



Placement Guidelines 2019-20

Placement Guidelines 2019-20

Corporate Relations Cell Office, GBU welcomes all eligible students to participate in the Placement Process for Placement Season 2019-20. GBU extends all the support to ensure that students are given the opportunity to streamline their career interests. The placement team continuously endeavors to ensure that GBU continues to be a favored destination for recruiting organizations. This is possible only with the assistance and full co-operation of all students. In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has evolved over the years. To realize a win-win situation for GBU and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly. (It may be noted that some policy changes may take place during the year in the best interest of the whole batch)

The student policy is applicable to all students of GBU and is to be followed during the entire duration of the placement season.

Eligibility & Registration

- ✓ All final year students of GBU are eligible to participate in the recruitment process for placements through the Corporate Relations Cell (CRC) Office
- ✓ Students from earlier batches who are specially permitted will also be eligible to participate in the recruitment process.
- ✓ Minimum **CGPA of 6.0** is required.
- ✓ Student SHOULD NOT have any carry over papers / back paper.
- ✓ Student SHOULD NOT have any black dots or pending enquiries.
- ✓ Students have to fill up the **registration form**, get clearances and submit it by the **30th August 2019**.

CV and Verification

- ✓ Eligible students are required to create and submit their CV at the CRC Office and along with a photograph.
- ✓ It is expected that a student shall NOT add any ambiguous / wrong / fraudulent / misleading information in her / his resume. Resume checks will continue throughout the placement process.
- ✓ If, on verification at any stage, any discrepancies are found, the student would be debarred from all CRC processes subsequently. This will also attract strict disciplinary action.

- ✓ If already selected, the same will be communicated to the recruiting organization and the case will be recommended for strict disciplinary action.

Application Rules

- ✓ All applications to the companies are to be made only through CRC, GBU. If a student does not apply through CRC portal for a particular company and appears for the process of a company without prior permission, She/He will not be allowed to participate in the selection process of that and subsequent companies.
- ✓ If any student falls below 80% attendance in pre-placement talks / presentations / workshops, She/He will not be allowed to have infinite applications for placements (attendance is compulsory if you have applied/ pre-registered for any company).
- ✓ NOTE: Students are responsible for their attendance during any activity.
- ✓ All students are advised to check the company profile and background of each company thoroughly before applying. Kindly make informed decisions BEFORE applying to any company on campus. CRC would NOT be liable for any default from the company's end at any stage later. Once you apply to a company all rules as per student policy will apply.

Rules of Withdrawing an Application

The student may withdraw her/his application from a company on campus, subject to the following rules and regulations:

- ✓ The student can withdraw her/his application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals done after that date.
- ✓ The student may withdraw from any or all companies without any limits, but only before the last date of application to company/ies concerned.
- ✓ Student may also re-apply to a company that She/He had earlier withdrawn from, provided She/He has not exceeded her/his application quota and the application deadline for the company is not over.
- ✓ After the last date of application all rules and regulations (including absenteeism penalty if applicable) mentioned in the section 'SELECTION PROCESS' will be valid.

Selection Process

- ✓ One student is allowed to secure only one job if the gross package is more than 5 lakh per annum. If the gross amount offered is less than or equal to 5 lakh per annum, She/He is eligible to apply for a company whose gross amount is more than 5 lakh per annum. And therefore after one secures a job with gross greater than 5 lakh per annum, one would be automatically deregistered from that day onwards.
- ✓ As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up her/his individual preferences in advance for each placement slot, ranking all the companies She/He has applied to for a particular slot (1

being highest preference and so on). The preferences are editable till a day prior to the interview slot by 16:00 hours or as notified. These preferences shall be used in case the student gets selected in more than one company on the same placement day.

- ✓ In case a student gets selected in 2 or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed (1 being higher than 2 and so on).
- ✓ In case a student does not fill the preference order for a placement day, then the allotment will be done by the CRC and it will be binding.
- ✓ In any case, once selected, She/He will NOT be allowed to continue to appear for the placement process of the other companies in subsequent slots.
- ✓ It is therefore advised that one MUST register one's preference for each slot.
- ✓ In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- ✓ In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day and the company of that day.

Acceptance of Offers

- ✓ Selected students should report to the CRC Office within 24 hours of acceptance. In case the offer is not accepted within 24 hours, the same would get communicated to the company by the CRC. Whether one accepts or does not, one would not be allowed to participate in any further processes. It is advised that the students accept the offer immediately and inform the CRC.
- ✓ Students are advised not to sign offer letters under any company's pressure before accepting it on the placement portal. Any cases of pressure from companies may be reported to CRC authorities.

Off-Campus Application Rule

Students found promoting or applying to companies identified as 'non-on-campus' by CRC at any point of time during the year, would be debarred from all CRC processes and will face strict disciplinary action. The list of such companies, if any, will be available in the CRC Office.

Pre Placement Offers policy

- ✓ All Pre-Placement Offers (PPO) by any organization, extended to any student, have to be immediately reported to the CRC Office by the student. This also includes offers extended by organizations that are not participating or are not likely to participate in the 2019-20 campus placements.

