



TRAINING AND PLACEMENT REGULATIONS

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PLACEMENT REGULATIONS

1. Introduction

Veer Madho Singh Bhandari Uttarakhand Technical University Dehradun, hereafter referred as University is mandated to impart technical and professional education at undergraduate, postgraduate and doctoral levels in the state of Uttarakhand. The culmination of formal education into a suitable job is an essential component of education process in the University and its institutions. The University aims to facilitate jobs to all students enrolled in it irrespective of the program so that the qualification sought in University education makes you survive and thrive in life.

University has established a Training and Placement Cell hereafter referred as Cell, for discharging its responsibilities of facilitating placement of its students by holding campus placement activities in University premises. The Cell will endeavour to connect the students with broad spectrum of organizations and employers. This Regulations offers guiding principles for regulating the training and placement activities of the University.

2. Rules & Regulations for Training and Placement

2.1. General Guidelines

- The Training and Placement Cell shall be responsible for operationalizing the Placement Process. The University will nominate certain members in Training and Placement Cell with one person as its Convener/ Coordinator termed as Placement Coordinator for every academic session.
- The Cell will facilitate the placement of all eligible students who are enrolled in the respective programs. For seeking placement assistance, all eligible students shall have to fill a Placement registration form (Annexure-I).
- The successful registration of students will entitle them for participating in the placement activities for the duration of their study in University.
- The students who do not wish to be part of Placement activities will have to do so explicitly by signing a Declaration as detailed in Annexure-I and submit it to the Cell.
- The placement involves student interaction with outside persons/organizations and should be utilized as part of brand building measures. Students and officials are supposed to conduct themselves professionally while interacting with others as well as within themselves. Any student involved in misconduct of any kind will be debarred from placement opportunities and necessary disciplinary action will be taken by appropriate authorities.
- The participating students are supposed to participate in placement activities in formal attires. Preferably, it is blazers/suits/shirt & tie for male student, and salwar suit / business suits for female students.
- Students have to abide by the time schedules announced for training and placement related activities of any kind. The notification of activities will be made only through circulars on website. No individual communications will be sent to students. Therefore, students have to keep themselves abreast with the activities and adhere to their schedules.
- Students not participating in 3 consecutive training / internships / placement opportunities will be debarred from further assistance in this regard. However, the students having valid reasons will be allowed on the recommendation of the Training and Placement officer concerned.

2.2 Eligibility

The University will facilitate training/internships in program duration and final placement of its UG/PG students subjected to fulfilment of following criteria:

- Successfully passed the semester examinations/course with a CGPA equivalent to 6 or higher, and with no backlogs.
- Satisfactory conduct with no disciplinary action throughout the program.
- 75% attendance in the classrooms and laboratory classes on respective semester.

3. Training and Internship Process

The University will be publishing the Training /Internship opportunities on its website for information to all students. Respective Training and Placement Officer will be taking further action based on interest of students strictly on the basis of merit and interest.

4. Placement Process

The placement activities may start from September every year with liberty at the level of Cell to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:

- Recruiters will inform the University about their requirements, role descriptions, eligibility norms and compensation package
- Requirements of recruiters will be shared with students by the Cell. Based on which students can decide about their participation depending upon their interest, suitability, specializations and career interests.
- Curriculum Vitae of interested and/or suitable students will be shared with Recruiters who will be doing further action.
- Shortlisted students will be informed about the selection process to be conducted on the University's campus or at other premises to be chosen by Recruiter.
- Students will have to appear in pool campus placement activities of the University at their cost. No claim for damage if any during the process shall be entertained by University.
- Students will be at liberty to withdraw their candidature after pre-placement talk(s) if any. However, the students withdrawing after the commencement of placement process i.e. after pre-placement talk(s) will lead to debarring of student from further placement assistance.
- Students shortlisted for interview will have to appear in next steps of selection i.e. interview, group discussion, etc. failing which the students will be debarred from placement assistance.
- Student getting pre-placement offer (PPO) will be considered placed and shall be eligible for placement assistance only if he/she wishes for it in writing.
- Early joining requirements of Recruiters will be handled on case to case basis by respective Training and Placement officer, however, it is not encouraged due to lot of hardships to be faced by students.
- The University does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete course work. However, such early joining may be permitted depending on the merits of the case. In all circumstances the student would be allowed to join early only if recommended by the respective Dean and approved by the Vice Chancellor.
- If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

The University reserves the right to change/modify/delete any or all of the above provisions as per requirement.

3. Pool Campus

University will be conducting pool campus for which general guidelines are as under.

1). Invitations:

- a). Invitation to the companies and to the affiliating institutes will be sent by the Training and Placement Coordinator of the university, hereafter referred as coordinator.
- b). Coordinator will decide the date of pool-campus.

2). Accommodation: University will be arranging the stay of maximum 2 company representative.

3). Advertisement: University will provide one flex banner of 3*6 ft. to each of the company participating in pool campus.

4). Registration: University will provide stationary and shared printing equipment's such as printer, photo copy machine. No laptop will be given to the companies and the same is to be arranged by themselves.

5). Space required for placement activity:

- a). Auditorium
- b). Examination hall (class rooms)
- c). Computer lab
- d). Interview rooms

These Facilities will be provided by the University for the smooth running of the placement activity.

- 6). **Announcements:** All the information about companies and the dates of placement drive will be announced on T & P App and the University website.
- 7). All affiliated institutes and University Institutions will provide their filtered data of the students to Coordinator as required by the company.
- 8). **Refreshment:** Refreshment will be provided by the University only to the company representatives.
- 9). It is mandatory for all the affiliated institutions that their TPO or institute representative will come along with their students otherwise students will not be allowed to participate in the placement activity.
- 10). Companies will have to announce the results on the same day.
- 11). Students who are placed in a company from UTU placement drives then such students will not be eligible to participate in the same package offer of other company. Already placed students will be permitted to participate in placement drives of higher package offer companies.
- 12). Students will get a maximum of two placements from the UTU placement drives. Also a student who is placed in a company from UTU placement can sit only on those company's placement drive whose package is higher than the package of company in which he/she got placed first.

Annexure 1

REGISTRATION CUM DECLARATION
FORM

Please fill all information in capital letters

Paste your
formal colour
photo here
(Mandatory)

A. STUDENT INFORMATION

Student Name

University Enrolment No

Program Stream Batch

Institute.....

Postal Address:

.....PIN.....

Student contact no.(M).....

Landline(R).....

Mother's contact no. (M) Father's contact no. (M).....

Primary Email Id

Alternate Email Id.....

B. DECLARATION

1. Do you need placement assistance? Yes No

1.1 If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to following reason

Entrepreneur.
Further Studies
Joining Family Business
Other Personal Reasons

Signature / Name of the student:

Date: