



PLACEMENT AND INTERNSHIP POLICY

2021-22

1. Short Title and Commencement

- 1.1 These Rules shall be called ADAMAS UNIVERSITY Internship & Final Placement rules, 2021-22.
- 1.2 These Rules shall come into effect on and from July 01, 2021.

2. Interpretation

In these Rules the various terms and expressions shall have the same meaning as assigned to them in the following definition and in Act and Statutes of the University and other Rules applicable to students of the University from time to time.

3. Scope

These Rules shall apply for Career Development, Internship and Final Placement to all registered students of the University.

4. Definitions

In these regulations, unless the context otherwise requires:

- (i) "Appendix" means an Appendix to these regulations or which may be inserted in future.
- (ii) "Chancellor" means the Chancellor of ADAMAS UNIVERSITY;
- (iii) Vice Chancellor means The Vice Chancellor of ADAMAS UNIVERSITY;
- (iv) Director means the Director, Career Development Cell of ADAMAS UNIVERSITY
- (v) "Academic Council" means the Academic Council of ADAMAS UNIVERSITY;
- (vi) "Registrar" means the Registrar of ADAMAS UNIVERSITY;
- (vii) "CDC" means the Career Development Cell of ADAMAS UNIVERSITY;
- (viii) "Student" means a person who has taken admission and registered with ADAMAS UNIVERSITY for pursuing higher education;
- (ix) "School" means various Schools of ADAMAS UNIVERSITY;
- (x) "Dean" means the Dean of any School of ADAMAS UNIVERSITY;
- (xi) "Head of Department (HOD)" means Head of any Department under a particular School.

1. Policy

The internship and final placement policy will be applicable to all students registered with CDC through its automated platform named 'SUPERSET', for internship and final placement support and is to be followed during the entire duration of the placement season.

Career Development Cell (CDC) of ADAMAS UNIVERSITY will coordinate with organizations to facilitate job placements and internship and will invite resource persons, if required, to train students accordingly and increase the likelihood of success during the selection process. The University provides infrastructure to conduct placement drive, pre-placement talks, job offers, date(s) of interviews, conduct of interviews, selection of students, etc., which will be coordinated through CDC. The CDC has its objectives and has evolved a broad policy/framework for recruiters and registered students.

2. Objectives

- 2.1 To provide a comprehensive guideline and framework to each stakeholder to ensure internship and final placement for all eligible students.
- 2.2 To help CDC interview and evaluate students across semesters/years to understand their employability
- 2.3 To guide CDC in organizing all necessary training; ensure preparation in collaboration with concerned departments.
- 2.4 To help CDC in establishing and nurturing an Industry-Academia council, create its framework and define its goals and objectives.
- 2.5 To help CDC, if required, to facilitate Industry-Academia partnership, Centre of Excellence (CoE) and corporate/industry outreach.
- 2.6 To organize and coordinate smoothly on internship, on campus and off campus placement process
- 2.7 To evaluate and map students development on their career aspiration / choice

3. Eligibility

- 3.1 Registered students of ADAMAS UNIVERSITY who are expected to complete their degrees by July 2022, are eligible to register for placement activities / process. However, the necessary registration should be done within notified time frame and through Superset only or any other notified process (if any & needed).
- 3.2 Students who have not paid the tuition fee (up to date) or who have a bad track record like severe attendance shortage-less than 75%, misconducts etc. may not be allowed to attend the campus interviews.
- 3.3 Sponsored students, i.e. those who have signed any bond for pursuing studies at the University, will not be entitled for any placement support by the University.
- 3.4 Students can register and participate in placements process only once during their tenure at ADAMAS UNIVERSITY.

- 3.5 The opportunity will be extended to the eligible students as per the eligibility criteria defined by the respective organizations.
- 3.6 The opportunities are going to be mapped on the basis of score in Employability Score Card and organization categorization.

