

# TRAINING & PLACEMENT POLICY




**CENTRAL UNIVERSITY OF  
JHARKHAND**

Village: Cheri-Manatu, Post: Kamre, Ranchi - 835 222



**Chief, Training &  
Placement Cell**

  
अध्यक्ष, नामांकन प्रकाश  
**CHAIRMAN, ADMISSION CELL**  
झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

  
**PROMOTED  
Director (IAC)**



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The Central University of Jharkhand is having a dedicated Training and Placement Cell, headed by a Chief Training & Placement Officer along with Training & Placement Officers. In order to facilitate better connect with the students pursuing different programmes across various departments; dedicated faculty has been appointed as departmental representatives. All these department placement representatives work in collaboration with the University Placement Cell.

(The List of Departments and Programmes Offered at CUJ – Annexure 1).

### **Objectives of the Cell:**

The Training and Placement Cell endeavors to:

- Invite Corporates / Companies for providing internship and job opportunities to the Students of CUJ;
- Act as a facilitator between different Corporates / Companies and CUJ for training and placement purposes;
- Facilitate a smooth Campus Recruitment Drive (Pre-placement talks, conducting Aptitude Tests, GD (group discussion), Interviews, local travel for experts, accommodation and hospitality services for outside experts / delegates etc.);
- Organize various in-house training programmes, including Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.

### **Guidelines for Students:**

1. All the students of CUJ interested for Campus placements need to register and update their data base (Ms-Excel along with a resume: format enclosed in - Annexure 2 & 3) with their Departmental Training and Placement (T & P) representative. Students must update their record in T&P database after declaration of results in each semester, Internship. They have to furnish details like Name, Registration No., Gender, Date of Birth, Class 10<sup>th</sup> and 12<sup>th</sup> marks, Graduation and PG mark/percentage specialization, work experience, and internship information and personal details etc. Any change in e-mail id, mobile number once registered, will not be entertained without the permission of the Chief TPO.

2. There will be a selection of minimum 02 students from each programme and batch, department wise to act as student placement coordinator. Their basic task would be to support and facilitate the T & P process along with the T & P cell (identifying corporate/ preparing data base, supporting, arrangements for local transport (through university), hospitality, and arrangement for Aptitude test, GD, interview, etc.). These students would be issued a certificate regarding the same.
3. In order to appear for a Campus Placement, a student needs to register beforehand as per notifications coming over a period of time within deadline (No proxy registrations required).
4. Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in final year to be able to appear in the campus placement drive.
5. All the information about Placement Process (Company, JD, CTC, Dates etc.) will be shared on students registered e-mail id/ Whatsapp group/University website/ T & P Notice Board through departmental T & P representatives. Students must check the same regularly for any update (In case of any query, students can visit the office of T & P, CUJ)
6. Only those students who fulfill the minimum eligibility criteria as per the visiting company would be allowed to appear for the Campus Recruitment process.
7. It is mandatory for all the students participating in any of the Training and Placement drive or event to adhere to timings, dress code (formal) and carry their university ID cards.
8. Any kind of misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
9. It is expected from the appearing students to go through the Website of the company, JD and other related information about the job before formally appearing for the recruitment drive.
10. It is mandatory to appear for Pre-Placement Talk (if conducted before the placement exercises by the company). Any kind of withdrawal from the placement process need to be reported in writing by the student registered for the company's placement process, immediately after the Pre-Placement Talk (No entertainment of application



regarding the same will be done at a later stage). Students are advised to read the Job Description carefully before registering, as backing out at later stage will not be entertained.

11. Students proceeding after the Pre-Placement Talk, for the next step in the selection process of the company cannot quit in between. If a student quits in between, he/she will be debarred and will not be allowed to appear in any future placement events.
12. If a candidate fails to appear in any stage of the campus recruitment (in house/pooled/any other) drive without submitting a written application with justified reasons, he/she will not be allowed to appear for the next three (3) consecutive campus placement drives.
13. No form of Canvassing for getting placed or direct communication with the company should be done. Strict action will be taken against such students.
14. The CUJ practices a policy of One Student - One Job through campus recruitment. (The same may not occur in case a student gets multiple opportunities due to delay in result declaration dates). However, if a student is selected in any of the P.S.U, he/she may be allowed to decline the offer received from any other company through campus recruitment. In all other cases, proper communication needs to be made to the departmental T & P representative as well as Chief TPO / TPO's.
15. In case of Multiple Companies coming for Campus placement drive on the same day:
  - 15.1. In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
  - 15.2. The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.
  - 15.3 The other companies will also be informed that the student is placed and he/she should not be considered further.
16. The University or the T & P Cell will not be responsible for any kind of delay,

cancellation, withdrawal of offer letter / letter of intent at any stage for the selected students. However, the T & P cell will try to avoid such situations / Companies in future.

