



# CORPORATE RELATIONS CELL

## Placement Guidelines 2021-22

Axis Colleges  
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**Registrar**

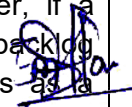
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## 1.0 APPLICABILITY

This is applicable to all the students at the Axis Colleges, who have duly filled and submitted the Undertaking and Placement Registration Form to the Corporate Relation Cell [Hereinafter CRC]. A student who has formally applied for placements by filling up the Undertaking and Placement Registration Form shall be considered for any On/ Off/ In Company Campus placement opportunity.

### 1.1. ELIGIBILITY / COLLEGE'S FACILITATION

- 1) The students shall strictly follow placement rules and regulations, failing to which, the student shall not be allowed to avail the college's assistance in the Placement process.
- 2) Every student must have a minimum of 75% or above attendance in every semester in every Course / Subject. Axis Colleges shall not be extending any placement support to students penalized in Disciplinary cases.
- 3) Any student who has received a placement Offer from any organization where s(he) undertakes the internship program, would not be allowed to appear for the campus placement process (This is subject to receiving the Letter of Intent / Letter of Offer).
- 4) In case, a student is facing any disciplinary action/committee, the said student shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.
- 5) Determination for a given job profile is the sole discretion of the Company and no student can challenge the company / CRC Team on the same. Also, Short listing for any given profile is the sole discretion of the Company and the CRC has no role to play in it. Student should get an aggregate of 60% & above. Student should not have any backlog subjects before appearing for Placement Drive; need to be clear before sitting in Placement Process.
- 6) Minimum Two certification programs conducted by the college and satisfactorily completed all training programmes before the commencement of a Drive.

<b>GREEN ZONE</b>	Candidates who fulfill the above criteria will be treated as "GREEN ZONE", and the institute will put 100% efforts to place all the students who come under GREEN ZONE.
<b>YELLOW ZONE</b>	Students with a 2 <sup>nd</sup> class or 50% and no backlogs, will be treated as in YELLOW ZONE.
<b>RED ZONE</b>	Students with backlogs will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given. Students fall into red zone has to sign an undertaking.  Registrar Axis Institute of Higher Education Kanpur

## 2.0 GUIDELINES FOR STUDENTS DURING PLACEMENT PROCESS

During the entire process of campus placement interviews (on campus/off campus) students are required to follow the prescribed college grooming standards only, as per the code of conduct of the Axis Colleges.

On Campus	When a company visits the campus and conducts tests / interviews on campus it is deemed to be an 'on campus placement'. Even if a part of the selection process is carried on campus and a part of it is conducted off campus, it would fall under the On Campus Placement Category.
Off Campus	The Company might choose to conduct the campus placement drive at a location other than the Axis Colleges campus. Such drives will be called 'Off Campus Placement Drive'.
In Company Placement	The company might choose a way to recruit the students by calling them at a venue of their choice or taking interviews through electronic means like Skype, telephone or face-to-face at their own office venue. Such placement drives would be called in company placement drive.

- 1) In all the above drives, it is important for the students to note that No travel and lodging arrangement expenditures will be borne by the Axis Colleges and whenever asked by the company / Axis Colleges, the student will have to travel on their own expense and cater to their own stay arrangements.
- 2) During the entire placement process student will exhibit good conduct and shall follow the instructions given by either the Corporate Relation Cell or by the Organization.
- 3) A student appearing for the placement process shall be willing to relocate anywhere in India or even globally, depending upon the organization and its policy. Location is not a matter of choice and finalization of location of posting, is the sole discretion of the Company. If there is any disagreement then inform prior to the CRC Team.
- 4) Any communication regarding any placement offer must be channelized through the concerned officials of the Corporate Relation Cell. Students should avoid direct correspondence with the company, on matters pertaining to pre-placement offers, negotiating campus placement process, internship / placements of fellow classmates, etc.
- 5) It is mandatory for students to attend any classes/sessions on Personality development program, drafting/pleading and soft skills etc., being facilitated by the Axis Colleges from time to time, for Improvement of performance during the interview/placement process.
- 6) There is a provision of 'One Student One Job' strictly followed by the Axis Colleges, and once a student is selected / letter of intent / offer is given by a company, student will not be allowed to sit for any other company under any circumstance and his / her placement registration shall be closed. For all placements (under the three options listed) the offer

letters must come to Corporate Relation Cell and then with proper recording at the college, will be handed over to the students.

