



# College of Pharmacy, Dehradun, Dehradun

Career Development Centre	Career Services Policy
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## “GUIDELINES FOR ENROLMENT INTO CAREER SERVICES”

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## **SECTION 1**

### **1.1 Introduction**

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The institute visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, these comprehensive guidelines have been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Career Services of the College will be available only to a student in accordance with the career services option the student wants to avail and commits to abide by the requirements thereof.

As per current recruitment trends, the recruitment activity starts early depending on the program. Hence, the students are required to gear up for being a part of placement related activities immediately at an early stage of their program.

### **1.2 Aim of the policy**

- i. To apprise students regarding the rules and regulations for Enrolment into the Career Services and subsequent processes.
- ii. To regulate procedures regarding taking part in placement processes and offers arising out of the same.
- iii. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the institute.
- iv. To lay down provisions, procedure and process for accepting Job/Internship Offers.
- v. To lay down guidelines for joining of students and related rules in terms of penalization and benefits.
- vi. To lay down the engagement criteria for training, workshops and learning programmes.

### **1.3 Applicability**

These guidelines shall be effective for all diploma, under-graduate and post-graduate programmes

offered by College of Pharmacy, Dehradun shall be equally applicable to any program added to the portfolio of the institution in upcoming academic year.

#### **1.4 Abbreviations:**

- AMCAT – Aspiring Minds’ Computer Adaptive Test
- CGPA – Cumulative Grade Point Average
- CTC – Cost-to-Company
- CV – Curriculum Vitae
- CDC- Career Development Centre
- ERP- Enterprise Resource Planning
- FTE – Full Time Employment
- GD – Group Discussion
- Institute- College of Pharmacy, Dehradun
- JD – Job Description
- LPA – Lacs per annum
- MOOC – Massive Open Online Course
- OJT – On-Job Training
- PEC –Professional Enhancement Cell
- PEP – Professional Enhancement Program
- PID – Placement ID
- PPO – Pre-Placement Offer
- PWD – Persons with Disability
- RMS – Relationship Management System
- SCI – Spinal Cord Injury
- SOP – Standard Operating Procedure
- TPC – Training and Placement Coordinator

#### **1.5 Definitions:**

- *Campus Drive / Recruitment Drive / Recruitment process:* is the selection process followed by a

company (employer) to finally select the suitable set of the student(s) for a job or internship vacancy available with the company. Campus Recruitment drives can be further be classified as Placement Drives, Internship Drives, Live Project Drives, etc.

- *Drive Notice*: is the detailed job description (JD) of the placement / internship opportunity as received from the employer and being circulated among the students that helps the students make an informed decision to participate in that campus recruitment drive.
- *Opportunity Start Date*: is the date w.e.f. the student shall be allowed to participate in the campus recruitment drives subject to meeting the eligibility criteria prescribed by the respective employer. This date is determined on the basis of how early or late does a student enrolls into Career Services.
- *Job Offer/Placement Offer*: means final selection of a student in a company for a full-time job through a placement drive.
- *Internship Offer*: means final selection of a student in a company for a full-time internship through an internship drive.
- *Pre-placement Offer (PPO)*: is a job offer made to the student as a follow up or during an internship/training/project etc. done by the student with a company.
- *Live Project Offer*: means final selection of a student in a company for a short-term project work on company-defined problem statement through a live project drive.
- *Independent Offer*: is a job/internship offer secured by a student using independent efforts without involvement/facilitation of the institute.
- *Internship*: can be defined as the period of training a student spent in an organization to gain experience or to fulfil the curriculum requirement. Internship is a fixed term engagement of student with an organization and is temporary position. Pursuing internship is not considered job placement until the student is converted into the full-time employment (FTE) depending upon the performance of the student during the internship period and company's manpower requirement at that time. Student gets an internship offer letter in such case.
- *On Job Training (OJT)*: can be defined as the training program used by an organization to improve the skills and performance of the prospective employees for doing a specific type of job as per the company's requirement. This type of training is also well paid and it is converted into full time job after the completion of the degree of the student. Thus, pursuing OJT is considered as job placement. Student gets an employment/job offer letter in this case.

