

# Institute Placement Policy

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**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  
JLN Marg, Jaipur – 302017 (Rajasthan, INDIA)

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# INSTITUTE PLACEMENT POLICY

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## 1.0 DEFINITIONS

This policy document details the organization and management of placements and training opportunities provided to the students enrolled in various academic programs at MNIT Jaipur. For the purpose of this document following terms (indicated in UPPER case) shall have following meanings, unless stated otherwise:

<b>BRANCH</b>	The branch of UG program in which the student is enrolled. (For example, Architecture, Chemical Engineering, Mechanical Engineering, etc.)
<b>CENTRE</b>	Centre of the Institute and offering the program in which the student is enrolled
<b>COMPANY</b>	The organization offering placement or internship opportunity to the students
<b>COMPANY REGISTRATION</b>	Registration by the students for expressing interest in participating for the selection process by a visiting company
<b>DEPARTMENT</b>	Academic unit of the institute offering any UG/PG program
<b>INSTITUTE</b>	Malaviya National Institute of Technology Jaipur (MNIT Jaipur)
<b>INTERNSHIP</b>	Temporary short-term industrial assignments or engagements
<b>JOB NOTIFICATION FORM (JNF)</b>	The form to be filled by the company offering placement/internship opportunity
<b>OFF-CAMPUS PLACEMENT</b>	Job offer to a student from a company other than On-campus placement
<b>ON-CAMPUS PLACEMENT</b>	Job offer to a student from a company visiting the institute
<b>PLACEMENT DRIVE</b>	Process of selection of students by a company through the Placement & Training cell

<b>PRE-PLACEMENT OFFER</b>	Job offer to the student during or on completion of internship
<b>PROGRAM</b>	The academic program offered by the institute in which the student is enrolled
<b>PLACEMENT &amp; TRAINING CELL</b>	The Placement & Training Cell of the institute
<b>SPECIALIZATION</b>	The stream of PG program in which the student is enrolled. (For example, Chemistry, Environmental Engineering, Finance, Marketing, Thermal Engineering, Urban Planning, VLSI etc.)
<b>STUDENT</b>	A full-time student enrolled in any program offered by the institute
<b>REGISTERED STUDENT</b>	A full-time student enrolled in any program offered by the institute and registered with the Placement & Training cell for placement/ internship assistance
<b>CODE OF CONDUCT</b>	Code governing behavior of student for the purpose of this policy
<b>STUDENT PLACEMENT COORDINATOR (SPC)</b>	Registered student working on behalf of their respective batch to coordinate placement and internship activities at the Placement & Training cell
<b>UNPROFESSIONAL CONDUCT</b>	Student behavior in deviation from the set code of conduct as prescribed in this policy

## 2.0 PURPOSE OF THE PLACEMENT POLICY

The purpose of this policy is to ensure that placements and internships of registered students of MNIT Jaipur are guided by fair and consistent principles and sound administration so that there is a positive experience and outcome for all stakeholders.

### 2.1 Aim of the Placement Policy

In order to achieve the purpose, this institute placement policy aims to:

- set a clear and transparent framework for the processes related to placements and internships of the students of the institute;
- set out role and responsibility of the students participating in the placement and internship process;
- achieve placement of maximum number of registered students;

- ensure high quality placements in terms of amount of packages and goodwill/brand of the recruiters visiting the institute.

### 3.0 SCOPE OF THE PLACEMENT POLICY

This policy applies to all students of the institute registered with Placement & Training cell for placement and/or internship. In this context this policy encompasses:

- student registration for placement/internship assistance;
- processes related to providing assistance for placement/internships;
- processes related to facilitation of interaction between students and companies in context of placement and/ or internship

This policy does not apply to:

- internships/ project/ industrial engagements outside the approved curriculum of the program;
- off-campus placement and internship

### 4.0 ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the Placement & Training cell of the institute and the students seeking placement and internship assistance from the Placement & Training cell. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture at the institute.

