

# AMET PLACEMENT TRAINING RULES AND PROCEDURES

## Placement Participation Procedures and Rules for Application

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The role of the Placement Department (PD) is of a **facilitator and counselor for placement related activities**. PD provides Placement **Assistance** and participation in the Placement process **does not guarantee** a job.

### Eligibility:

- PD placement services are available only to students registered with PD.
- Applying for a company is entirely the responsibility/decision of the student concerned.

### Pre-Placement Activity Rules:

- Attending PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. given by/for a company is mandatory for students who have applied for a job opening in the company.
  - Students must get to the PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. venue or log in 5 minutes before the start of the session
  - No students will be allowed to enter the PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. venue/session 10 minutes after the start of the session
  - Attendance of the participating students will be taken by the PD volunteers 10 minutes into the start of the session and a copy of that will be kept for the records.

### Dress Code:

- **Dress code** for PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. **has to be strictly adhered to as follows:**
  - Uniform with name plate (if applicable)- first preference ○ White Shirt with collar and light blue/grey tie
  - Trousers for Boys
  - Any formal attire/ Trousers (full pant)/for Girls ○ Shoes only, no slippers

\*\*Flip flops (Bathroom/Rubber), Crocs, etc. NOT permitted.

Any change in the dress code for any particular PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. will be informed via mail

- Students participating in placement activities **must keep their Identity Card** with them at the time of PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc., and produce the same when asked by the visiting team, PD staff or their representatives.

- Providing Resumes in the designated format within deadlines given by the PD

#### Exemptions from Pre-Placement Activities

- Rules for exemption from attending PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. sessions are given below
  - More than two unexcused absence from PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. will result in the student being de-registered from the placement session.
  - In case a student misses a PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. he/she must write to the PD explaining why.
    - Prior approval (leave requests forms available on PD web site) for excused absences should be obtained from PD office at least 24 hours in advance from the time of conduct of PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc.
      - ✦ Exemption approvals will only be given in case of health issues or any unforeseen circumstance that are beyond the control of the student
      - ✦ Medical documentation explaining the reason for inability of student to attend PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. should be produced from an institute approved body for health related issues
      - ✦ Leave approvals/leave requests submitted to the institute should be submitted as proof for exemptions' sought in any other cases.
    - PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. missed due to academic clashes will be counted as an excused absence.
      - ✦ Student should submit the details of class, a copy of class announcement for the particular time period (send by the concerned faculty) as supporting documents along with the leave request.
      - ✦ Proof of attending class may be sought from the faculty if the student is requesting for absence due to academic clashes.
    - In case of failure to attend PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. due to any emergencies, student should send in an email to the PD office detailing the emergency. Appropriate documentation should be submitted to PD office within 24 hours for approval of leave request.

#### No Direct Contact with Employers:

- Other than during PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc. presentations, under no circumstances the students are allowed to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview time.
- Students are not allowed to share their personal contacts via any means with the companies during the preliminary screening phase
- Any concerns or queries related to company specific placements should be directed to the PD Team who will clarify the details with the company officials
- In case if the student needs to contact a company (due to any unforeseen circumstances) prior permission has to be sought from the Director, Placements. Defaulters would be subject to disciplinary actions as per prevailing rules of PD/Institute.

### Rules on submission of job applications/ resumes

- Students are advised to **thoroughly check the profile and background of each company and take informed decisions BEFORE applying** to any company participating in campus placements. This is to help the students focus on the jobs/companies that they have applied to. This will also help the students in effectively utilizing the available time to do their ground work on companies and maximize the chances of landing a job offer during this time.
  - PD will NOT be liable for any default from the company's end at any later stage. ○ Once a student applies to a company all rules as per PD student policy will be applicable.
  - Completed applications should be submitted prior to deadlines mentioned by the respective company. ○ No extension for application deadlines will be given, unless requested officially by the respective company
  - No student will be allowed to participate in the selection process of a company unless he has formally applied for that job through the placement department.
  - No withdrawal of applications will be allowed after the stipulated deadline.

### Student's Eligibility Check

- Student is responsible to check/meet all eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying. ○ Ex-1. If a company requires the applicant to have a CGPA of 7.0 at the time of joining, be well assured before applying to that company.
  - Ex-2. If a company does not select candidates with a particular medical disability, please ensure that you do not have that disability.