- *Professional Enhancement Programme (PEP)*: is the specially curated course plan of preparatory activities (beyond the regular curriculum of the student) incorporating additional inputs, industry benchmarked third-party assessments, practice platforms, mock drives, etc. around Soft Skills, Verbal Ability, Logical Reasoning, Quantitative Aptitude and Domain-specific (technical) inputs, training sessions through industry experts, provided to students opting for Job Placement support and industry validated projects.
- *PEP Fee*: is a subsidized amount of Fee charged from students against various Preparatory activities (PEP) scheduled for students registered for Career Services – Job Placement support.
- *Drive Defaulter*: is a student who did not adhere to the general guidelines w.r.t registration and/or participation in campus recruitment drives. E.g. Reporting for drive later than prescribed reporting time announced on ERP or via official channels or not adhering to prescribed dress code, Not attending the drive after having final status as “Registered” for the drive, Not attending any of the drive rounds for which student is shortlisted, Leaving/Withdrawal from a drive after Pre-Placement Talk given by the company, or an act of misconduct by the student, etc.
- *Placement Reinstatement Fee*: is the monetary penalty imposed on a student identified as a drive defaulter.
- *Debarment*: means not allowing the student to appear in upcoming campus recruitment drives and PEP activities arranged by the institute. Debarment can be temporary (for a specific period of time) or permanent.
- *Exit from Career Services*: means that the student is no longer interested in availing the Career Services (or placement/internship support) from the institute. This must have the consent of the parents.
- *Offer Rejection*: means a situation when the student does not want to join the respective company from which he/she has secured a placement/internship/live project offer through campus recruitment drive.
- *Academic Benefit*: means the provision extended to students by the institute to improve their grades in one or more courses in reference to securing a placement / internship offer or clearing competitive exams etc.

## SECTION 2

### 2.1 Eligibility and Debarment

**2.1.1 Enrolment:** All the students expected to graduate in respective batch year for which the Career Services Registration is open, are eligible to register for Career Services by paying applicable Preparatory Sessions Fee (PEP Fee) (Non-Refundable) as communicated through ERP for respective graduating batch year.

**2.1.2 Temporary Debarment:** For students registered for career services and later having less than the 5 CGPA as mentioned above or more than 4 standing arrears (reappears and backlogs), will be temporarily debarred from career services until they again secure above 5 CGPA and reduce no. of standing arrears to 4 or less. Temporary Debarment status will be updated generally at following instances:

- i. During Mid-Term Exams.
- ii. After End-Term Exam Results
- iii. After Summer Term Results

PEP Activities may not be scheduled for Temporary Debarred students.

**2.1.3 Permanent Debarment:** Student may be permanently debarred from career services in light of certain decisions or disciplinary actions or exit from career services. A student once permanently debarred from Career Services at any point of time cannot later become part of the placement process at any given stage and the PEP fee paid/due would be non-refundable/non-reversible/non-adjustable against any other fee head.

### 2.2 Registration Process

Student may follow the following pathway for Career Services Registration:

- *ERP Navigation > Career Services > Career Services Registration or via official channels shared via email by CDC team*

#### 2.2.1 Steps to Register for Career Services

The registration process includes the following steps:



First, the student is asked for his/her consent & chooses a preferred pathway option(s) for enrolling into Career Services support from institute. Then the student is required to pay the applicable PEP Fee (online through this registration interface itself), if any. The student shall then review/update his/her placement portal profile and complete the registration process.

The step-by-step details of registration process are mentioned below:

- i. Select Expected Course Completion Year.
- ii. Read these Guidelines for enrolment into Career Services.
- iii. Select a Primary (mandatory) and a Secondary (optional) Career Services option of your interest to register:
  - a. Register for *Job Placements*
  - b. Register for *Government Jobs Preparedness*
  - c. Register for *Higher Studies Preparedness*
  - d. Register for *Entrepreneurship Preparedness*
  - e. Register for *Research Preparedness*

Selecting a Secondary Pathway is **optional**.

- iv. Choosing a Career Services pathway option will show some sub-options. For e.g.
  - a. Choosing “**Job Placements**” will require the student to select the appropriate program/discipline with which he/she is going to graduate in selected year.
  - b. Similarly, choosing “**Higher Studies**” will require to further select the options of exams like in India (GRE/GMAT/GATE etc.) or abroad (IELTS/TOEFL etc.) for which the students seek support in preparation for higher studies.
  - c. While, some of the other pathway options may not present further multiple sub-options.
- v. Student shall make “Online Payment” of applicable PEP Fee as per Career Services Pathway(s) and program/sub-option(s) selected above and complete the Career Services Registration.
  - a. If a student has also selected a Secondary Pathway, then the student shall be required to pay the PEP fee applicable to Primary Pathway plus the PEP fee applicable to Secondary Pathway.
  - b. Students will have a choice to make “Full” PEP fee payment at this step or “Part” payment of PEP Fee to complete registration process, during the initial phases of registration. Part-payment of PEP fee is in the form of two equal amount instalments. Students making part-payment will be required to pay balance PEP fee within the career

services registration timelines already conveyed through ERP.