4. Process

Eligible students looking to avail of campus placement/internship support may register in following manner:

4.1 Registration & De-registration

It is mandatory for all students to register in SUPERSET – the digital platform of AU CDC. Student need to complete their Registration and generate an Enrolment Number within the date specified by CDC. Students who fail to register and complete the entire enrolment process within the stipulated time period will be treated as de-registered by CDC. The students not seeking placement support or having different career aspiration/choice like higher education, entrepreneurship, public sector job and its preparation etc., shall have to declare through registration process only. Hence registration in SUPERSET is must for all eligible and active students.

- 4.2 A student is allowed to de-register from placement process for genuine reasons. The last date to de-register from placement process is end September every year or any other date specified by CDC whichever is earlier. Students need to send a mail to CDC stating their reason for withdrawal.
- 4.3 Students who are looking for placement/internship support from university, will have to submit/upload the following self-attested documents in SUPERSET along with the registration form; a) All mark-sheets from secondary examination, till date b) University Identity Card c) Voter Card / Passport d) Aadhar Card e) Medical Fitness Certificate from registered medical practitioner f) Up-to-date University fees clearance certificate or all payment receipts g) PAN Card / PAN card applied receipt.
- 4.4 Students defaulting in paying University fees will not be allowed for registration.
- 4.5 Students must have 70% attendance in all individual eligible training programs, pre-placement preparatory programs and 100 % attendance for all pre-placement assessment test conducted by the University.
- 4.6 **Re-Registration:** De-registered students, if they wish, can re-register themselves. They should contact CDC for re-registration. The re-registration request has to be recommended by Dean of the concerned School. However, the request is subject to final approval from Director-CDC.

5. Communication

After successful registration of the student, all communication related to placements would be made mainly through SUPERSET platform or the university mail id of the student. CDC may create WhatsApp groups and may authorize placement automation app to communicate. It is the students' responsibility to be alert and up-to-date with such announcements, by checking e-mail and SUPERSET App, WhatsApp groups etc. and respond with right approach and within the given time frame.

6. Resume

Students are required to submit their resume in approved format (hard copy and soft copy) with all genuine information. If any inconsistency is found in any resume, the student (who submits such a resume) will be barred from the Placement process permanently. Resumes are required to be updated as necessary, based on the job descriptions and recruiting company.

7. Sign up

When a Company sends an intimation to conduct a placement drive at the university, the same would be conveyed to all eligible students through SUPERSET or University e-mail. Students are advised to do research on the Company, follow their website and any other available information and take necessary preparation. The University expects all eligible candidate to show up for the interview.

8. Testimonials / Certificates

As per the requirements of the recruiting company, students should furnish necessary original certificates or any other document (Mark sheets of 10th, 12th, etc.) at the time of the interview.

9. Dress Code and Discipline

9.1 Students are required to attend Placement Drives in formal uniform (as stipulated by the company – either western formals or eastern formals) and follow grooming standards mentioned hereunder.

9.2 **Recommended standard for Boys:**

Clean and ironed, University uniform or suit. Clean and ironed light colour full sleeve shirt (preferably white) and deep colour formal pant with blazer and matching tie. Black leather shoes preferably Oxford style, Well-groomed, clean shaved (trimmed moustache allowed) and proper haircut, nails should be clean and cut.

9.3 **Recommended standard for Girls:**

Clean and ironed, University uniform or Business suit or sari (if recommended by company) with black leather sandals or shoe (preferably Ballerina). Well groomed, hair tied properly (preferably Bun with net) nails should be clean and cut, light make up allowed.