### Final Selection

- Final selection of students may be based on Resume screening/Written tests/Group discussions/Interviews etc. and may vary as per the firms requirement
  - Participation in final interviews is mandatory for all short listed students
  - Short listing of students for final interview will be based on selection/cut-off criteria set by companies and may vary among participating firms
  - Only those students who have applied for the job through PD and have been shortlisted by the company will be allowed to participate in final interview
  - Students should not engage in any discussion with the recruiters regarding final selection list and/or selection process during personal interviews

### Rules and regulations on withdrawal of job applications

- Student will not be allowed to withdraw a submitted job application AFTER the last day of application deadline mentioned by the company.
- Once a student withdraws his application for a job profile offered by a company, the student will not be allowed to re-apply to the same job opening.
- If a student backs out of a job application (not appearing for interviews) after the last date of application, all rules and regulations as mentioned in disciplinary actions section will be levied.

## **Pre-Placement Offers (PPO) Rules**

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- All Pre-Placement Offers or possibilities intimated therein by any company whatsoever, extended to any student, have to be immediately intimated to the Placement Office by the student after

registration. This also includes offers extended by companies that are not participating in the campus placements.

- If a student gets placed by his/her own efforts, he/she should inform the PD immediately.
- All companies contacted will also be asked in advance about any Pre Placement offers that have been extended by them and the company will be informed about our PPO policy.
- If a student receives a Pre-Placement Offer he/she needs to make a decision as to whether he/she wants to accept it either within the earlier of a week or of the company deadline.
- Students accepting a PPO will have to immediately notify the Placement Office of the same. If the PPO is accepted, the job will be recorded and he/she will **NOT** be allowed to participate in the campus placements. However, he/she will be allowed to participate in the process if the offer is declined. The rejection letter will be sent to the company through the PD.

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

## Post Selection Procedures

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- Once an offer letter is received from a company, students are required to confirm the offer within 15 days of receiving the offer letter or before the deadline mentioned by the company, **whichever is earlier**
- Students are required to verify the job details (package, job profile, terms and conditions, etc.) prior to signing the offer letter
- Verifying the details is entirely the responsibility/decision of the student concerned
- Any discrepancy observed should immediately be brought to the notice of PD.
- Signed acceptance letter should be handed over to PD Office for documentation purposes
- Details of joining (date, location etc.), if not mentioned in joining letter, should be communicated to PD Office once the details are received from the company
- Students must provide their valid/alternate contact information (email, phone numbers, point of contact at the firm etc.) in the specified form provided by PD while requesting for no dues certificate
- **No dues certificate from PD will not be issued to placed students unless the signed offer letter is submitted at PD Office**
- In case a student is not willing to join the company to pursue higher studies or for any other reasons (after accepting the offer), he/she should inform both the company and PD in writing.
- If the candidate fails to inform the concerned authorities on his/her decision, he/she will be liable for any further consequences, including referral to the institute for disciplinary actions.
- Institute assistance will be a onetime opportunity extended to students who loses his job (secured during campus placements) due to reasons other than in his control (ex. company shut down, firm backing out of offer etc.). Providing appropriate documentation validating this will be the responsibility of the student.
- Assistance will not include cases where the student voluntarily declines an offer citing personal reasons (ex. Job satisfaction, geographic preferences, work culture, family reasons etc.)
- Assistance from the institute will only be limited to initiating contact with potential employers of the student's choice.
- Follow up with the company after an offer is made will solely be the responsibility of the student
- After getting an offer, if the student has arrears in the subsequent examinations, it will be reported to the company and the continuation or rejection of the offer depends on the company concerned.

