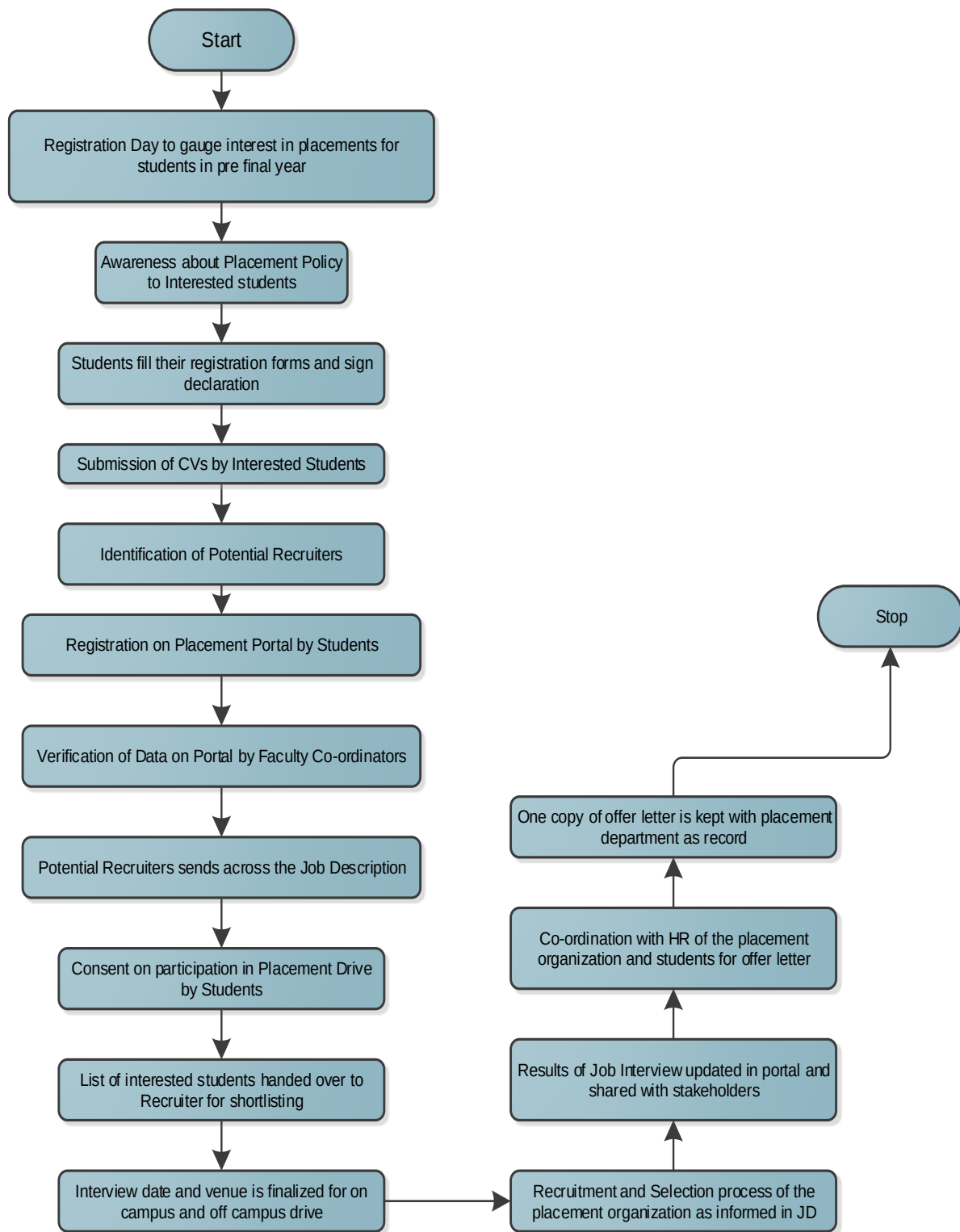
The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the university, negotiations other than those purported under the due process, will be seriously viewed. The students not following the above instruction may be denied further Placement Assistance by University authority on the recommendations of CRC.