#### 4.1 Roles and responsibilities of Placement & Training cell

The Placement & Training cell shall be responsible for:

- ensuring that appropriate procedures are in place to support this policy;
- contacting and inviting companies for placement and internship;
- liaising with institute's academic departments, centers and various administrative units to ensure implementation of this policy;
- maintaining a contact list of nominated members from faculty/staff and students involved with the placement and internship matters;
- ensuring proper communication between various parties involved in student placement and internship activities;
- having regular reviews of adherence to the institute placement policy and to ensure it is documented and periodically updated as per requirements

#### 4.2 Roles and responsibilities of students

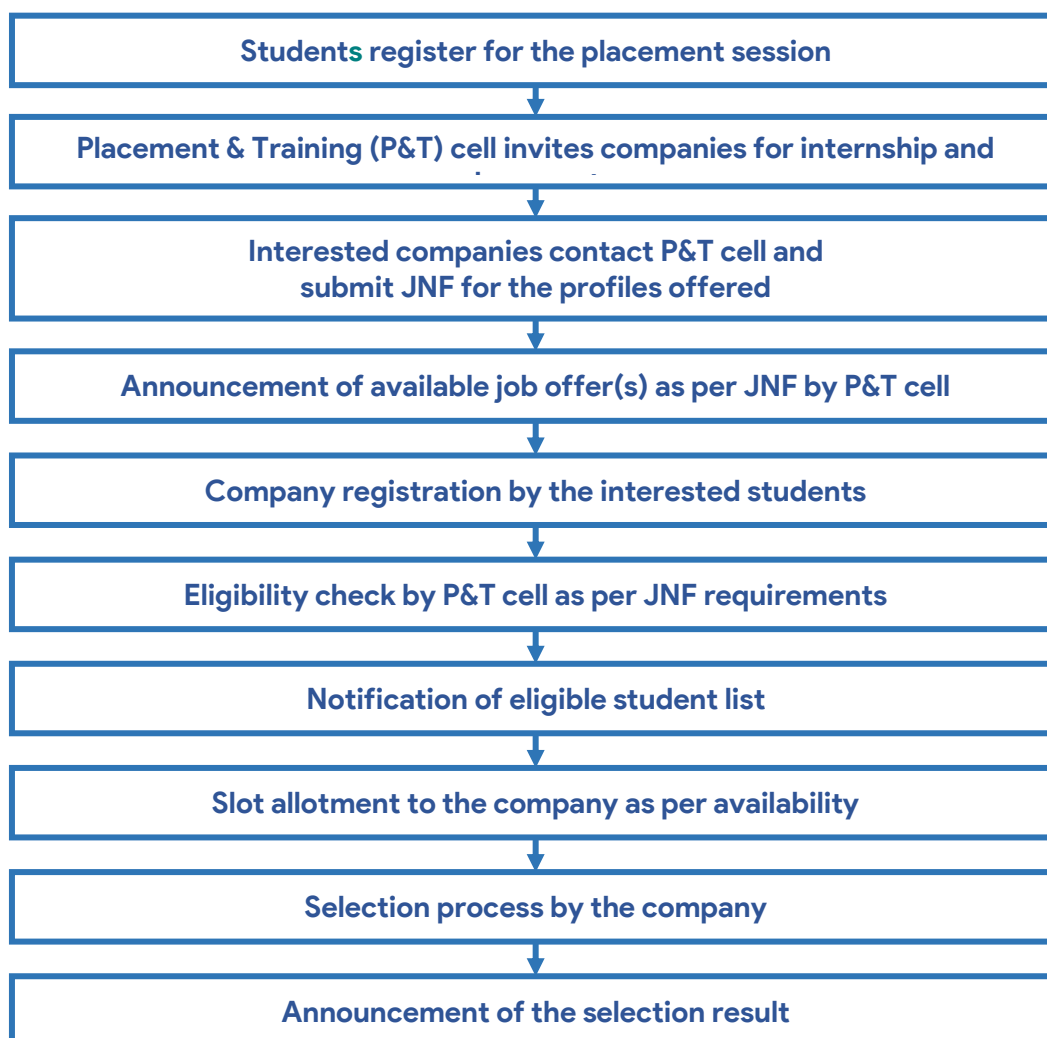
The student shall be responsible for:

- understanding and adhering to the institute placement policy;
- providing all necessary and relevant information to the Placement & Training cell as and when required and in a time bound manner;
- keep their conduct to the highest level possible of the professional standards and not detrimental to the goodwill of the Placement & Training cell, institute and/or the company;