10. **Role of Schools /Departments**

- 10.1 Every School /Department are equal stake holders for internship and final placement of students.
- 10.2 Each department would identify and nominate a placement coordinator from their department. The said coordinator would be the dedicated person of contact for all necessary coordination for all activities of CDC.
- 10.3 Deans and Heads of Departments will interact with CDC on regular basis for training needs of students under them other than domain knowledge. CDC will arrange for training of such students with the help of Centre for Professional Studies or any other external resource. Heads of Departments concerned should endeavour to be present at such training sessions to monitor the progress of students.
- 10.4 CDC will seek help from all Deans, HoDs or any other Faculty member for their contact at companies/industry.
- 10.5 Respective Department will ensure proper and practical inputs on domain knowledge to students.
- 10.6 Heads of Departments and faculty members shall ensure that students are properly groomed and presentable on day to day basis.
- 10.7 Heads of Departments and all faculty members are responsible for making students under them, employable.
- 10.8 Heads of Departments and all faculty members of the departments will be responsible to ensure attendance of students who have applied/registered for any company.
- 10.9 Department will ensure personal presence of HOD or at least one faculty member on his/her behalf on the day of Campus recruitment drive of students from their department and interact with the recruiter to know about the deficiency of their students if any, with regards to domain knowledge.
- 10.10 Heads of Department/assigned faculty and representative of Career Development Cell will remain present during the campus interview to interact and get feedback from the officials of the company on specially designed Feedback Form of CDC.

11. **General Guidelines for Job Placement**

- 11.1 The role of the CDC (Career Development Cell) is that of a facilitator and counsellor for placement related activities, CDC does NOT guarantee jobs. Every eligible student is required to appear for the job interview schedule for on campus or off campus or virtual placement process. Joining a company after selection is entirely the responsibility/decision of the student concerned.
- 11.2 Career Development Cell will organise mock interview session and GD round for the prospective candidates during the period of placement season and will communicate the dates and time to the respective Heads of Departments /assigned faculty members.

- 11.3 The placement facility is available to all the students registered with CDC through the policy of one job for one student at the first instance. If a student is offered a job in a slot, he/she will be de-registered from the placement process and would not be allowed to appear in any further processes, if the emolument of new company is less than the previous one. However, a student will be allowed to appear for another job with higher emolument (> 1.5 LPA) than the one already offered to him. For a brand company visiting AU, an open policy will be followed as per decision of CDC. CDC may float “Dream company” policy on case basis. Dream company policy may not satisfy the higher emolument clause. However, higher emolument and dream company policy can be utilised in only one selection of its kind. Pls. note that emolument is going to be considered in Cost to Company (CTC) which includes fixed & variable (if any).
- 11.4 If a student receives more than one job in one slot, he/she has to choose one of the jobs by the end of the slot.
- 11.5 A case may arise when recruitment drives of two different recruiters are scheduled on two consecutive days (for both of which a student may be eligible). However, if the first recruiter delays in declaring the results or a student's selection is waitlisted, the student may be allowed to appear for the second scheduled drive, if eligible.
- 11.6 Students are required to respond to the job offer, as required by the Company. Students who have been selected by the companies are required to respond to offer letter. They must accept only one offer and decline all the rest thereafter. The date notified by CDC or any date stipulated by the company whichever is earlier, it is mandatory for students to submit their final confirmation in writing, to the companies that selected them. Failure to do so may invite disciplinary action.
- 11.7 Based on their eligibility criteria, each student will be extended a maximum of seven opportunities by CDC. However, if a student does not appear in any one of the first five opportunities being extended, he / she will not be extended further two opportunities. Students who wish to wait for their “dream company”, will be doing so at their own risk. However, on consideration, CDC may help them with further processes if any one unable bag his/her first offer within those 5 processes. A student will be considered to have secured a job if his/her name appears in the selection list and an appointment letter to the effect is received by the CDC.
- 11.8 If any student applies but remains absent in any two interview processes. Then he / she will be out of the placement process.
- 11.9 Students must keep their Identity Card with them at the time of Pre Placement Talk (PPT)/Test/Group Discussion/Interviews, and produce the same when asked by the visiting team, CDC staff or their representatives.
- 11.10 No student is directly allowed to contact the company officials for any purpose without prior permission of the Director, CDC. Defaulters would be heavily penalized as per the defined policy and guidelines.