- c. Convenience charges shall be applicable for online payments as per the service provider.
- vi. Next, the student will be required to review (and update) his/her Placement Portal Profile credentials available in INSTITUTE record and mark as CORRECT/INCORRECT. Students must carefully verify / fill all details, including:
  - a. Student's Email id and Mobile number
  - b. Parent's E-mail id and Mobile number
  - c. Student's LinkedIn Profile URL
  - d. Details of all previous qualifications (Percentage, Batch Year and Board/INSTITUTE, Study Gap after 10th /12th /Diploma/Graduation etc.). In case any of these qualification details is incorrect, student shall approach Examination Record Cell in person or through email request to CDC, with copies of respective academic certificates for needful correction.
- ii. Student shall Upload his/her current CV. (This CV document may also be update later through *ERP Navigation > Career Services > Placement Portal > Upload CV/Document*)
- iii. Click on SUBMIT button to complete Registration process.
- iv. Upon successful registration, the basic placement profile details of the student are always visible to the students on their Placement Portal Homepage at *ERP Navigation > Career Services > Placement Portal*.
- v. In case the student has marked any of his Profile details as INCORRECT, then his profile shall be indicated as "INCOMPLETE" on his Placement Portal homepage until all credentials are reported as CORRECT by the student.
- vi. **Skill Set details and Job Profile Preference:** After successful registration into Career Services, students will be routed to Skill set interface where they will be required to fill details of the skills that they possess and choose the Job profiles of their interest and skills pertaining to their discipline. The skill set details can be updated, appended or deleted at any given time, through the following interface even after the placement registration is closed:  
*ERP Navigation > Career Services > Placement Portal > Skill Set Polling.*

### **2.2.1 Change Career Services Registration Pathway option**

- Students may request to change their existing Career Services registration option using the following interface:
  - ERP Navigation > Career Services > **Change Career Service Registration Option**
- The interface will display the student details along with the existing Career Services registration option taken by the student and will provide the drop-down lists to select the new Career Services Registration option.
- Student may select the desired new Career Services registration option from the drop-down lists and click on Submit button to submit his/her Career Services Registration Option change request.
- The request is then forwarded to the CDC for review and approval/rejection.
- The status of the change request will be reflected in the same interface as Pending / Approved / Rejected as applicable
- Once, the request is approved by CDC, the existing Career Services registration option of the student will be updated in the Placement Portal profile of the student.
- When a student migrates from one career pathway option(s) to the other then the PEP fee paid/due against previous Career Pathway option(s) shall not be /refunded/waived-off/adjusted against PEP fee applicable against new Career Pathway option(s) as the institute at most of the times have already made payments to external agencies against students enrolled for respective career services.

### **2.3 Registration Timelines**

The general registration timeline has been defined for Enrolment into Career Services that shall be separately announced through ERP. *Delayed Registration* as per the timelines communicated from time to time, would lead to *Opportunity Loss* (or delayed *Opportunity Start Date*) in terms of eligibility to participate in campus recruitment drives for placements / internships / projects etc. as well as 3rd party assessments (if any) to concerned students. PEP activities will be applicable to registered students from the PEP schedule of the institute subsequent to date of completing career services registration by the student.

### **2.4 Student contact details and institute communication**

Students can again update their existing contact details, CV, portfolio, skill set, certifications etc. against Placement Portal profile even after completing registration process, through following interfaces:

- *ERP Navigation > Career Services > Placement Portal > Portal Navigation > Update Details*
- *ERP Navigation > Career Services > Placement Portal > Portal Navigation > Upload CV/Documents*
- *ERP Navigation > Career Services > Placement Portal > Portal Navigation > Skill Set Polling*

*It is further advised that:*

- i. Students must not change their email address and mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student anytime through placement portal) changes shall be avoided as this information is frequently shared with prospective recruiters by institute.
- ii. Keep a decent E-mail ID.
- iii. Students approaching record cell lately or near the deadlines for record correction will themselves be responsible to bear the Opportunity Loss to be imposed on them due to any inherent delays in rectification of academic details by institute.

- iv. Institute shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable for any reason. ERP / Placement portal shall be treated as primary source of communication/information.

### **2.5 Enrolment Fee (PEP Fee):**

A certain subsidized amount of PEP Fee (as displayed on Career Services Registration interface on ERP after selecting Career Services Pathway option(s) for respective graduating batch year) is charged from students against various Preparatory activities to be scheduled for students registered for Career Services.

