



**Chhatrapati Shahu Ji Maharaj University, Kanpur**  
**(Formerly Kanpur University)**

**PLACEMENT POLICY**

**[Rules & Guidelines  
for Training & Placement Support to Students]**

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**Address-** CSJM University Campus, Kalyanpur, Kanpur-208024

The role of the University Placement Cell is of a facilitator and counselor for training and placement related activities. The CSJMU University Placement Cell provides 100% placement assistance to all the registered students of the campus as per the norms provided here. An indicative list of categories of companies is also given for students' information (Annexure-I).

Students are strictly advised to read clearly & understand the Placement Policy (both, Procedural & Behavioral) laid down by the CSJM University Placement Cell, thoroughly before enrolling themselves for placement process through filling up the consent form (Annexure-II).

## **1. REGISTRATION**

- 1.1 All the students are required to mandatorily register themselves through consent form provided by Placement Cell for availing placements.
- 1.2 For every single Campus/Off-Campus placement process, the students who have already given consent shall apply through online mode adhering to the deadline and after going through the Job description on Placement Portal.
- 1.3 Students before applying through the link must go through the Job Description and understand company requirements.

## **2. ELIGIBILITY**

- 2.1. Eligibility criteria for any company will be defined by the company and will be treated as Final.
- 2.2. Only eligible students as per the criteria of the company will be allowed to appear for the recruitment process of that company.

## **3. PRE -PLACEMENT DRIVE**

- 3.1. Students must ensure arrangement/availability of digital devices like laptop with required applications/ software, with other devices like earphone, mike, camera etc. in case of online selection process.
- 3.2. Students must appear in the selection process in formal attire unless otherwise informed.
- 3.3. Students must have the required documents along-with the copy of CV/Resume/Bio data while appearing in the interview.

## **4. SELECTION PROCESS / PROCEDURE**

- 4.1. The student must adhere to proper professional etiquettes and approach throughout the selection process.
- 4.2. In case of any doubt or confusion, the student must approach the concerned TPO.
- 4.3. If a student is not satisfied, he/she may approach to In-Charge/Assistant In-charge- University Placement Cell.
- 4.4. In-case, a student feels discrepancy/or any other issue, he/she may report to the Placement authorities.
- 4.5. After every selection process the student must share the feedback to the placement cell.
- 4.6. The placement of a student will be based on his/her profile and in accordance with the selection criteria and the recruitment process/policy of the respective employer/ visiting HR team.

- 4.7. The University, therefore, shall not be answerable for any last moment change or procedural act or policy of the organization concerned.
- 4.8. If a student enrolls for placement in a particular organization but fails to appear in the interview for any critical reason, the same needs to be informed to the concerned HOD/FPC well in advance, otherwise it shall be considered as an opportunity loss.
- 4.9. Re-occurrence of such opportunity- loss may result in suspension/ debarment of the student for future placement opportunities facilitated by University Placement Cell.

## **5. POST SELECTION PROCESS / PROCEDURE**

- 5.1 A student placed in one company can appear in selection process of any other company only when the cited CTC is not less than one lakh rupees per annum (only after permission of the concerned FPC/TPO).
- 5.2 Few organizations will be looking for early joining (just after pre-final semester), in such cases NOC may be sought from the Director/HoD of the School/ Department on the recommendation of In-charge, University Placement Cell.
- 5.3 In exceptional cases, the same must be approved by the Hon'ble Vice-Chancellor/Pro-Vice Chancellor after necessary receipt of undertaking from the student on the special recommendation of the Director/ HoD/ In-charge University Placement Cell.
- 5.4 NOC is not a right; it solely depends on the discretion of the University authorities as applicable.
- 5.5 The concerned TPO would be the single point of contact for a company. The student will not directly approach to the HR/ company authority either in person or through online mode including social media before joining the organization.
- 5.6 In case of parallel recruitment procedures from two or more companies, if an unavoidable case of clash of procedures arises, a student may be asked to choose between two companies and hence, can continue in the post-selection procedure with the chosen company only.
- 5.7 No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
- 5.8 Students shortlisted but not appearing in further selection process may be debarred from placement assistance by the University Placement Cell.
- 1.9. Students selected but not joining/ reporting at the respective organization are required to inform (in writing through FPC & Director/Head) to the University Placement Cell immediately, citing a valid reason for not accepting the offer.
- 1.10. Students must submit a written document stating that he/she does not require any further placement assistance.
- 1.11. In case, a student secures an offer on his/her own efforts, he/she must inform the Placement Cell (through respective FPC/ HOD/ Director) immediately upon receipt of the offer letter and submit the copy of the Offer Letter to the University Placement Cell. The TPO shall ensure the standing of the company.
- 1.12. Students who are going for further studies must intimate the University Placement Cell, well in advance (through respective HOD/FPC), to avoid ambiguity of their candidature for campus placements.