17. If a student selected through campus placement drive in any company fails to join the company without any justified reason, he /she will not get clearance from the T&P Cell to appear for any other company through campus recruitment drive.
18. Students who are not eligible for appearing the campus placement or are already selected by a company will continue to attend their regular classes. Attendance Record of each drive will be shared by T&P cell to all respective departments on regular basis.
19. By getting registered for Campus Placement Drive at CUJ, a student is not guaranteed for a Job. Campus placement drive is an open and equal opportunity provided to all the students to showcase their knowledge and skills to get a job in a competitive market.
20. Any student not following the guidelines of the Training and Placement of CUJ, may be blacklisted for training and placement activity of the University.
21. Any kind of request/grievances/issues shall be addressed to Chief Training and Placement Officer, duly forwarded by the Head/Coordinator of student's respective departments. The copy of the same must be provided to the Department Placement representative for departmental office records. Any decision of the University related to T & P would be final and binding on all.

**Guidelines for the Company visiting the campus for placement drives:**

1. All the prospective companies are requested to visit the CUJ website and go through the various programmes offered under various departments of the University. (Annexure 1). A broacher regarding the same would be provided by the T& P cell to the interested company.
2. Companies are requested to send official e-mails for campus recruitment to the Training and Placement Officers / Training and Placement Office/ Higher officials of the University.

3. Companies are requested to send e-mail with the detailed Job Description (including CTC per annum, Eligibility, Location of the job, etc.)
4. University will be providing local conveyance along with the accommodation and basic hospitality at University guest house. (No Outstation travel charges will be borne by the university). After the finalization of dates and location for campus recruitment, a filled-in requisition form needs to be sent by the company to (Annexure 4) the Training and Placement Officers / Training and Placement Office.
5. University is open for conducting Pool campuses and allowing students for pool campus in other institutes of Ranchi (if required).

*Note: The above policy is subject to change at any stage; such changes (if any) will be notified to all concerned.*

### **Annexures**

**Annexure 1: List of Departments and Courses**

**Annexure 2: Ms-Excel Format for Students Details**

**Annexure 3: Format for Resume**

**Annexure 4: *Requisition Form by the Company***



**Annexure 4**

***Requisition Form by the Company***

*Name of the Company:*

\_\_\_\_\_

*Name and Designation of Company Representative:*

\_\_\_\_\_

*Contact Details:*

E-mail ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_

*Expected Date(s) of Placement Drive:* \_\_\_\_\_

Local Transport Requirement: YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, Pick up details:

Date: \_\_\_\_\_, Time: \_\_\_\_\_, Place: \_\_\_\_\_

Drop-off details:

Date: \_\_\_\_\_, Time: \_\_\_\_\_, Place: \_\_\_\_\_

Accommodation Requirement (University Guest House): YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes,

No. of Person (s): \_\_\_\_\_

No. of Rooms Required: \_\_\_\_\_

Name and Contact Details: \_\_\_\_\_

Check-in Date and Time: \_\_\_\_\_

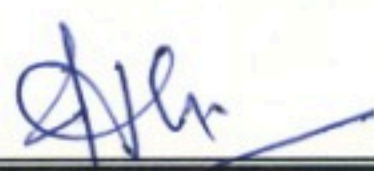
Check-Out Date and Time: \_\_\_\_\_

*Note: Accommodation at University Guest House is subject to availability*

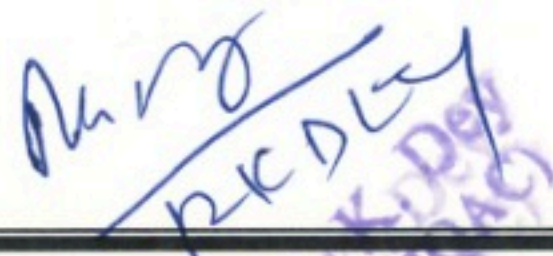
*Please carry any Govt. ID Proof for accommodation at the university guest house.*



**Chair, Training & Placement Cell**



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Prof. Dr. K. Dey  
Director (Training & Placement)