- attending mandatory sessions as declared by the Placement & Training cell regarding skill enhancement/ briefing related to placement and internship;
- attending mandatory session as declared by the company offering placement and internship

## 5.0 PLACEMENT PROCESS

The placement process for the session shall begin in the month of April/May every year. The process flow for the typical placement/internship shall be as under:



### 5.1 Student Registration

All students who are eligible to participate in the placement session and wish to avail assistance of the Placement & Training cell in securing placement or internship are required to register themselves with the Placement & Training cell as per notified schedule. It is mandatory to register with the Placement & Training cell if any student wishes to participate in the placement/internship process. This registration with the Placement & Training cell is not mandatory for every student and has to be done only if a student wishes to avail placement/internship assistance. However, in case a student opts not to register

himself/herself with the Placement & Training cell at the beginning of the session, he/she shall not normally be allowed to participate in the on-campus placement and internship drives.

All candidates need to provide their contact and academic information to the Placement & Training cell for the master resume as per prescribed format. Inability to provide required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus placement/internship assistance.

The Placement & Training cell may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the placement process. In addition this may also invite disciplinary action against the student.

### **5.1.1 Eligibility criteria for students to enroll for the placement**

All full time students of the Institute who fulfil the following criteria are eligible to seek placement assistance by registering with the Placement & Training cell, if he/she:

- is expected to complete all requirements for the award of the enrolled program in the current session;
- has not been debarred from participating in the campus placement process by any competent authority of the institute.

In addition to the above-mentioned criteria, sponsored candidates registered in any program of the institute shall produce a No-Objection certificate from their current employers to this effect, failing which they will not be included in the campus placements.

### **5.2 Invitation to companies for campus placement drives**

The Placement & Training cell is committed to provide support to the students of the institute for placement and internships. It will make all endeavors to invite and host, as many companies to the institute, for placement/internship as possible. In order to achieve this, a list of companies who have visited the institute in past for their recruitment drives shall be maintained at the Placement & Training cell. This list of companies as potential recruiters shall be constantly updated as and when possible.

The Placement & Training cell shall start inviting companies for placement and internship drives from the beginning of the placement session. This communication shall accompany a brief profile of the institute and a job notification form (JNF). A copy of JNF can [be downloaded from here](#).

Any company interested in campus recruitment from the institute should express its interest by email and providing a filled-in JNF in the prescribed format detailing the profile of the jobs being offered, remuneration packages and eligibility requirements for the students. The JNF serves as an introduction of the job profile for the benefit of the candidates and also informs them of the company's requirements.

A company can submit multiple JNFs for different positions that they wish to offer. The JNF can be submitted to the Placement & Training cell by email at [placements@mnit.ac.in](mailto:placements@mnit.ac.in). Reduction in package, reduction in eligible branches etc. from those submitted in the JNF shall not be entertained. In case of any deviations from the JNF at any stage of the placement drive, the same is to be brought to the notice of the Placement & Training cell. Any changes in the

information provided in the JNF will be allowed only after being agreed upon by the Placement & Training cell.

The company will be offered slots/ dates for carrying out placement process comprising of, but not limited to, Pre-Placement Talk (PPT)/ Written Test/ Online Test/ Group Discussion/ Personal Interview. The company shall confirm the selection process before a pre-specified date and the slot/date shall be allotted to the company after confirmation. In case, if the company fails to do so, the allotted slot may be offered to other companies on their request. Request for any change in the slot can be entertained subject to its availability.

The company can ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process. However the shortlisting criteria shall be notified in advance.

### **5.3 Announcement of JNF & Online company registration**

Once the Placement & Training cell has received the JNF(s) from the interested company, the same will be announced using suitable medium. Students are advised to go through the details of the company/ job profiles/ packages/ eligibility criteria. Students interested in participating in response to the announcement made by Placement & Training cell for the placement/ internship drive by a particular company will be required to register for the same in the stipulated time period (This registration is in addition to the student registration made by the students before the placement season and will be required to be done for each visiting company). Students who have not registered for the placement drive for a company, shall not normally be considered at a later stage for that company.

Any student who willingly withdraws/ does not participate in the selection process after registering for it, without any valid reason, will be issued a warning on first such instance. However, if such instance is repeated, the student will be debarred from participating in the placement process till achievement of 70% placements in his/her branch.