## Students/Cadets Conduct and Disciplinary Action Rules

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- Cheating/attempt in all forms during the selection process (PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc., Briefings, written exams, group discussions etc.) is a serious offence
  - All students involved in these cases will be subject to Institute/PD disciplinary actions as per prevailing rules of the Institute
    - PD registered students caught indulging in such activities would be debarred from the placement process with immediate effect and their registration will be cancelled.
    - Also note that no concessions in any form shall be provided in such cases.
- Students are expected to behave with the companies in a professional and courteous manner
  - Ex. Refrain from asking inappropriate questions during Interview
  - Not to canvass with the companies directly or indirectly
  - Students should not argue with the recruiters
  - Students should maintain decorum even under provocation
- In case of any misbehaviour on part of recruiter's during interview process
  - Please do NOT retaliate under any circumstance, even under provocation.
  - Please report the matter to PD volunteers/Office immediately
- Mobile phones are not allowed during any placement related activities. This includes written tests, PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews etc., group discussions, personal interviews etc.
  - The processes holds the same sanctity as any of the AMET examinations. Institute recommended disciplinary actions for students carrying cell phones to examination halls/online interviews will be imposed on students found using cell phones during placement activities
  - Additional disciplinary actions as recommended by PD will also be imposed for repeated offence which may even lead to deregistration of students from placement processes. The penalty may be decided on a case by case manner and the decision of PD on this will be binding and will not be reconsidered under any circumstances
- Malpractices of any sort during written tests, PPT/ Briefing/ Mock Interviews/ Mentoring Sessions/ Training Sessions/ Group Discussion/ Interviews, group discussions, personal interviews etc. is strictly prohibited
  - Students caught attempting/presenting falsified information, canvassing or attempting proxies during PD activities will be reported to institute authorities for disciplinary actions.
  - Students involved in these violations will be deregistered from placements with immediate effect. Student will be escorted out of the examination centre and will not be allowed to participate in the current or any of the future placement activities.
    - Cancellation of registration for these students will not be revoked.
    - Students involved will also be subject to Institute disciplinary actions as per prevailing rules of the Institute.
  - If student make any false claims in resume submitted for job application
    - ✦ Job offer will be revoked, if the case of falsified resume was found after receiving a job offer
    - ✦ Students involved will be deregistered from placements with immediate effect.
    - ✦ Further disciplinary action as per decision of the PD will also be imposed on the students.
  - If a student is found to have hidden the nature of his/her enrolled program his/her registration at PD will be cancelled immediately and would lead to further disciplinary action as per decision of the PD.
- Student, if found to have violated any of the rules and regulations of PD/AMET other than those mentioned above or indulging in conduct unbecoming of an AMET student or any behaviour that may affect the relationship of the institute with a company
  - Case will be reported to PD Director

- and the Management. ○ Students involved in violation of PD norms will also be subject to Institute disciplinary actions as per prevailing rules of the Institute
- Students if already placed, the concerned firm will be intimated officially on the details of the violation. Under no circumstances will PD be responsible for the firm's follow-up actions which may even include cancellation of the extended offer.
  - Decision of PD will be binding and will not be revoked under any circumstances
- Students found to have engaged in any discussion with the recruiters regarding final selection list during personal interviews will be debarred from participating in placement activities
  - Any sort of misbehaviour on the part of students which affects the decorum of the selection process or the reputation of PD attracts a severe penalty as per discretion of PD.
    - The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.
  - The University/department reserves the right to disqualify any student on any disciplinary/malpractice grounds after giving an opportunity to the student to defend in front of a committee constituted for the purpose.
  - Students should not approach the University Placement Department directly and the placement department will not entertain these types of activities.
  - If any student fails to attend the interview/Online test he will not be allowed to attend for any other company. If there is any genuine reason will be considered by the Director-Placements and/or Head of the department.
  - In case of discrepancies, all decisions taken by Director, Placements would be final and will not be revoked under any circumstances.

## **Guidelines for Master Resume/Documents**

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- The students registered should submit a proper CV to the department in AMET format. The format will be given to the students at the beginning of the last semester or when required by the company.
- Master resume will be of two pages and section headers and formatting instructions will be provided.
- PD will also provide sample resumes and tips on what or what not to include in the content.
- PD recommends practicing and creating a 5 minute Video Resume of yourself as well.
- Please keep validations and proofs/certificates ready for any hobbies/extra-curricular claims.
- Please also keep an attested copy of the Class X /XII and Previous Course Mark sheets ready.
- Please also keep other certificates like STCW/DOB/ etc. also ready for the interviews.
- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

## **Availability of the Procedures and Rules**

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- A signed notice about availability and location (including website, URL's and paths) of AMET University's Placement Procedures and Rules statement is displayed prominently on various notice boards in hostels, foyer, department notice Boards (including Placement Department) etc.
- A copy of the policy will be made available in online downloadable form on the University Website.
- Each student and HOD is expected to sign, along with full name and date, the following text "I have read the latest version of the AMET Placement Procedures & Rules entirely and have understood it completely in a register kept in each department".

- The Procedures & Rules also form a part of the AMET Quality Manual for external audit as it will prevent any deviations.

### **Changes in Placement Rules:**

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- Placement Rules are subject to change from time to time and the University has authority and right to change, add, delete or modify the Policy from time based on the inputs, feedback and experience.
- Any changes in the rules will be recorded with a date for the change and saved as Version number and notified on the various forums where the policy is to be made available as per the section “Availability of Policy”. This would be the responsibility of the Designated Person under the Quality Policy.

### **Feedback/Suggestions/Grievances Procedure**

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Anyone having any feedback or suggestions or any grievances regarding the contents or the conduct of the Placement Policy or Rules may write to [registrar@ametuniv.ac.in](mailto:registrar@ametuniv.ac.in)