



PLACEMENT POLICY

(TRAINING AND PLACEMENT CELL)

A. ELIGIBILITY & REGISTRATION

1. Students should register their names to the Training and Placement Cell Coordinators whenever notified by the Training and Placement Cell in the prescribed format given by Department of Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
2. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
3. Students will be allowed to have a single job offer only. However, already placed Students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, she will not be allowed to participate in any campus recruitment process at all. Moreover, already placed students but not placed in "Dream Company" may also be allowed for two job offers after completion of 80% placement of registered and eligible students of individual discipline.
4. **Backlogs:** Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters. **A student for example might not fit for Higher level because of having 4 or more backlogs but he might be eligible for a job opening for a lower level. Hence, based on his performance and the requirement by the industry, the relevant opportunities will be provided to him by the University. Also, once he clears his backlogs then he can be eligible for job openings with respect to his qualified skill certification level.**
5. The eligibility criteria imposed by the visiting company will be the final.
6. The eligible / registered students must attend all the training programmes / workshops arranged by department.
7. Project Coordinator will also act placement coordinator and will be the single point of contact for the concerned department/programme Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator.
8. Training and Placement Cell will pass on all placement related information to the students of a particular programme through their Project /Placement coordinators.



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

9. Project Coordinator of each respective programmes will also nominate student placement coordinators from each Programme/Department, who will coordinate with placement related activities of their respective programmes with the Training and Placement Cell.

10. Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges or at their respective plants or at any other venue as decided by the organization.

11. Students attending campus interviews should adhere to the following instructions,

- Report at the venue of pre-placement talk/interview as per the instructions.
- Students should carry minimum 3 copies of their resume, photocopies of all Original certificates, 5 pass port size photographs.
- A student in casual dress will not be allowed for the Recruitment Process.

12. Training & Placement Cell aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

13. Students are expected to follow the institute resume template provided by the Training and Placement Cell for preparing the resumes.

14. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

C. PLACEMENT PROCESS

15. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in their respective mails received from the Placement /Department.

16. Dress Code: Students **must be formally dressed /Uniform** whenever they participate in any interaction with a company

****This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:**

- T-shirts with printed text; un-collared T-shirts, Shorts, Jeans, Shirt not-tucked in Chappals/ flip-flops

17. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.

D. DISCIPLINE

- Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

- Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

E. JOB OFFERS

18. The copy of the offer letter is required to submit in the placement office.

F. DEBARMENT/BLACKLISTING GROUNDS FOR STUDENTS:

26. Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.

27. Students giving wrong data/information in Training and Placement Coordinators, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.

28. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s.

29. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements

30. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.

G. ALUMNI ARENA

31. In order to foster and strengthen the University - alumni bond, the University has created an "Alumni Arena" dedicated to furthering the excellence of SVSU by fostering an enduring and mutually beneficial relationship between the University and the Alumni. Alumni may register themselves through this link: <https://svsu.ac.in/Alumni.php>



SHRI VISHWAKARMA SKILL UNIVERSITY

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Registration Form

Photograph

A. Personal Details:

1.	Name (in block letters)	
2.	Enrolment No.	
3.	Programme Name	
4.	Batch	
5.	Date of Birth (dd/mm/yyyy)	
6.	Age	
7.	Gender	
8.	Aadhaar Card No.	
9.	Father's Name	
10.	Category (Gen/ SC/ST/ BC/ ESM/Others)	
11.	Whether Persons with Disabilities (PwD)	Yes / No
12.	Correspondence Address	
13.	Permanent Address	
14.	Email ID	
15.	Mobile phone number	

B. Education Qualifications:

Examination Passed	University/ Board/	Programme Name	Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects
X						
XII						
Diploma						
UG						
PG						

C. Programme Details:

Year	Semester	% of Marks	No. of backlogs (if any)
I Year	Sem I		



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

I Year	Sem II		
II Year	Sem I		
II Year	Sem II		
III Year	Sem I		
III Year	Sem II		
IV Year	Sem I		
IV Year	Sem II		

D. Indicate your Dream Company

Name of the company visited the SVSU campus for placement.	
Name of the company so far not visited the SVSU campus for placement:	

I hereby declare that all information given above is true, complete and correct. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement of the relevant advertisement, my candidature may be cancelled, even after my appointment. I undertake to abide by all the terms & conditions of the University.

Date:

Candidate Name:

Candidate Signature: