PLACEMENTS

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RNB GLOBAL UNIVERSITY

Educating stars for tomorrow

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

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Centre for Leadership & Development

Placement Policy and Rules

RNBGU stands committed to assist the students in getting placed in the reputed organizations. In order to offer fair placement opportunities to all the students and to provide professional services to industry, the Center for Leadership Development (CLD), has formulated placement rules that would be applicable to all the students seeking placement assistance.

Purpose:

Campus placement is a facility provided by the Center for Leadership Development (CLD) for the students of RNB Global University. Registration for the same (Campus Placement Process) is not mandatory for all the student however, only registered students would be allowed to appear in the placement process. The CLD ensures that –

1. Maximum number of students get on-campus placement.
2. Deserving candidates can have the opportunity to start their career with their preferred company.

Eligibility and General Guidelines:

1. All full-time final year post graduate students are eligible to participate in the recruitment process provided that they have successfully completed the semester examinations/course and their conduct at the University has been satisfactory throughout the course.
2. To be eligible to participate in the on-campus recruitment process, students must fulfil the required nomination and registration process.
3. Students are required to apply for placements before the last date as notified by the university .Students who fail to apply by the last date will be taken **as not interested to avail placement assistance from the university and will be out of the placement process**
4. Students not interested in placements **do not have to register for** placements .However they have to submit an undertaking (Undertaking by Students for Exemption from Placement Assistance) duly signed by their parents before the end of 3rdsemester and last date as notified by the University. The same will be required to obtain No Dues from the university after the final semester.

5. CLD is a facilitator and shall assist the students in final placement activities. It does not guarantee jobs / placements. Applying for a company or joining it would be the responsibility and decision of the students.
6. One should apply to an organization only if he/she is eligible and interested in taking up a job at that organization.
7. The students would be given number of options to appear for the campus interview. CLD would be disclosing all the required details from time to time about the companies/organizations for the students to apply. If the student does not apply or is not selected for whatever reasons the University would not be responsible for the same. There would be no restriction on the number of companies a student can apply from the list which would be provided by the CLD hence, the students are advised to apply in as many companies as they want so that they can get the maximum benefit of the placement process.
8. Once the final list of interested students has been sent to the organization, the students cannot back out from the option. They are also expected to visit the company website before applying for a particular organization.
9. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. on the notice boards of CLD Office/and website/or mail and must respond within the stipulated time period. No individual communication would be done with the students.
10. Students can also put up their queries / suggestions by writing an e-mail to the CLD, mentioning their Roll No. / Registration ID or meet them in person
11. Students must submit their Resume/documents/application within the deadline announced by the University. Late submissions will not be entertained.
12. It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in the standard format (provided by CLD), certificates, mark sheets and testimonials, whenever required.
13. Students are advised to keep a **placement file** ready with them containing 5-6 copies of all the above documents. This file is required to be carried along with the Identity card at the time of GD / PI / aptitude test for placements.
14. In case of any discrepancy or amendments in resume, students must inform the CLD by submitting a hard copy of amended resume and also submit a soft copy to the department.
15. At the time of appearing for interviews, students MUST carry copies of the Resume which was forwarded to the company through the University.

16. All sessions (guest lectures, seminars, workshops, industrial trips, etc.) are an important part of the curriculum, an extension of the class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend these sessions may avail lesser options than others.
17. Attendance in activities such as mock interview / GD /PI and other skill based assessments is compulsory. These are being conducted for assessing and providing feedback on improving the employability skills of the students.
18. The University adheres to one student, one job-acceptance policy. The students will be eligible to get only one offer from the company in respect of summer/final placement through the University. However, for students who have accepted a job offer by a company offering a CTC below **2.2 lakhs per annum**, there is an exception. Such students would be given a chance to reapply for the recruitment process on case to case basis; although the CLD does guarantee to provide the same.
19. It would be mandatory for the student who applies and gets shortlisted; to go through the entire selection process unless rejected midway by the company. Any student who withdraws his/her candidature deliberately in the midst of a selection process, without substantial reason, will be disallowed from the recruitment process for the rest of the academic year.
20. Students not appearing for the interview on the planned date would not get second chance to appear for the interview of that particular company except in some emergency cases.
21. Students may be required to go to the companies' office or venue for the purpose of summer/final placement as decided by the company.
22. Shortlisted candidates will have to bear the expenses for the journey/travel for the placement procedure.
23. Communication with the firms which are visiting the campus (for Summer Training/ Final Placements or any other related activity) shall be strictly through University representative only. If any student is found contacting the recruiting company at his own discretion, he/she will be debarred from the recruitment process of the University.
24. Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
25. Any student who has received Pre-placement offer/s from the firms (during their summer internship / off campus interviews), should intimate the same to the department within a week of receiving offer letter