- i. The PEP fee includes the subsidized costs of various inputs and the tests conducted by the institute along with various 3rd Party Diagnostic and Benchmarking tests like AMCAT, Cocubes etc. (wherever applicable) and other Practice Platforms. Institute may also hire industry experts to conduct workshops and training sessions which generally invite a huge cost.
- ii. It is mandatory for all the students registering for pathways like Job Placements/Higher Studies etc. wherever PEP is applicable, to attend all Preparatory activities (tests, contests, classes, input sessions, guest lectures, workshops, mock drives etc. scheduled for them).
- iii. The PEP fee charged / due against student would be non-refundable / non-recoverable / non-adjustable against any other fee head (even after deregistration/debarment/exit from career services at any stage).
- iv. Later, when a student migrates from one career pathway option(s) to the other then the PEP fee paid/due against previous Career Pathway option(s) shall not be /refunded/waived-off/adjusted against PEP fee applicable against new Career Pathway option(s) as the INSTITUTE at most of the times have already made payments to external agencies against students enrolled for respective career services.
- v. As a special gesture, the institute shall exempt applicable PEP Fee from the specially-abled students (PWD/SCI) and transgender students.

### **2.6 Placement Kit**

The students must maintain a placement kit in prescribed folder containing the following documents and must be available with student from pre-final year/semester itself.

- i. 5 copies of their latest resume (generic template) duly vetted by their Training and Placement

Coordinator.

- ii. 5 passport size photographs with light background (both ears visible).
- iii. All relevant testimonials/certificates in original (and 2 photocopies of each)
- iv. Govt. issued photo-ID proof (original and a photocopy)
- v. A copy of the project report(s)/ trainings/ certifications and reports thereof undertaken by the student during the professional academic program
- vi. Executive Folder to carry all documents
- vii. Notepad, pen, pencil
- viii. Portfolio snapshots (as applicable esp. for Design students)

All above mentioned documents must also be available with student in online mode (in mail or Google drive etc.) at all the times to serve emergency calls, if any.

Most updated CV, portfolio link etc. as applicable must also be uploaded by student in Placement Portal from time to time.

## **2.7 Dress Code**

All students registered for Job Placements must follow a prescribed uniform during recruitment process (and any other corporate interaction/event) unless otherwise stated. Defaulters may not be allowed to participate the corresponding activities/events or may also be imposed a monetary penalty as outlined in Section 2.10 (v) and Section 2.14.

In addition to the prescribed Dress Code, student must adhere to following general guidelines,

- i. All students must wear institute ID card around the neck at all times.
- ii. Neatly cut hair of reasonable size for non-Sikh students. Male students not sporting regular beard are required to come clean-shaven.
- iii. Turban for Sikh students.
- iv. Well-polished Black formal shoes are essential.
- v. Girl students should consider wearing only essential jewellery item(s), if they want to sport any jewellery and only formal footwear. The make-up and cosmetics should be simple, decent and to be kept to bare minimum.
- vi. There are some organizations where having a visible tattoo or body piercing is unacceptable and may eliminate/bar you as a candidate.
- vii. Some companies may also prescribe a dress code (e.g. Sports-wear, etc.) relevant to the job

profile for which the candidates are being addressed. Candidates participating in such processes must adhere to this specific dress code (if any).

## 2.8 Recruitment Processes

The recruitment process (drive) for a company starts with registration of the students for that drive and culminates with final selection. The process may include several intervening stages/rounds like CV/Portfolio Shortlisting, written/online tests, interviews, GDs etc.

Recruitment Process may be classified as one of the types as listed below:

- i. *On Campus Placement Drive:* A placement process where whole process or any round of the process is conducted in institute Campus. It may be possible that some rounds are held outside institute premises
- ii. *Off Campus Placement Drive:* A placement process which is facilitated by institute where the entire selection process is held outside the institute campus
- iii. *On Joint/ Pool Campus Placement Drive:* A placement process organized in institute where students from other institutions also take part. Such placement drives may be declared open to all students irrespective of their registration for placements services but subject to meeting company specific eligibility criteria
- iv. *Off Joint Campus Placement Drive:* A placement process facilitated by institute but organized in some other institution where students of institute are also invited to participate
- v. *Job Fair:* Any fair organized in institute where more than one placement processes are organized same time.
- vi. *Internship / Training Drive:* It is a selection process which leads to generating an Internship offer for student which may or may convert to a placement offer. Depending on nature of program and requirement of prospective recruiter, internship can be:
  - a. 4-6 weeks summer/ winter internship
  - b. 2-3 Months internship
  - c. Full-Term internship
  - d. One-year internship
- vii. *Live Projects:* Live Project will be a short duration hiring by a recruiter to help students to gain hands on / practical exposure to Industrial activities with the objective to acquire Learning or getting certified by Industry Experts.