- 7) Each student is responsible to update his/her contact details, profile sheet, resume with the Corporate Relation Cell. Incase, the contact detail changes, in the interim, it is the responsibility of the students to update the same with the Corporate Relation Cell
- 8) Attendance benefit will be given to only those students who attend the entire preceding of the Company and a formal list will be submitted by the Corporate Relation Cell to the respective HOI. Incase the process for a particular student gets over early s(he) should report back to the respective class and thus attend formal class.
- 9) Incase a student at any stage wishes to withdraw his / her name from the registration, s(he) has to formally submit an application in writing stating the reason for the same

## 2.1 GROUNDS FOR DISQUALIFICATION

Failure to comply with any of the rules and guidelines, as mentioned in above head.

1.1 Eligibility / Axis Colleges Facilitation

2.0. Guidelines for Students during Placement Process

- 1) If any student shall bring in outside influence (including parents / relatives/ well wishers) at any stage/process of Internship or Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- 2) If any students try to influence CRC officials by using any mean.
- 3) A student should not hold back any placement offer from any Organization (incase s(he) gets it during Internship / through his/ her efforts, with respect to final placement, prior to appearing for any Campus Placement process; Incase, it is found at any stage, that the student has held back/ not shared any information about any offer, including pre-placement offer, the student shall be liable to disciplinary action and will be immediately debarred, from any further placement process.
- 4) Incase any other company through On/ Off / In Company mode makes an offer to such a candidate (whose candidature falls under point 4) during the interim period, his/ her candidature will be liable to be cancelled and his/ her position may be offered to the candidate-in-waiting / On-Hold , if any.
- 5) Upon being selected by an organization, through the college, the student should join the Organization, as per the terms & conditions, as stipulated in the offer, or as conveyed to the student, by the college.
- 6) Student, after explicitly expressing their interest in internship or placement of a particular organization, if backs out from the said process at a later stage, the said student shall be debarred from the subsequent internship or placement process, with immediate effect and will be penalised.
- 7) Any complaint from the Recruiting Company on misbehaviour or no show will automatically lead to debarment of the students from the placement process of the college.

  
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- 8) Once a student sits for a campus drive (attends Pre Placement Talk / presentation) s(he) will not be allowed to leave the process till offer is made or otherwise. A student found missing from such a placement process after giving his/ her name or attending the pre placement talk / presentation (i.e. before the completion of the selection process after having been selected in the initial stages of the process) s(he) will get automatically debarred from any future placement activity.
- 9) The Corporate Relation Cell may debar any student, case to case, even if the said student(s) does not fall in any of the aforesaid point as mentioned.

## **2.2 GUIDELINES FOR THE ISSUANCE OF NO OBJECTION CERTIFICATE TO THE STUDENTS**

- 1) No Objection Certificate (NOC) from the Corporate Relation Cell will be issued to students only when they fulfil the following conditions.
- 2) Only if, the student joins the company in final year of the program
- 3) Only if, the college has organized a campus drive (either ON or OFF Campus) for the company i.e. making a job offers to them.
- 4) When s(he) is applying through personal efforts, it will be granted only if supporting document is provided to placement team.
- 5) Only if, the student has a minimum attendance of 75% in all respective semesters (including the semester in which s(he) is applying for NOC).
- 6) NOC may be issued only to final year students.
- 7) A student has to formally apply for NOC in writing through the Head of the Department. His / Her application will then be forwarded for recommendation to the Director CRC
- 8) Axis Colleges holds the right to reject any NOC plea if the Axis Colleges finds that joining the company is not in the academic interest and broader benefit of the student.

## **2.3 UPON GRANT OF NOC, THE STUDENT HAS TO**

- 1) Ensure that s(he) appears in at least internal assessment examination during each semester.
- 2) Stay in touch with their respective class coordinator/Department Head to update himself/herself about filling of the external examination form. (Note: No examination form will be accepted after Axis Colleges deadline)
- 3) Fill External Examination Form on time and gather information on his/her examination schedule (both internal and external). This is entirely the responsibility of the student and the college shall not be held responsible for the same.
- 4) Ensure Presence for all the Axis Colleges examination
- 5) Submit all assignments given by respective course faculty member from time to time. Each assignment solution should be an original one. (Incise the student fails to submit it to the respective teacher, s(he) will not be eligible to get Internal Marks in that course / subject)