26. Students interested in a particular company are required to attend its pre-placement talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.
27. Students are encouraged to clarify their doubts with the HR's during the Pre-placement talk only.
28. On receipt of a job offer from the company (through the University) the shortlisting of students by the CLD would be done considering the following factors:
    i. Student's academic Record.(10th ,12,Graduation & PGDM)
    ii. Area of Major specialization
    iii. Participation in Pre- Placement activities
    iv. Interest of the student in the job offer.
29. After having accepted a job offer, if a student does not wish to join the company due to genuine reasons such as pursuing higher studies, then the student is bound to inform the University and abide by the agreements/bonds they enter into with the company.
30. If a student does not join the company even after expressing willingness in writing, S/he will be disallowed from the placements for the rest of the academic year.
31. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
32. Any student who has applied or secured job directly is advised to inform CLD regarding their selection and voluntarily withdraw his/her candidature from placements for the benefit of the other students.
33. The University would allow the students to join the companies in their last semester, as a Project Semester. The students will have to apply for the project semester as per the application given in this document, and will have to comply with the rules of Project semester as amended from time to time by the University.
34. Students joining companies from start of IV semester and till the month of February end(28 or 29 February)of the academic session in progress are only eligible to opt for project semester
35. The Project Semester application is to be submitted by the student to the Convenor CLD , at least one week before proceeding to join services of the company in which he/she is selected.
36. Students interested in applying for placement in companies on their own are required to obtain a No Objection Certificate (NOC) from the University by providing the following details about the company:
    i. Name of Company with a brief introduction
    ii. Contact details-phone number/mobile/email

iii. Mail or letter received from company
iv. Selection process
v. Request for prior approval of OD to appear in selection process (if applicable)
vi. Any other relevant information relevant for providing NOC

37. In case the student fails to obtain the NOC , either for Placement on its own or apply for Project Semester before the stipulated time , it will result in cancellation of either of the two.
38. Any student joining any company & then reporting for the Project Semester, without prior approval & without obtaining the NOC from the University , would not be applicable for the project semester & the student have to sit in the regular exam. In such case , it will be the responsibility of the student to attain the required attendance for sitting in the examinations, as per the examination policy
39. In case of being selected for placements, overall attendance of 80% is required for taking the End Semester Examinations or opting for Project semester exams. The attendance will be calculated as per the total classes attended before the selection for the placement plus the attendance counted based on the number of days worked for the organization, which needs to be supported by the attendance documents from the organization.
40. Attendance documents from the organization can be -Copy of attendance sheet or record maintained by the company, signed by supervisor or manager of the company joined; Salary slips for the said duration and/or any other proof of your attendance at the company since joining.
41. For all the MBA students who wish to take up placements & opt for Project Semester the above mentioned(point 39) attendance documents is/are required as a pre-requisite for appearing in Project semester examination
42. It will be the sole responsibility of the student to maintain the required attendance and provide necessary documents of

    (i)selection in the company and

    (ii)attendance with relevant proof to ascertain their eligibility to appear for the end semester evaluation –regular exams or project semester examination .<u>These to be shared at least one week before the commencement of the End Semester exams</u>

Student Code of Conduct

1. Students need to be formally dressed in all placement activities, interviews in campus or off campus. Students not professionally dressed would not be permitted to appear in the interview process.
2. Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:
    a. Boys: Corporate Suit, Necktie, Light coloured plain or white shirt, dark coloured trousers, Blazers.
    b. Girls: Corporate Suit, Necktie, Light coloured or White shirt, Trousers, Blazer
3. Students must carry their I-cards at all times during interviews & screening tests. No one will be allowed to enter the test/interview venue without the I-card.
4. Attendance of shortlisted/eligible students in placement drives is mandatory.
5. Students involved in any in disciplinary activity or malpractices during the selection process (Test/GD/Interview) will be disallowed/debarred/blacklisted from the placement/recruitment process for the rest of the academic year.
6. Students giving wrong data/information he/she will be debarred/blacklisted from the placement activities for the rest of the academic year.
7. Any kind of misbehaviour/complaints reported by the company officials/faculty /staff/volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placements.
8. In case of any misconduct or non-adherence to the above by student/s the University reserves the right to withdraw placement assistance to the concerned student/s without any notice and as deemed appropriate.

The above policy and rules regarding placement process is subject to change (which is the discretion of CLD) and shall be notified to the students when amended. In case of any matter not covered above, the decision of Convener, CLD shall be final.

Note:

Placement Assistance means activities related to both: Internships & Placements.