- a. Duration: can be up to 1 Month.
- b. During Live Project Company may treat the trainee as Support Project Staff only (Not Full Time).
- c. Job Location of Live Project may be inside institute Campus or Outside institute Campus.
- d. Compensation: Live Project may or may not be stipend based.
- e. Live Project may or may not lead to a PPO.
- f. Pre-on boarding processes as done by companies like TCS (Elite Prog.), CTS, Capgemini etc. for already selected students for full time Employees shall not be treated as Live Projects.
- g. Live Project should not to coincide with Summer / Winter Internship. If this be the case, then Live Project shall be considered and floated as Summer / Winter Internship drive only.
- h. Duty Leaves may be awarded to trainees for the period of their engagement into Live Project.
- i. Example Projects: Market Feasibility Analysis for Launching of Product, Acquiring Practical Exposure to Sales / Marketing Portfolio, Technical Project allocated to selected students as a part of or in addition to regular academics by industry, etc.

**Note:** Keeping the Company's convenience in view, sometimes when selection process (complete or specific rounds) takes place in any city/town outside institute premises, the students may be required to travel and attend the same making their own arrangements (at their own expenses) as per reporting schedule communicated by institute/company.

## **2.9 Types of Offers**

- i. *Job offer* means final selection in a company through a placement drive whose result may be declared either during the process orally or by way of a subsequent communication either made directly to student or mediated through institute. The oral communication shall invariably be followed up in writing. Pre-placement offer or a job offer made to a student during institute facilitated internship/training or an on-job training will also be treated as a valid job offer.
- ii. *Pre-placement offer (ppo)* is a job offer made to the student as a follow up or during an internship/training/project etc. Done by the student with a company.

- iii. *Independent offer* is a job offer secured by a student using independent efforts without involvement/facilitation of the institute. A student can avail any number of independent offers through job fairs, walk-in interviews and from any other source which are not initiated by the institute but the student must intimate the institute (cdc via email) about the same so that institute can appropriately respond to any verification/enquiry from the company. The institute shall not verify the credentials of any such student who does not intimate CDC about his/her job offers secured independently and institute can take a strict action over this by communicating with the concerned company official which can result in nullification of the offer as well.
  - a. Student already placed through the institute are advised to avoid availing independent offers.
  - b. Independent offers with immediate joining i.e., joining date before completion of degree must be avoided. Prior consent of the institute must be taken in such cases through CDC. Students will not be entitled for any duty leaves / academic benefits or any other drives against independent offers unless otherwise approved.
- iv. *On job training (OJT)* is a special privilege created to facilitate the students to gain practical exposure and enhance their career prospects if selected by a company at any stage during final Or pre-final semester. The relieving of students under OJT is regulated under the provisions of separate OJT / internship policy of institute. The student selected for OJT is considered placed with respective recruiter and hence is not eligible for any more placement opportunities. For details, refer OJT / internship policy announced on ERP.
- v. *Internship offer* is the offer of training/internship which does not confirm job placement of the student with the prospective recruiter. Some internship offers may be converted to PPO subject to individual student performance during internship and company requirements. Students having internship offer may be eligible for further placement opportunities (which do not require immediate joining).

## **2.10 Participation in drives**

- i. A student enrolled and active in career services can participate in a prescribed maximum number of placement/internship drives (as mentioned in annexure-1) subject to student meeting drive specific eligibility criteria and the norms outlined in the section 2.12 and separately

- announced through ERP from time to time for the respective batch.
- ii. At times company/institute may prescribe certain criteria other than eligibility or they may also prescribe score-lines of few bench-marking tests like AMCAT etc. For assessing the students or prescribe their own short-listing methodology which may/may not be disclosed to students. This will be binding for students.
  - iii. The eligible candidate may be automatically registered by default for certain drive(s). The student has the option to de-register from the drive through ERP placement portal within prescribed deadline stating a valid reason for the same.
  - iv. Drives for a student may be classified as “may attend” or “must attend” based on certain parameters as decided by employer or institute.
    - a. The student will be automatically registered by default in “must attend” drive by institute. The student has the option to de-register from the drive through ERP placement portal within prescribed deadline stating a valid reason for the same. This shall be subject to the drive deregistration counter limits as mentioned in section 2.10 (vi).
    - b. For a “may attend” drive student will be required to register for the drive on his own through ERP placement portal within prescribed deadline.
    - c. The students who are already pursuing internships will generally be marked as “may attend” for further drives, unless any specific constraints are imposed by employer or institute.
  - v. The final student registration status would be taken once the registration deadline expires. Any student whose final status is “registered” will be required to attend the drive. Drive defaulters (type i/ii/iii) for any reason (unless otherwise approved) will have to bear the misconduct/penalty as mentioned in below.