- 1.13. Grievances if any, will be addressed to the University Placement Cell and necessary action will be taken by the In-charge, University Placement Cell.

## **6.0 JOINING & ITS PROCESS**

- 6.1. After the selection in the company, joining date of the student solely depends upon the company policy and procedure.
- 6.2. Students must not make a direct contact to the company HR / concerned person through written or any other communication means.
- 6.3. If there is any delay / issue in the joining of any placed student, he/she may discuss the issue with the TPO/ Incharge University Placement Cell to get it resolved through proper channel. In any circumstances, students must refrain to write regarding any such issue or against the company or the Placement Cell on any social media or such other platform that may result in tarnishing of the image of the university or the company.
- 6.4. If any student feels any grievances / dissatisfaction with HR/ company concerned policy, he/she should contact either to TPO or Placement In charge. Such a student must refrain from registering his/her complaints to anywhere else, because it may be considered as an act of indiscipline.
- 6.5. Generally, on receipt of the offer letter, a student is expected to provide the acceptance letter to the company. If a student fails to send acceptance his/her offer letter to the relevant company resulting into any joining issue, he/ she shall be solely responsible for this negligence.

## **7. Suspension of a Student from Training & Placement Support**

A student is liable to be suspended from the training and placement support/ activities in the following conditions:

- 7.1. Misbehavior with authorities of the university, teachers, placement cell team, visiting HRs etc.
- 7.2. Any misconduct such as involvement/ engagement in undesirable activities, bad word-of-mouth about the university or any part of it in any form such as social media, print media etc., wrong data submission, violation of T&P protocol (related to Dress Code, Physical appearance, I-cards, decent behavior etc. as informed time to time) etc.
- 7.3. If a student applies for a placement drive but does not appear in the further process of selection such as written test, GD, PI etc.
- 7.4. If a student is selected through placement drive and has been offered a job but he/ she declines the offer.
- 7.5. Not appearing in the interview after applying will solicit consequences and may be suspended.
- 7.6. For any other valid reason as deemed by the higher authorities of the University Placement Cell, the department, or the university.
- 7.7. The suspension period may be from one week to 3 months or for one drive to 10 consecutive drives, according to the seriousness of students' misbehavior / fault.

## **8. Debarment of a Student from Training & Placement Support**

A student is liable to be debarred from the training and placement support/ activities for the entire session/ program in the following conditions:

- 8.1. If a student declines more than one offer, no matter in what circumstances, shall be debarred for availing any training and placement assistance from the university placement cell.
- 8.2. if a student, once suspended by the Univ. Placement Cell/ the Department, happens to repeat his undesirable act/ misconduct/ misbehaviour.
- 8.3. If a student has ever been suspended / rusticated by the department/ the university.
- 8.4. If an FIR has been lodged against a student or a student who has ever been sentenced.
- 8.5. Any other valid reason as deemed by the higher authorities of the University Placement Cell, the department, or the university.

## **9. Remedy for Suspended / Debarred Students from Training & Placement Support**

The University Placement Cell also provides the relief mechanism for the punished (suspended/ debarred) students as per the following provisions:

- 9.1 The debarred / suspended student may be given remedy if he/she apologizes for his/her act of indiscipline or malpractices but it solely depends upon the severity of the misconduct and /or the discretion of the authorities concerned. The debarred / suspended student may appear in Placement Cell with apology letter.
- 9.2 Suspended / debarred students may appeal to the In-charge, University Placement Cell through proper channel.
- 9.3 The In-charge, University Placement Cell is vested with the authority to deal with such students ensuring non violation of any clause of the Placement Policy.
- 9.4 The In-charge, University Placement Cell in consultation with the Director/Head, Assistant In charge, TPO/FPC will deal with the issue on case- to- case basis and may provide remedy.
- 9.5 If a student has not received remedy from the In-charge, University Placement Cell, he/she can appeal to the Hon'ble Vice Chancellor through proper channel only after adhering to the above stated mechanism. In any case, the decision of the Hon'ble Vice Chancellor is final.
- 9.6 The debarred/ suspended student must produce Permission Letter from his/ her Faculty Placement Coordinator (FPC)/ HoD for appearing to a placement drive if the student has been punished at departmental level. Then only, he/she may be further reconsidered by In-charge, University Placement Cell for the remedy.
- 9.7 The debarred/ suspended student, having sought permission from the Director of the School as well as the In-charge, University Placement Cell may further be reconsidered by the Hon'ble Vice Chancellor for the remedy.
- 9.8 The forms of the remedy may be the following: punishment may be reduced (i) from debarment to suspension, and, (ii) from the suspension of three months to as less as of one week or from 10 drives to as less as one drive.
- 9.9 No punishment shall be completely abolished by any authority in any circumstances, it can only be reduced as per the provision of the previous para 9.8.