### **5.4 Eligibility check and notification of student list**

At the end of registration deadline for the respective placement/internship drives, the Placement & Training cell will carry out scrutiny as per the eligibility requirements mentioned by the company in the JNF received and Placement & Training cell records. A list of eligible students for the respective placement drive will be notified to the students using suitable medium. This list of eligible students for the respective placement drive/ job profiles shall also be shared with the company.

### **5.5 Slot allotment to the company as per available schedule**

All companies, on expression of interest and submission of JNFs, will be allotted available slots/ dates for carrying out respective placement drive as per the institute policy. The preference for allotment of slots/ dates to the companies will be on the basis of a matrix comprising of:

1. Package offered;
2. No of branches covered;
3. Number of selections done in the previous year(s), if any;
4. Participation in placements in previous year(s), if any



Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the Placement & Training cell.

### **5.6 Selection process by the company**

The company can decide to choose a selection process as per their discretion, which may include any mix of pre-placement talk (PPT) written test (technical/ aptitude), group discussion, technical interview(s) and HR interview(s). The Placement & Training cell expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

Placement & Training cell will provide necessary infrastructure and assistance required to the companies in their selection process related to informing students, arranging for test material/centers, etc. Though Placement & Training cell may provide assistance in conduct of test (subject to availability of volunteers), companies are highly encouraged to send their own representatives to conduct and proctor these tests.

The companies shall normally be required to provide the short-list of students for interviews (based on student profiles and/or test performances) to the Placement & Training cell at least 01 hour prior to start of interviews. The Placement & Training cell will inform the short-listed students about the interview schedule once it is finalized.

### **5.7 Announcement of the selection result**

Final selection of the students for the placement shall be made only from the interviewed candidates. It should be noted that the selected candidates must have participated in all rounds of the selection process.

It is expected that the company will provide a list of finally selected students to the Placement & Training cell at the end of the day/ slot itself. In case further rounds of interviews are required to be held, the same should be communicated to the Placement & Training cell along with the list of short-listed candidates (such information should also be provided in the initial JNF submitted). The list of selected/short-listed students should be duly signed by the responsible authority or can be sent to [placements@mnit.ac.in](mailto:placements@mnit.ac.in) from an official/ company email ID.

No 'on-the-spot' offers should be made directly to the students, neither should students be given any indication of the selection during or immediately after the selection process. The companies are expected to hand-over the list of selected candidates only to the authorized individuals of the Placement & Training cell for further processing.

In case, a candidate receives multiple offers due to overlap of placement drives/slots, he/she will have to choose one offer and the final decision of the student will be communicated by the Placement & Training cell to the company within 24 hours. The Placement & Training cell strongly recommends that, in addition to the list of final selection, the participating companies also prepare a waiting list of the students. In case a student opts not to accept the offer, the students next in the waiting list may be confirmed, as per their merit. This waiting list will not be disclosed to the students (by Placement & Training cell or by the company) and will be released as per student basis, if required.

Once the offers are finalized, the company is required to send the offer letters to the Placement & Training cell. The Placement & Training cell will disseminate the offer letters to the selected

students. The selected students will be required to accept the offer by signing the offer letter/acceptance letter in required format (if provided) and submit the same to the Placement & Training cell, which will forward it to the concerned company.

Companies and students are expected to be in communication with each other ONLY through authorized officials/ individuals from the Placement & Training cell and avoid direct contact during the placement drive except during the selection process. In case such a situation arises, please bring the incident to the notice of the authorized officials at the Placement & Training cell immediately.

The institute follows 'One Student-One Job' policy. Once a student is offered a job, he/she is not allowed to further participate in the placement process. The participating companies are thus expected to honour their commitments in this regard relating to packages, profile, location and other such information as informed in the JNF. Any downgrade from the stated information in JNF is strongly discouraged and will be dealt on a case-to-case basis by the Placement & Training cell.

## **6.0 PRE-PLACEMENT OFFERS**

Pre-Placement Offers (PPOs) are to be routed ONLY through the Placement & Training cell. Any student receiving a PPO is required to report it immediately to the Placement & Training cell. All students who have already received a PPO and accepted it would also be required to report the same to the Placement & Training cell. Such students, who have already received and accepted a PPO shall not be allowed to further participate in the placement process, except for 'Dream Company' option. This applies to the offers by companies that are not participating/ unlikely to participate in the placement process.