<i>Drive defaulters</i>	
<b>Drive defaulter Type i:</b>	Reporting for drive later than prescribed reporting time announced on ERP/ email or not adhering to prescribed dress code.
<b>Drive defaulter Type ii:</b>	Not attending the drive after having final status as “ <b>registered</b> ” for the Drive.
<b>Drive defaulter Type iii:</b>	Not attending any of the drive rounds for which student is shortlisted

<b>Drive defaulter</b>	Leaving/withdrawal from a drive after pre-placement talk (ppt).
<b>Type iv:</b>	
<i>Penalty clauses</i>	
<b>Type of mistake committed</b>	<b>Penalty/ consequence</b>
TYPE-I default (each instance)	Rs 100/-
First instance of TYPE II/III default:	Rs 500/-
Second instance of TYPE II/III default:	Rs 1,000/-
Third instance of TYPE II/III default:	Permanently debarred.
First instance of TYPE-IV default	Verbal warning
Second instance of TYPE-IV default	Rs 500/-
Third instance of TYPE-IV default	Rs 1,000/-
Fourth instance of TYPE-IV default	Permanently debarred.

- a. *Exception*: monetary penalty/fine (placement reinstatement fee) for type-ii default shall not be applicable in case the drive de-registration / registration window is for less than 24 hours' duration.
  - b. Approved requests (if any) for waiver of monetary penalty will not lead to reducing instance count.
  - c. Monetary penalty once imposed, will have to be paid, even if the student's placement status turns to "debarred". Debarred student will not be reinstated into career services even after payment of placement reinstatement fee.
- vi. If a student does not register a minimum no. of recruitment drives for which the he/she was eligible in must attend category, it would be taken a case of non-seriousness and the student will be permanently debarred from availing career services.
- a. Debarment subject to not registering in more than 10 recruitment drives for which student was eligible.
  - b. Only following types of drives shall be considered to determine the counter limits mentioned above:
    - [On-campus drives (placement), off-campus drives (placement), on-joint campus drives (placement), off-joint campus drives (placement), full term internship, one-year internship] drives with "confirmed" drive date and marked as "must attend" for the respective student.

- c. Limit will apply separately on internship drives and placement drives for all the programs.

**2.11 Withdrawal from a drive**

A student may be allowed to withdraw from participating in a particular drive (subject to maximum 3 drives as approved by the committee) after attending the pre-placement talk citing valid reasons duly approved by competent authority. Other than that, only in very exceptional circumstances, shall a student be permitted to withdraw from attending the further rounds if shortlisted by the organization at any stage. The student explains in writing (using prescribed application form available at *ERP navigation > Career Services > placement document repository*) about the unusual circumstances that require withdrawal same day before leaving from drive venue and competent authority shall review/accepts these if truly exceptional and legitimate grounds for withdrawal. The CDC

Or the student would be responsible for bringing the case to the competent authority (Dean CDC or COC backend operations cell as a nominee for Dean CDC) for necessary approval.

- It might be necessary for the student to personally appear before the competent authority/committee to explain his/her reasons for withdrawing from the drive.
- In case the reasons cited by student are not due to deviation from any prior information about the drive’s offer (profile, package, bond etc.), the student shall be treated as a drive defaulter Type-IV.
- Any student who leaves the process (at any stage) without written request to drive coordinators, shall be treated as drive defaulter TYPE-III.

**2.12 Multiple offers**

*“One student – One offer” policy:* the institute shall follow the principle of *“One student - One offer”*. Thus, in ordinary circumstances, after the student secures an offer through institute facilitated drive, the student will not be eligible to appear in any other recruitment drive. The student is expected to join the company for which he/she has secured the offer through the institute. Under exceptional circumstances, institute may allow the student to avail one more offer subject to specific requirements posed by the prospective employers.

Sr.	Existing offer	Eligibility for further offer (subject to meeting
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		<b>prospective employer's eligibility criteria)</b>
<b>1</b>	Any offer, other than the scenarios mentioned further in this table.	Allowed for company offering minimum 1.5 times existing salary package
<b>2</b>	Day-1/day-2 company placement offer	Allowed for company offering minimum 1.5 times existing salary package
<b>2</b>	Any offer, joining has been deferred by company from already committed date	Allowed for further drives irrespective of existing offer
<b>3</b>	Internship offer (one-year / full term internship drive) through institute or independent	Allowed for further placement drives until ppo with existing internship is confirmed by existing employer.
<b>4</b>	Pursuing OJT or having an independent placement offer	Not allowed
<b>5</b>	Any; student is already debarred from Career Services	Not allowed
<b>6</b>	Any; existing employer has restricted the selected candidates to sit for any other further placement/ internship drive	Not allowed
<b>7</b>	Any other short-term internship offers (live project, summer, winter internship etc.)	Not allowed for other short-term internship drives with overlapping internship periods.  Allowed for other placement/one-year/full term internship drives as per policy.
<b>8</b>	Any; offer rejection or ojt/internship cancellation by student	As per approval of offer rejection/ojt-internship cancellation committee

- The students already pursuing OJT (placement or PPO confirmed) through institute offer or independent offer are not eligible for any other subsequent offer irrespective of the CTC.
- The students already pursuing internships (placement or ppo not yet confirmed) will generally eligible further placement drives, unless any specific constraints are imposed by existing employer or institute.