CLD Registration Form: Placement

(Annexure-I)

Name of the Student			
Program			
Semester		**Year**	
Enrollment No.			
Date of Birth		**Gender**	
Postal Address			
E mail		**Mobile No.**	

Areas of Interest:

Preferred Location/(s) of Job:

Any other information you would like to share:

Declaration by Student Placement Assistance

(Annexure-II)

I, _____S/o, D/o_____ residing at _____studying in MBA at RNB Global University, with enrolment no_____, do hereby undertake the following:

1. I have read and understood the terms and conditions of placement policy laid down by the University to provide placement assistance.
2. I will abide by the rules and regulations laid down by the University for on-campus Recruitment Process failing which I will be debarred from the on-campus recruitment process and will not have/make any claim on the University in this regard.
3. I am aware of the one student, one job-acceptance policy of the University. Thus, after accepting a job, I will automatically not be allowed to participate in any further recruitment process.
4. I am aware that the University is facilitating companies for placement drive. I understand that it is my responsibility to apply and perform to the best of my abilities to be eligible for job offer. In case I don't apply or don't get selected for whatever reasons, the University would not be liable for it.
5. **It will be my sole responsibility to maintain the required attendance and provide necessary documents of (i)selection in the company and (ii)attendance to be eligible to appear for end semester /project semester examination as applicable .**
6. I have read and understood the University Placement Policy and understand that it is subject to change/ revision from time to time which are the discretion of CLD
7. I have informed my parents and they are also aware of the terms and conditions of the University Placement Policy.

Name of the Student-

Signature-

I _____ father of _____ hereby undertake that I have understood the terms and conditions of the placement policy and that this decision of my ward has my consent.

Signature-

Name-

Dated-

UNDERTAKING BY STUDENTS FOR EXEMPTION FROM PLACEMENT ASSISTANCE

(Annexure-III)

I, _____S/o, D/o_____ residing at _____studying in MBA at RNB Global University, with enrolment no _____, do not require any placement assistance. I hereby undertake that:

1. I am not interested in participating in any placement opportunity/assistance (on campus / off campus/ online / offline) provided by the University.
2. I am not interested in any industrial exposure (industrial visits / interactions / projects / PDP etc.) arranged by the University or any guest lecture/ seminar/ workshop being organized by the University in this regard.
3. I understand that this is my personal decision and shall be responsible for it and would have no claim on the University regarding this. Further the University would not be responsible whatsoever the condition.
4. I am also aware that I will not be able to change my option (of not taking the placement assistance) throughout the program.
5. I have informed my parents and they are also aware of my decision and have given their consent to it.

Name of the Student-

Program-

Enrolment No-

Signature-

I _____ father of _____ hereby undertake that I have understood the terms and conditions of being exempted from the placement assistance and that this decision of my ward has my consent.

Signature-

Dated-

APPLICATION FOR PROJECT SEMESTER(Till end of February)
(Annexure-IV)

Date: _____

To,
The Registrar
RNB Global University
RNB Global City, Ganganagar Road,
Bikaner.
Respected Sir,
Ref: Enrollment No._____
Subject: Opting for Semester IV as Project Semester

I, _____ S/o, D/o_____ resident at _____studying in MBA at RNB Global University, with enrolment no_____, have got selected in _____ and hence request you to kindly change my IV semester to the Project Semester. I undertake the following that:

1. Taking project semester is my choice and I have understood the complete requirements for the same.
2. I shall submit my project reports at appropriate time for each subject as per the course scheme of MBA, required for fulfilment of MBA Degree program, on or before the last date of submission as decided by the University.
3. I understand that I would be evaluated on the basis of the report submitted and viva, whenever scheduled, as per the University guidelines and orders.
4. Being in _____(organization) is my personal decision. I understand that in case, I leave the job early for whatsoever reason, I am still required to complete the reports and submit them at the desired time and attend the viva as scheduled by the University. The University would not be responsible whatsoever the reason/condition would be there for leaving my job.
5. I understand that by accepting this offer I would not be the part of any further placement drives of RNB Global University and would try to gain maximum from the job I have accepted.
6. I have checked with my company that they would guide me to complete my project report in their company and would also allow/sanction my leaves during the examination. In case the organization would not provide any leave because of any circumstances, it would be my whole sole responsibility to appear for the examinations as per the University rules and regulations.
7. **It will be my sole responsibility to maintain the required attendance and provide necessary documents of (i) selection in the company and (ii) attendance to be eligible to appear for project semester examination. These will be shared at least one week before the commencement of End Semester Exams**
8. My parents are well aware of the decision and they have countersigned this application understanding the terms and conditions for this change

Seeking your co-operation

Regards
Name of Student-

I _____ father of _____ hereby undertake that I have understood the full terms and conditions of the Project semester and that this decision has my consent.

Signature- **Dated-**

REQUEST FOR "NO OBJECTION CERTIFICATE" FOR PLACEMENT ON SELF BASIS

(Annexure-V)

Roll No: ----------Enroll. No: ----------

Student Name: ----------

Program ---------- Session ----------

i. Name of Company: _____

ii. Registered company(Yes/No):_____

iii. Tenure of establishment: _____

iv. Industry:_____

v. Location:_____

vi. Contact details with phone/ mobile/email :_____

vii. Designation Offered:_____

viii. Package(CTC) :_____

ix. Letter or mail received (Attach photocopy):_____

x. Selection Process:_____

xi. Request for prior approval of OD to appear in selection process (if applicable):

_____

xii. Any other relevant information for providing NOC:

Signature of Student