A student who receives a PPO and does not inform the Placement & Training cell on the same may be debarred from further participating in the placement process and the company notified of the same.

## **7.0 OFF-CAMPUS PLACEMENT OFFERS**

The students who have not registered for placement assistance from the institute can seek off-campus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the Placement & Training cell, so that the company can be officially invited to the campus.

Any off-campus placement offer to a student must be informed to the Placement & Training cell by the student immediately.

## **8.0 DREAM-COMPANY OPTION**

Institute follows 'One Student-One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process.

However, a student who has been selected by a company on a CTC (package) 'X', may be allowed to participate in selection process of one additional company offering a CTC package not less than '1.5 X'.

A student may get one such additional chance after receiving a job offer. If the student gets job offer from the Dream-Company also, the student will have to leave the previous offer. In case the student is unsuccessful in securing the job offer with the 'Dream-Company'. The student may get another chance for exercising Dream-Company option after 80% of registered students of his/her batch/branch have secured a job offer. Any deviation from this policy under extraordinary circumstances will be dealt on case to case basis.

### 8.1 Limitations on Dream-Company option

The 'Dream Company' option is available to all UG and PG students, subject to following limitations:

- the first job offer received by the student is less than Rs. 10 lakhs per annum;
- the option will be open for students of a branch/stream only when 60% placements for that branch/stream is achieved

## 9.0 INTERSHIPS

Internships are integral part of professional education and present budding professionals, with much needed exposure to real-world practice of concepts that they study within the portals of the institute.

The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs. Students enrolled in various branches of B. Tech. are normally expected to do such internships for a period of 45-60 days after their 3<sup>rd</sup> year of program. Institute also permits students (both B. Tech./ M. Tech.) to undergo 6-month internship (extendable up to one year subject to grant of specific permission by the Institute) during 7<sup>th</sup> Semester of B. Tech./ 3<sup>rd</sup> Semester of M. Tech. for which specific eligibility conditions are to be met by the students.

MBA students are expected to undergo a summer internship of 06-08 weeks at the end of their second semester.

Placement & Training cell shall also invite companies to provide internship to students. The process of selecting candidates shall be the same as followed for selecting the students for placements.

The policy applicable to the students for placements will also be applicable for the students seeking internship assistance.

## 10.0 CODE OF CONDUCT

All students should conform that their behavior is fitting of highest levels of professional conduct, ensuring that all of their acts:

- i. are of high ethical standards;
- ii. are not in deviation from the standards/ code of conduct adopted by the profession;
- iii. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- iv. are not in deviation from the code of conduct as adopted by the institute;
- v. are not detrimental to the reputation of the institute/ Placement & Training cell/ Company;
- vi. do not negatively influence chances of selection of another student

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring of the student from participation in the placement process.

## 11.0 GENERAL GUIDELINES

- All full time registered final year students of MNIT Jaipur are eligible to participate in the placements process through the Placement & Training cell.
- All students eligible for on-campus placements have to register themselves with the Placement & Training cell.
- All applications to the companies are to be made through the Placement & Training cell ONLY. If a student does not apply through the Placement & Training for a particular company, he/she will not be allowed to participate in the selection process of that company.
- All students are advised to check the company profile and background thoroughly before applying. Placement & Training cell will NOT and shall not be liable for any default at/on the company's end at any stage later.
- Once registration for a company is done all rules as per student policy will apply.
- Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of placement process by the company. There can be no withdrawal after this limit.
- 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/extreme situations.
- No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Placement & Training cell immediately. Students shall NOT take action at their end.
- If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.

- Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring of the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.
- Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as a misconduct and will be dealt with as such.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation as also leading to disciplinary proceedings.
- Impersonation in tests/selection process or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by Placement & Training cell/ company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Placement & Training cell, refer to the Placement & Training cell webpage on the Institute website for details or contact the Placement & Training cell in case of discrepancy before proceeding.
- Students must carry their Institute ID-cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID-card.
- Students should strictly follow the prescribed dress code while participating in the placement process.
- The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.
- Placement & Training cell shall not be liable for any visa related issues.