- 11.11 CDC strongly **discourages the students to go for off campus placements in the companies on their own** as this affects the company-institute relations adversely. Students are also requested to forward contacts they have, if any, in different companies so that CDC may formally invite these companies for placements.
- 11.12 If a student makes any false claims in his/her Resume submitted to the CDC, his/her registration at CDC will be cancelled immediately. If a student has already received the job offer, it would be revoked and there would be further disciplinary action as the defined policy and guidelines.
- 11.13 It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
- 11.14 In case organization asks for refundable security deposit or employment agreement bond or OJT (with or without pay) for some specific period, in such cases it is expected that students would go by organization's process. In no such cases university would take any financial liabilities. However, all such T & C would be notified well in advance before process.
- 11.15 Selected students may be deployed in any of its branch offices in India & abroad or its client site of the respective organization and student is expected to go through the organization's defined process.
- 11.16 Candidates appearing for placement must follow the instruction issued by CDC. Eligible students must reach the venue at least 30 minutes before the scheduled time. Students arriving late would not be allowed to enter the venue.
- 11.17 Any sort of indecent behaviour or improper dress code during the placement session may lead to cancellation of registration and case would be forwarded to Director CDC for further disciplinary action.
- 11.18 It is assumed that 75 % attendance is mandatory in all necessary preparation classes (paid or non-paid) like Aptitude training, Grooming, Soft skill or any other necessary training or industry interaction arranged by CDC.
- 11.19 Students are going to be mapped with category (A/B/C) based on Employability Score Card and accordingly with organizations. Thereby it's confirmed that everyone is not going to be exposed with all organizations and in any case, placement is not guaranteed in any of the means whatsoever.

12. General Guidelines for Internship

- 12.1 The CDC (Career Development Cell) will explore various Industries and Business Houses and liaison / coordinate with them for 100% Internship of students from all Schools/Departments. Primarily this policy is applicable to all students of pre-final year batch and those who are having internship as a mandatory credit system. For the rest of students, it is optional. However, all students have to register with CDC by showing their expression of interest and seeking support from CDC.

- 12.2 Due to COVID-19 situation and following different advisories from the government and statutory bodies, the focus strongly will be on a low-touch internship mode. However, the internship may be in either of the following modes.
- A) On site internship
 - B) Virtual Internship
 - C) Training cum project based internship
 - D) Inter-Disciplinary / Inter-School / Inter-Institutional project based or academic internship.
- 12.3 Internship is a part of the learning eco-system; hence it may be paid or even unpaid as well. It completely depends on the organization's policy. In some cases, organizations may even charge fee for internship training needs, which has to be paid by the students. However, CDC would do necessary negotiation with organization and ensure minimum and uniform cost in such cases.
- 12.4 The internship facility is available to all the students registered with CDC through the policy *one internship to one student*.
- 12.5 De-barred students will not be allowed for internship.
- 12.6 Students have to clear all necessary fee payment before taking up internship.
- 12.7 Organization may deploy students anywhere in their office / their client site. Students have to take care of the necessary cost component and as per organization policy only. In case of virtual internship or on site internship, all necessary logistic cost would have to be managed by students or would go as per company policy.
- 12.8 Out-stationed students are allowed to explore internship on their own at their native cities or from their known source if they fulfil all the criteria of eligibility. In such cases students have to submit offer letters from the company they intend to go for Internship to get No Objection Certificate (NOC) from CDC.
- 12.9 Students opting for their own internship should declare so to CDC during internship registration process.
- 12.10 CDC will map the students' requirement with the help of Deans of School and Heads of Departments.
- 12.11 Students must keep their **Identity Card** with them at all the time during internship.
- 12.12 Students should ensure 100% attendance during the internship period. They will maintain a log book as may be prescribed by the CDC and enter their learning outcome on a day to day basis, counter signed by Manager/Supervisor.
- 12.13 Student mentors from respective school and CDC may check attendance and learning during internship of students under them every 15 days by visiting the place/calling the student and his/her supervisor.