  
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- 6) Submit a copy of his/her joining report immediately and salary slip to the CRC official every month till completion of programme.(Failing to abide by this, the NOC of the student shall stand cancelled and s(he) will have to report back immediately for classes).
- 7) The students of the Axis colleges are required to comply with the guidelines presently in force or as amended from time to time.
- 8) NOC issued would automatically stand cancelled if any of the above conditions is violated

### 3.0 HOD, FACULTY PLACEMENT COORDINATOR ROLES AND RESPONSIBILITIES

<b>Step 1:</b>	Interaction Session with CRC Team
<p>Once the Job Description is shared, organize an interaction session with students to make them aware about Job Description and company. This needs to be done at least 1-2 days prior to the application deadline so that students are clear about company and profile before sending their nomination.</p> <p>The following checklist can help you to prepare for this session</p> <ol style="list-style-type: none"> <li>i. Did the company come last year? What was the job profile did it offer and how many seats did it offer and how much was the intake last time, feedback for candidates and package?</li> <li>ii. What is the job profile this time, job skills, No. of seats, package this time, location and date of the campus visit (would be having all the required details. For any further query, get in touch with Placement Manager/team)</li> <li>iii. Core business of the company, service offering, when was it formed (company website would have most of this information)</li> </ol>	

<b>Step 2:</b>	Organize two preparatory workshops for students.
<ol style="list-style-type: none"> <li>1) One workshop should be conducted by alumnus who is working (or has worked) with the company.             <ol style="list-style-type: none"> <li>i. In this workshop, alumnus would talk about the selection process, his experience with the company, list of Do's and Don'ts, any other important point that might help students to crack GD/Interviews (Faculty Coordinators can take help from Placement Team )</li> </ol> </li> <li>2) Second workshop to be conducted by soft skilled team through HOD/Faculty Coordinator in which tips on facing GD/PI to be shared with students with specific reference to the company.             <ol style="list-style-type: none"> <li>i. Keep a record of attendance for all students who attended the workshop. The same needs to be shared with Placement Team.</li> <li>ii. Students have to submit the Pre Interview Placement Checklist signed by their faculty coordinators. Only students submitting the checklist and attending preparatory workshops would be allowed to appear for the company placement process</li> </ol> </li> </ol>	

  
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<b>Step 3:</b>	Pre- Placement Interaction on the day of visit
<p>Presence of CRC Team and Faculty coordinator in the campus on the day the company is visiting</p> <ol style="list-style-type: none"> <li>Personally meet the company officials and discuss about modules, network with them on opportunities for industry engagements. Ask for any particular curriculum inputs.</li> <li>Be a part of the placement interview process.</li> <li>Keep a track of the feedback on selections and rejections of the students, questions asked by the company in Interview, topics given by the company in Group Discussion and document the same. It needs to be shared with all faculty members and Placement team.</li> <li>CRC Team, faculty placement coordinator coordinators to provide full support for organizing the process in campus.</li> <li>Keep a record of attendance of all students who appeared for the process. The same needs to be shared with HOD &amp; Corporate Relations Cell</li> </ol>	

**Note :**

- 1) *For scheduling a workshop, faculty coordinator should finalise a slot in consultation with HOD and communicate the date and time of the workshop to Director CRC. The same would be communicated by HOD to students through proper notice notification by ERP/ E-MAIL*
- 2) *HOD has to ensure the presence of faculty placement coordinator*



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## PRE PLACEMENT INTERVIEW CHECKLIST

Name of Student: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date of Process: \_\_\_\_\_

<b>Company Specific</b>	<b>YES</b>	<b>NO</b>
Have I spent enough time on the company website to know about their businesses?		
Do I know the names of the key personnel in the company?		
Do I know the reasons why the company has been in the news in the last 2 years?		
Have I received Alumni Feedback on the HR Policies of the Company?		
Do I know who company compete with and what their competitors say about them?		
Have I looked at their Financial status?		

<b>Job Specific</b>	<b>YES</b>	<b>NO</b>
Have I gone through the JD thoroughly?		
Do I really have the knowledge, skills and attitude for the roles and responsibilities?		
Do I have a list of queries/ doubts to be asked during PPT? Have I discussed them with my faculty placement coordinator?		
In case of a PAN India Company, am I ready to relocate/ travel?		
Have I discussed the job prospects with my parents?		

Signature of Student	Signature of Faculty Placement Coordinator
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## UNDERTAKING CERTIFICATE

This is to certify that, I, \_\_\_\_\_,  
student of \_\_\_\_\_ (Stream & Sec.), Univ. Roll No. \_\_\_\_\_ am  
not interested in Placement through Corporate Relations Department, Axis Colleges as I  
have some different career plan (\_\_\_\_\_)

So, I request you to kindly consider my case and strike off my name from further  
campus recruitment processes.