Batch specific guidelines (if any) shall be made available at *ERP navigation > Career Services > placement portal > placement document repository*.

### **2.13 Post-offer processes for joining and reporting in companies**

- Offer acceptance:** to be updated online through the interface at: *ERP navigation > division of career services > placement portal > job offer acceptance*. The detailed sop shall be available

at *ERP navigation > division of career services > placement document repository*.

- ii. **Surrendering/rejecting an offer:** in exceptional circumstances (apart from due to multiple offers generated through institute facilitated drives), if the student wants to surrender placement/internship offer generated through institute, the student will be required to do so through the ERP placement portal interface at: *ERP navigation > division of career services > placement portal > job offer acceptance* within 3-days of the offer generation. The duly filled application form will be submitted by student to CDC and the student will be required to present his case before a committee for decision. Until the decision on the case is announced by concerned authorities, student might not be eligible for any benefits/relaxation.
- iii. **Joining:** all students who have secured and accepted an offer are expected to join the company invariably. As institute had to ensure continued relationships with companies, it is essential to ensure that students indeed report to join at the company where they were offered job by the institute facilitated process. In case the student does not join the company, institute reserves the right to highlight this default in any or all communication with the company/set of companies. Mostly, companies cross verify the students' academic details with the institute, for all such defaulting students institute may not verify the credentials. For continued relationship with the institute, all students are advised to inform their respective TPCs or alumni coordinators about their joining status. Students not interested to join the company must apply for offer rejection.

#### **2.14. Misconduct and penalty**

*Misconduct* is any act on part of the student which may be covered under one or more of the following:

- i. Registering for a process and then skipping it or arriving late for the process or not following the prescribed norms of dressing. This would also have a monetary penalty as described in section 2.10 (v).
- ii. Leaving the process at any stage other than immediately after pre-placement talk (limited to 3 instances) unless otherwise permitted. This would also have a monetary penalty as described in section 2.10 (v).
- iii. Interacting with company officials unless otherwise permitted or trying to establish contact with company officials.
- iv. Sending any communication/request to company officials/company either directly or indirectly through parents/siblings or any other acquaintances with a view to seek

concessions/information/influence decision etc.

- v. Disobedience of any directions or general instructions.
- vi. Not following the decorum during or after the process.
- vii. Misbehavior with any company officials or institute officials involved in the process.
- viii. Criticizing or adversely commenting about the institute or any part/process thereof in any media/public/social media or before company officials.
- ix. Making derogatory remarks for company/institute/CDC officials/batch mates.
- x. Not attending the preparatory sessions, tests, workshops, or any other activities scheduled for student in general or specific to a recruitment process.
- xi. Misusing/violating provisions of duty leave in any form. This would result in permanent debarment from placements and might invite other disciplinary action as well.
- xii. Doctoring the content in the resume against correct and verifiable information.
- xiii. Using mobile phones or other electronic gadgets in the vicinity of test venue/gd/venue/interview/any other stage of recruitment process.
- xiv. Approaching company officials for reevaluation of any recruitment step/process.
- xv. Telling company officials that the student does not want to join; during the placement drive in the midway process even when the things were clarified in the pre-placement talk and the student was having an option of quitting the process there and then.
- xvi. Deliberately jeopardizing any other student's chances of getting selected.
- xvii. Negotiating salary with company officials; unless the announcement/notice specifies that the salary is negotiable.
- xviii. Cheating / using unfair means / deliberately underperforming during any stage of the selection process.
- xix. Non-submission (or delayed submission) of the assignments / projects / case study / any other documents / reports etc. Sought by the prospective employer as a part of the selection process.
- xx. Unprofessional ambience around the candidate esp. During online assessments.
- xxi. Getting adverse student feedback from the employer post-joining for internship/ojt/fte.

The aforementioned are the general guidelines. Depending upon severity of the issue/ misconduct, the consequences may vary from debarment from career services, monetary penalty, academic penalty and

can also lead to suspension/expulsion from institute.