- 12.14 Every student has to submit a formal report and make a power point presentation before a committee formed by the Deans of respective schools for getting credit.
- 12.15 Internship period may be a minimum of 3 weeks and maximum of 8 weeks during the summer vacation. i.e. between 1st day of June to 30th day of July
- 12.16 If a student makes any false claim in his/her resume submitted to CDC, his/her registration at CDC will be cancelled immediately. In such a case the student will be marked as absent for internship.
- 12.17 It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of internship (academic, medical, etc.) for the opportunity he/she is applying.
- 12.18 The student has to manage his / her academic schedule or personal schedule in a way that does not disturb internship or damage the relation with organization.
- 12.19 Any sort of indecent behaviour during the internship may lead to cancellation of internship and case would be forwarded to Director CDC and Vice Chancellor / Chancellor for further disciplinary action.
- 12.20 In any case internship arranged by own or internship arranged by the University, each student has to apply and collect reference letter and NOC from CDC before starting the internship, failing which, he / she will be marked as absent for internship.

13. Pre-Placement Offers (PPO)

- 13.1 All Pre-Placement Offers by any company whatsoever, extended to any student, have to be immediately intimated to the CDC by the student. This also includes offers extended by companies that are not participating in the campus placements.
- 13.2 All companies contacted will also be asked in advance about any Pre Placement offers that have been extended by them and the company will be informed about our PPO policy in advance.
- 13.3 Any form of intimation from a company about the possibility of a PPO being granted in the future should be informed to the CDC. The CDC will further expedite the process, to aid the student in receiving the PPO.
- 13.4 If a student receives a Pre Placement Offer before September, he/she needs to accept / decline the offer by September itself or within the deadline mentioned by the company, whichever is earlier.
- 13.5 Any PPOs received after September needs to be accepted /declined either within 5 days of receipt of offer, or the date specified by the company - whichever is earlier.
- 13.6 Students accepting or declining a PPO will have to immediately notify the Placement Office for the same. If the PPO is accepted, the job will be recorded and he/she will NOT be allowed to participate in the campus placements. However, he/she will be allowed to participate in the process if the offer is declined. The rejection letter will be sent to the company through the CDC.

Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach the student is already placed, the company in which he/she is placed will be intimated of the violation.

14. **Post-placement**

The students must report to the company and abide by the rules and regulations thereof. However, they can join the company only after completion of their final examinations,

15. **Feedback**

Students are requested to provide feedback on placements. Only those students, who have registered and attended placement process, are eligible to give feedback based on their own individual experiences.

16. **Penalty Structure**

- 16.1 Students are expected to be part of end-to-end internship/ placement eco-system. Any kind of non-adherence to any clause will not be accepted.
- 16.3 Opting out of the selection process of a company after a student has processed for it is not allowed.
- 16.4 Any sort of misbehaviour on the part of students which affects the decorum of the Pre Placement Talk or the selection process or the reputation of CDC and the University attracts a severe penalty as per the defined policy and guidelines and as per the severity of the situation
- 16.5 Cheating in all forms or proxy markings during the selection process is strictly prohibited and those caught indulging in such activities would be debarred from the placement process. No concessions in any form will be provided in such case.
- 16.6 Eligible students are expected to attend all opportunities offered to them for internship or final placement. Being absent in any 2 such eligible offer / opportunity, would render the students being out of the internship / final placement load without any further notice. However, on request with proper application and authentic documents, they may be considered at the last slot when at least 90% would receive offer.
- 16.7 It is always expected that student would clear all doubts and concerns related to JD, organization or any other issue before appearing or giving his/her consent for the drive. In case the student is found to dishonour the interviewer(s) during the drive, communicate in an inappropriate manner to the organization or deny the position post-drive, leading to defaming the University, then the student would be debarred from future placement/internship process or his / her case would be moved directly to Ethics Committee for judgement, wherein the committee's recommendations would be considered as final.
- 16.8 Any kind of disobedience misconduct or unethical activities about organizations, the University or about any individual whatsoever, through any way and means directly or indirectly like through call, WhatsApp, SMS, internet etc. would move to the University Ethics Committee and the student may be removed from any

further support or process and CDC /AU would deny to issue NOC or character certificate, migration certificate etc.

17. ALTERATION, ADDITION OR DELETION

17.1 Organizational structure of Career Development Cell, roles and responsibilities of the officials are annexed with this policy AS Annexure-A.

17.2 Alteration, Addition or Deletion of any clause or sub-clause will be subject to approval of Hon'ble Vice Chancellor and Hon'ble Chancellor.

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