### Annexure: I

Category Wise Indicative List of Companies		
S. No	Category	Name Of Company
1	Automobiles and Ancillaries	Renault Nissan India
		Mothersons
		Caparo Maruti
		Sandhar Automobiles
2	BIFS Sector	HDFC
		ICICI
		IDBI
		Care Insurance
		Bajaj Alliance
		Insurance Dekho
3	Construction Materials	Care Insurance
		Amrit Cements
		Arjas Steels
		TATA Steels
4	Healthcare	Shree Cements
		Oaknet Healthcare
5	Hospitality	Max Hospitals
6	Infrastructure	Marriott Group
7	Logistics	Larsen & Tubros
8	Manufacturing	Mahindra Logistics
		Shiva Glasses
		Kohier power India
		Laxmi Precision
		Coxwell India
		Corsis International
		Idex India
		Okaya EV Ltd
		HND Global India
		Samsung India
		Ashahi Glass
India Forge Ltd		
9	Software and IT	SOTI One
		Iotasaol Technologies
		Naggarro Software
		Coading Black
		CTS
		63 Moon Technologies
		Appicino Technologies
		C Zentrics
		Amdocs
		Bosch Global Software
		Sonata Software
Innomind Software		

		Innovis Telecom
		Accenture
10	Edutech	Airblack
		Upgrade
		Uproar
		Hike Education
		Byjus India
		Wayspire
		Planet Spark
11	Pharmaceuticals	Panancea Biotech
		Sun Pharma
		Lupin Global
		IPCA Laboratories
		SIRO Clinpharma
		ALKEM Pharma
		Macleods Pharma
12	Fertilizers and Pesticides	Eternis Fine Chemicals
		Torrent Gas
13	Service and Operations	EBIX India
		Pay U
		American Express
		OBS
		Techmahindra
		V Dart
		Cognicent Business Solutions
14	Realty	Realty Smartz
		CCS Real Estate
		Property Pistaal
		Stanza Living
		Panchshil Realty
15	Designing	Annalect India
		Recruit CRM
16	Agri Tech	Agrowave
17	Electronics	Hitachi
		Panasonics
18	Diversitify	Wipro
		L&T
19	Consumer Durables	GSK
		ITC
		RSPL
		Parle Products

Annexure: II

**Consent Form for Placement Assistance**  
**(For Final Year Students for CSJM Campus)**  
**(Through placement portal)**

*Note: All the final year students are required to fill this form available on the placement portal of the official website of CSJMU Kanpur.*

Name \* .....

Your WhatsApp number \* .....

E-mail \* .....

Contact \* .....

Your CSJMU Enrollment number\* .....

After Passing out you will do \* .....

Do you need assistance for placement from CSJM University placement cell \* .....

Program enrolled in \* .....

Active Backlog \* .....

Current percentage of marks \* .....

Upload your CV/resume/biodata having your formal front facing passport size photograph.

\* If you want assistance in making your CV watch <https://youtu.be/ghs5i3ypUal>

\* If you want to download CV format click on link [https://drive.google.com/uc?export=download&id=1qyFYs9uzdyRrv9axM-IZZYmSr\\_0i9uY9](https://drive.google.com/uc?export=download&id=1qyFYs9uzdyRrv9axM-IZZYmSr_0i9uY9)

Key skills which makes you a suitable candidate\*

1.....,2.....,3.....,4.....,

Write names of 5 dream/desired/reputed companies in your desired domain/area.\*

1.....,2.....,3.....,4.....,

5.....

Year Of Passing\* .....

Advice For Industrial Courses \* .....

Give your weakness (in which you want training eg,-personality development , technical skill etc.)\* .....

Name any 5 Company of your Domain \*

1.....,2.....,3.....,4.....,5.....

Submit