



Creating futures,
Changing lives

Indus International University

Date: 28.10.2013

PLACEMENT RULES AND REGULATIONS

ELIGIBILITY CRITERIA & PLACEMENT REGISTRATION

1. Campus placement is a facility provided for the students. Registration is compulsory for all interested students for placements through IIU.
2. All such students who expect to graduate are to register in the penultimate year of their course, for campus placements with this office. Placement Registration is for ONE/TWO ACADEMIC YEARS ONLY.
3. All students who wish to take part in the University campus placements should attend all the soft skills, technical skills, workshops, guest lectures and seminars organized either by the department or the placement cell, failing which registration will get cancelled.
4. **Backlogs:** Students having backlogs are advised not to register for placement. Such students are advised to improve and register after clearing the backlog examinations.
5. Registration fee will be Rs.200/- per student. Students who are not interested in placement are requested not to register for placements. The registration fee will not be returned under any circumstances.
6. **Re-registration:** Students who have lost the job for genuine reasons will be allowed to re-register on a case to case basis. Only students who have a course extension or other genuine reasons will be allowed to re-register.
7. **Students who have graduated in last academic year, but have not secured the placement due to various genuine reasons, may be permitted to re-register with the approval of the concerned authorities.**
8. Any queries regarding procedure / rules etc. may be addressed to the Placement Office through the respective Department Training Placement Officer (DTPO) / Class Representatives only.

RESUME

1. Information regarding company visits will be informed through e-mail/ notice board/ website. Students are advised to check timely announcements, go through the company website and apply *only if* interested.
2. Students are expected to follow the institute resume template available in the placement website for preparing the resumes.
3. The details of the resume have to be genuine and any student found violating this, will not be permitted to apply for placements for the rest of the academic year.
4. Depending on the profile/requirements laid by the respective company a detailed resume should be prepared in an attractive manner and submitted within the deadline. Late submission may not be considered for the test/interview.

PRE-PLACEMENT INTERACTION (PPI)

1. Those who have submitted the resume and attended the PPI session are eligible to appear in the selection process of that company. The PPI attendance is compulsory.
2. There shall be no question about the pay package offered by the company. Students shall not question the policy of the company. It will be part of your research or will be provided in advance.
3. The Student/Company should inform Placement Office if they have got/ offered PPO/PPOs. If the student does not declare his getting the PPO to Placement Office, it shall attract retribution.
4. The Placement Office may cut off the name of the student who has got the Pre-Placement Offers (PPO) from placements. Hence, students who have a pre-placement offer will not be allowed to sit in the further placement drive. However, permission may be granted on the merit of the case.
5. The Companies should also inform the Placement Office when the student has conveyed his/her acceptance of the PPO. Such students may not be allowed to sit for further placement process.
6. The interaction with the representatives of the companies should be in a very dignified manner.

DRESS CODE

Students must be formally dressed whenever they participate in any sort of interaction with a company. The coordinator reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory. The dress code shall be applicable for Pre placement talks as well.

Boys – Formal dark pant with light colored full sleeve shirt with blazers (Black), neck tie and formal shoes

Girls – Churidar / Salwar / Shirt-Pant with blazers (Grey) and shoes.

PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements/notices/updated information/ short listed names etc., in the notice boards/email/website. Students are expected to report at the respective venue as per the announcements.
2. Late comers for the Aptitude Test / Group Discussion / Interview may not be allowed to appear for the selection process.

IDENTITY CARD

Students must carry their identity cards whenever they undergo a placement process.

ATTENDANCE AND PUNCTUALITY

1. A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
2. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
3. Unauthorized absence for the test/interview will lead to cancellation of registration.

JOB OFFER

1. Announcement on the notice board will be considered as the final offer. Offers received from companies must be collected as per timings in circular /notice.
2. The students shall not question the company on why he/she is not selected. Selection is in the hands of the company. Any unruly behavior compromising the reputation of the University shall deem the student ineligible for future placements and the student shall face the disciplinary committee.
3. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
4. The students should honor the offer and communicate with the Industry in a pleasing manner.
5. In case offers are received directly by the student from the company, the same must be intimated to the placement office.

MULTIPLE OFFERS

A student is eligible for only one job. If a student receives more than one offer owing to delays in the announcements of results by the recruiters, he/she is bound to accept the job whose results are declared first. If the results are declared on the same day, the student may choose from the offers in hand and inform the placement coordinator within 2 days of the announcement of the results.

JOINING STATUS

Students should notify the company with a copy to the placement office in case they are not joining the company with reasons. For all matters not covered by the above regulations, the placement coordinators will use their discretion to take appropriate decisions.

**** Students are requested to go through the placement notice board University website visit their ERP account and check emails everyday to get updated information of the placement activities.**

We wish you all the very best in your endeavors.