Name & Signature of Student:

Name & Signature of HOD

Date: \_\_\_\_\_

Counter Signature

Date: \_\_\_\_\_




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## UNDERTAKING BY STUDENT FOR PLACEMENT

This is to certify that I \_\_\_\_\_, student of \_\_\_\_\_ (Stream & Sec.) and Univ. Roll No. \_\_\_\_\_ am interested in placement through Corporate Relations Department, Axis Colleges, Kanpur. I also assure that I have read the following placement regulations and shall abide by the same:

1. I shall be registered with Corporate Relations Department through ORIGINAL DOCUMENTS VERIFICATION for my employment through Campus Recruitment Process.
2. Applying for a Campus Recruitment Process or joining in a company after final selection will be entirely my responsibility with the consultation of my parents. If I left the company without informing the Corporate Relations Department then college will take any type of disciplinary action against me.
3. I shall go through all the notification mails sent by the Corporate Relations Department and shall check the company's website, JD, salary package, bond details, etc. before registering online for any Campus Recruitment Process.
4. If I am eligible for a Campus Recruitment Process, I shall be bound to attend ALL the rounds conducted by the company. In case, I have some urgency during the process, I shall leave the process only after informing the Corporate Relations Department.
5. I shall attend PPTs (Pre Placement Talks) of all those companies, for which I am eligible and shall clarify all my doubts then and there through question answer session after completion of PPT.
6. I shall carry my ID card(s), portfolio (which includes originals and sufficient copies of CV, passport size photographs, mark sheets, relevant certificates, etc.) whenever I am attending any Campus Recruitment Process.
7. I shall be punctual as per the notification mails sent by the Corporate Relations Department. In case of delay, the Corporate Relations Department has full right to disallow me from appearing in that Campus Recruitment Process.

  
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8. I shall maintain discipline and display ethical behaviour throughout the Campus Recruitment Process.

9. I shall do all communications with any company through Corporate Relations Department only. If company communicates directly with me, I shall inform the Corporate Relations Department.

10. If I am not in proper college uniform during any sort of interaction with the company, Corporate Relations Department can take appropriate action against me.

11. I shall strictly abide by the rule of ONE STUDENT, TWO JOB OFFERS POLICY, i.e. once selected by two companies; I shall be out of further Campus Recruitment Processes.

12. If I get selected in any company, it will be my sole responsibility to complete all the joining formalities. In case of early joining, I shall complete all the formalities of the Corporate Relations Department and my department as well.

13. The responsibility of going through the offer letter/LOI and taking actions therein such as submission of documents, signing the bond (if any) lies entirely with me. In case I receive offer letter/LOI directly from the company, I shall intimate and submit its copy in the Corporate Relations Department.

14. In case, I have multiple offers due to parallel ongoing Campus Recruitment Process, I shall submit an undertaking, duly endorsed by my HOD, declining the other offers and accepting the preferred one.


15. I am aware that the Corporate Relations Department reserves the right to override any of the abovementioned placement regulations in special circumstances and can use its discretion to act on matters not covered by the above-mentioned regulations.

16. If I violate any of the above-mentioned regulations, the Corporate Relations Department will debar me from all Campus Recruitment Processes for the rest of the academic year.

(Student's Signature with Name)

Date: \_\_\_\_\_

Mobile No. of Student \_\_\_\_\_

  
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## For Parents

1. I, \_\_\_\_\_, F/M/O \_\_\_\_\_, studying in \_\_\_\_\_ (Stream & Sec.), have read all above-mentioned regulations regarding Campus Recruitment Process.

2. I am giving consent that my ward will register for any Campus Recruitment Process, only after discussion with me.

3. If he/she gets selected in any company through Campus Recruitment Process, it will be my responsibility to ensure him/her for completing all joining formalities and join that particular company as per schedule.

4. In case, my ward violates any of the above-mentioned regulations, Corporate Relations Department has full rights to debar him/her from all Campus Recruitment Processes for the rest of the academic year and I have no objection for the same. Also, Corporate Relations Department can take any disciplinary action against my ward.



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(Parent's Signature with Name)  
Name)

Date: \_\_\_\_\_

Mobile No. of Parent \_\_\_\_\_

(HOD's Signature with

Date: \_\_\_\_\_



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