6. IMPLEMENTATION MECHANISM

CRC headed by Director CRC with its central dedicated team of 4-5 members along with representative faculty placement coordinator from each department shall be jointly coordinating for its effective implementation. The designated placement student coordinators from the different departments shall also extend their support as and when asked by CRC.

The departmental faculty placement coordinators shall be the link pin and channel between the central CRC and the students of their respective departments for all activities of placement like Registration, profiling and uploading of their resume, collection of students' references, communicating all necessary messages in respect of companies visiting their profiles, results of the selections/short listing. They along with students' coordinators shall also support the central team in collecting the names of students who remain absent in Pre Placement Talk delivered by the company as well as names of the students who do not attend the interview after getting registered for the interview process.

The below flow chart depicts the process that shall be observed by CRC.



7. REVIEW MECHANISM

CRC shall be regularly updating the databases of the registered students for placement. CRC shall further share half yearly report for consideration and review in the IQAC meetings and also to other statutory bodies: Planning and Monitoring Board and Board of Management for the perusal of its members and for seeking their inputs and suggestions for improvement.

CRC shall also be getting the feedback from the employers who come for placement drive in the campus and shall share that feedback with the respective departments whose students participate in that drive for information and necessary improvements in the curriculum and other aspects, wherever required.

CRC 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, if required after the approval of Vice Chancellor.

8. EXIGENCY, IF ANY

Notwithstanding anything stated in this Policy and Procedures, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.

Manav Rachna International Institute of Research and Studies

Student Declaration on Placement with MRIIRS

Personal Dossier

Please fill in Capital letters

University Roll No. _____

Name of the Student: _____

Faculty : _____ **Department:** _____

Program: _____ **Branch:** _____ **Semester:** _____

Contact Details:

Student

(Mob): _____ **(Landline):** _____

Parents

(Father): _____ **(Mother):** _____

Email ID:

Student: _____

Parent: _____

Sub: Additional undertaking: Terms and conditions for Placement with MRIIRS

Dear Sir/Madam,

I _____ understand and accept that:

1. By giving this declaration, I give my consent to register in the placement process conducted by MRIIRS.

2. The organizations offering placement opportunity to MRIIRS students have specific eligibility criteria for placements. On being found eligible, I will be notified to apply for the campus drive. On applying, if selected by the organizations, I have to accept the offer in line with the placement policy.
3. Placement offer acceptance cannot be deferred to a later date & I understand that once the offer has been accepted by me I am required to join as per said protocol. If I fail to do so then placement cell has all the rights to pre-empt me from further placement process.
4. MRIIRS has the right to terminate me from the placement process at any time due to inappropriate behaviour and/or non-cooperation and/or continued non-performance in assignment/training.

I understand that the placement process is based on the relationship developed by the Institution with the Industry over the years. The association is symbolic of repute & trust enjoyed by the institution with the industries; hence my non-participation post confirmation to appear at the scheduled placement drive shall lead to imposition of fine/ penalty on me. An amount of Rs. 1000/- per placement drive shall be levied on me and I am aware that it would be at sole and absolute discretion of MRIU authority.

I hereby declare that all information and other documents provided by me at the time of placements are accurate and true to best of my knowledge and I have not concealed any factual material. I also understand that MRIIRS' decision on all of above would be final and binding.

Thanking You,

Yours faithfully,

Name of student: _____

Signature: _____

Date: _____

Manav Rachna International Institute of Research and Studies

CORPORATE RESOURCE CENTRE

UNEDERTAKING

I..... Roll No Student of
.....Branch..... hereby undertake that I am not interested to
appear in any campus placement drive. I want to pursue higher studies/ Entrepreneurship/
Others.

State below if

others.....

.....

Signature of the Student

Verified by faculty placement coordinator

.....

Signature of the faculty placement coordinator

Name

Department