### **2.15 exiting career services**

*Exiting career services* means that the student is no longer interested in availing the career services of the institute. If a student wishes to exit from career services provided by the institute, he/she needs to cite the valid reasons, through the following interface:

*ERP navigation > Career Services > exit from career services.*

Decision on student's request for exit from placements will be given by 10 working days (as per sop available at *ERP navigation > division of career services > placement document repository*) of application, and shall be subject to the due consent of student's parents.

Student shall continue attending pep activities until the request for exiting career services is duly approved.

### **2.16 Refund/reimbursement/adjustment/waiver of PEP fee**

Upon debarment or exiting from career services at any point of time, the student (whether placed or not-placed) will not be entitled for any refund/reimbursement/adjustment/waiver of pep fee already due/paid against his/her fee account.

Note: if the student who registered for job placements with part payment of pep fee and later gets debarred or takes exit from job placement support or switches his career services preference to any other options (higher studies, entrepreneurship, etc.), the balance pep fee will also be made due against the student fee account later by the institute.

### **2.17. Do's and don'ts**

Additionally, the students must adhere to the **basic do's & don'ts** as advised hereunder:

- i. It is advised that students must maintain a minimum 7 CGPA (or equivalent) with no standing arrears to be eligible for enough placement/internship opportunities.
- ii. Go for internships with good organizations, with due approval from institute through ERP OJT/internship application interface.
- iii. Get yourself industry-certified on latest technologies/tools through industry-certifications and/or industry-run MOOCS in your respective program/discipline.
- iv. Have live projects / research work (in related area of your program/discipline) to showcase

- your knowledge and skills to prospective employers.
- v. Strengthen your aptitude and reasoning abilities.
  - vi. Vet your cv/resume and ensure you mean every word and you are able to justify your skills mentioned in it.
  - vii. Avoid frequently updating your phone no. And/or email id against your placement profile.
  - viii. Ensure that your academic details on placement portal are always updated to most recent status.
  - ix. Regularly update your CV on placement portal.
  - x.
  - xi. Regularly update your skill sets on placement portal.
  - xii. Ensure your healthy participation in all pep activities organized by the institute:
    - a. Maintain minimum 90% attendance in all types of pep activities.
    - b. Timely and diligently attempt by scoring well in all types of assessments and practice tests schedule for you as a part of the pep. Maintain a minimum 60% score in all assessments and complete all levels of practice platforms assessments as per the level-wise schedule.
    - c. Failure to maintain 90% attendance may lead to temporary debarment or in extreme cases permanent debarment from career services.

#### **2.18 disclaimer:**

- i. Students are required to note that the placement service is a facility offered by the institute and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.
- ii. The terms and conditions in the policy may be reviewed from time to time and may be modified by the institute as per the situation and demands. The institute reserves the right to change/modify any point of the guidelines as deemed appropriate by the institute.
- iii. In case of any issue arising out of these guidelines and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, authorized signatory shall be the final authority.
- iv. For more clarity on any aspect of these guidelines, students are advised to visit department's career guidance cell and meet their department's training and placement coordinators.
- v. Students are required to carefully read these guidelines and related policies before opting the

career services.

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### Annexure-1: Maximum No. of Drives that a student can register

<b>Programs:</b>			
<b>B.Pharm/ D.Pharm</b>			
<b>Student Category</b>	<b>Dean's List (Top 10%)</b>	<b>S-1 (Next 40%)</b>	<b>S-2 (Rem 50%)</b>
<b>Drive Salary Package</b>	CTC Rs 6 LPA to 10 LPA	CTC Rs 4 LPA to Rs 6 LPA	CTC less than Rs 4 LPA
<b>Total No. of chances in Upper Categories</b>	5 drives	2 drives	2 drives
<b>No. of chances in Same Drive Category</b>	5 drives	5 drives	5 drives (plus additional 5 drives at INSTITUTE discretion)
<b>Total No. of chances in Lower Categories</b>	8 drives (3 anytime; 5 after exhausting same category chances)	8 drives (3 anytime; 5 after exhausting same category chances)	2 Drives
<b>Notes</b>			
<p>1) No. of chances mentioned above shall be counted viz. no. of drives in which the student is REGISTERED.</p> <p>2) No. of chances mentioned above shall be counted separately for Placement Drives and Internship Drives (One-year internship/Full Term Internship).</p> <p>3) No. of chances shall not be applicable to Short Term Internship drives (Summer/Winter/Training cum drives) and Live Projects.</p> <p>4) Every student category upgrade will lead to additional chances for student in the upgraded category ignoring chances consumed in current category.</p> <p>5) Every student category downgrade will retain existing counters consumed against downgraded category/current/higher category. (See example below)</p> <p>6) Wild-card eligibility for a drive shall be applicable for student at institute discretion. Such drives will not be counted against the above-mentioned limits</p>			

Approved by  
Principal