- ✓ All pre placement offers extended to any student have to be routed through the placement unit. If one likes the offer, one is advised to accept the offer. Such students who accept the PPO would, however, be deregistered from the on-campus placement process.
- ✓ All organizations contacted will also be informed about the PPO policy of the institute.
- ✓ Any form of intimation from an organization about the possibility of a PPO being granted in future should be informed to the CRC Office without waiting for the formal offer letter/email. The CRC Office will take up the matter with the organization further and the student will be allowed to appear for on campus placement activities as per normal policy until a decision regarding the grant of a PPO is made by the organization.
- ✓ In case the candidate neither accepts nor rejects the PPO within one week of the release of PPO, She/He would be deemed to have accepted the PPO and She/He would be deregistered from further placement processes.
- ✓ In case a company gives a deadline for deciding on the PPO status; that will be taken as the date for communicating the decision both to the company and CRC.
- ✓ For all other cases, the student would need to communicate her/his decision within a week of release of PPO else she/he would be deemed to have accepted the PPO and She/He would be deregistered from further placement processes.
- ✓ Students accepting or rejecting a PPO will have to immediately notify the CRC Office of the same with a copy of their communication with the organization.

Post Selection/ Joining Policy

- ✓ In case the candidate after accepting the offer is not willing to join the company to pursue higher studies or for any other reason, She/He should inform the company and CRC simultaneously before 15th April 2020 or as soon as possible.
- ✓ In all other cases if the candidate does not inform about the above, She/He will be liable for any further consequences, including referral to the institute for disciplinary actions.

Student Conduct and Disciplinary Policy

- ✓ Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- ✓ No discussion with the recruiters regarding selection process should be done.
- ✓ If there are any behavioral problems from the recruiter's side that students face, then students must inform the CRC Office immediately without taking any action from the end.
- ✓ If there are any behavioral problems reported against any student, appropriate disciplinary action will be initiated.

Absenteeism rules and policy

- ✓ If any student falls below 80% attendance in pre-placement talks / presentations / workshops, She/He will not be allowed to have infinite applications (attendance is

compulsory if you have applied/ pre-registered for any company). A fine of Rs. 1000 would be imposed on students who are absent in preregistered placement events without a formal application.

- ✓ For absenteeism in any test, interview or any short listing / selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:
 - Absence of first time – Fine of Rs. 1000
 - Absence of second time - Fine of Rs. 2000
 - Absence of third time – Debarred from on-campus placement forever
- ✓ Students are responsible for their attendance during any activity.
- ✓ In case of emergency submit an application within working hours (9:30AM – 5:30PM) before the activity. Students need to submit the application in the CRC office themselves. They can also drop an e-mail on crc@gbu.ac.in at least 3 hours prior to the start of the activity. Relevant proof needs to be attached with the application for missing the event which includes
 - I. Medical certificate for medical reasons
 - II. If the class is scheduled at the activity time (if any) screenshot of Class showing that you are a part of that course.
 - III. Other relevant proofs as per the reason.
- ✓ Please note: This application will not be counted as student's attendance for the event. Attendance is counted ONLY when a student is physically present.
- ✓ If for whatever reasons the student remains absent from any stage/round of selection process, She/He would be immediately de-registered from CRC and would not be allowed to take part in the further placement processes till She/He gets herself/himself re-registered as described above.
- ✓ Re-registration can take upto half a working day after receipt of the stamped payment voucher from the bank, and a copy signed by the finance department.

Attendance

- ✓ Students appearing for any tests/GD/presentation should be present at least 10 minutes prior to the start of process. Any entry to the gate 5 minutes post the scheduled time would not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after this time limit would make the student liable for the absenteeism penalty.
- ✓ No cell phones are allowed in a test or any short listing / selection process. The process holds the same sanctity as any of the GBU minor/major exams and the candidate will be debarred from further CRC processes if found violating it.
- ✓ Impersonation in tests or any kind of malpractice is a serious offence.
- ✓ Seating in tests will be pre-defined by CRC, any violation will be considered as malpractice and the student is liable to be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
- ✓ Name of the Company visiting GBU for a Campus Placement Drive will be shared with the students in time. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and GBU, companies would notify CRC whenever they receive an off-campus application from any GBU

students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.

- ✓ Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill it at any place, students should fill the contact details of CRC office unless explicitly allowed by CRC office.
- ✓ Students are NOT allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through the CRC Office or have not been shortlisted in without prior permission.
- ✓ Students must refrain from contacting personnel of such companies when they are on-campus.
- ✓ Violation of this will attract deregistration and suitable disciplinary action.

General Advice

- ✓ Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- ✓ The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the CRC Office.
- ✓ Be seated 10 minutes prior to the start of any activity to avoid delays.
- ✓ Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- ✓ At the time of appearing for interviews, students MUST carry copies of their resume only as was submitted to that company online & NO other resume.
- ✓ Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.
- ✓ Please be aware that some companies may use the attendance of candidates to their pre-placement events for short listing purposes if they so wish.
- ✓ All students are informed that any student aiding the companies identified as 'non on-campus' or contacting them for internship or placement will be liable for strict disciplinary action as per institute norms.
- ✓ No mobile phones are allowed in the test / interview area. Kindly refrain from carrying one into such venues.
- ✓ CRC is not liable for any visa related issues.
- ✓ Dress Code*: Semi-Formals Dress Code to be followed in normal working days and during placement activities are given below:
 - Normal Working days (PPTs & Written Test):
 - Shirt with Collar (Preferably White)
 - Formal Trousers (full pant) for Boys
 - Any formal attire (Indian) / Trousers (full pant) for Girls
 - Hair combed and well kept
 - Polished Shoes
 - **NOTE: Sandals, Flip flops (Bathroom/Rubber), Crocs etc NOT permitted.**