



# MAHARAJA AGRASEN COLLEGE

(UNIVERSITY OF DELHI)

## THE TRAINING AND PLACEMENT CELL

### PLACEMENT & INTERNSHIP POLICY 2018-19

#### CONTENTS:

1. GENERAL INFORMATION
2. DISCIPLINARY RULES
3. PLACEMENT/INTERNSHIP PROCEDURE
4. PLACEMENT POLICY
5. ELIGIBILITY RULE
6. ABSENTEEISM POLICY
7. ACCEPTING OFFERS/POST SELECTION/JOINING POLICY
8. NON-ACCEPTANCE DUE TO HIGHER STUDIES/ BETTER OPPORTUNITIES



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## 1. GENERAL INFORMATION

Maharaja Agrasen College, University of Delhi welcomes all eligible students to actively participate in the placement process for the Placement Season 2018 - 2019. Maharaja Agrasen College, University of Delhi considers the placement process very crucial and extends all its support to help the students pursue their career goals and find rewarding professional career and internship opportunities in highly competitive job markets. The placement cell has been striving continuously to match the students with their dream jobs, resulting in synergy for the students, recruiters as well as MAC. The placement team continuously endeavors to ensure Maharaja Agrasen College comes up with the best placement results and continues to be the most favored destination for recruiting organizations. In order to maximize the sum of benefits to all the stakeholders, the placement policy for the students has evolved over the years. All the participating students are expected to understand the placement policy and follow it strictly. It may be noted that some policy changes may take place during the year in the best interest of the whole batch. The placement policy is applicable to all students registered for the 2018 – 2019 campus placements of MAC and is to be followed during the entire duration of the placement season and onwards until further notification. However, the role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. TPC does NOT guarantee a job. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.

- i. The Training and Placement Cell will schedule dates and invite companies on the basis of the following parameters:
  - a) Job profile and growth prospects in the company
  - b) The package being offered by the company
  - c) Past recruitment record at MAC
  - d) Alumni feedback (if any) regarding the company.
  - e) Availability of the company for the recruitment
- ii. Each student should join the online whatsapp group which will be handled by a placement cell representative or they may contact the TPC Student Coordinators/ Teacher Coordinators. (SEE ANNEXURE 1)
- iii. Students must keep a regular check on the department notice boards, training and placement cell notice boards(Room No 129), College Website and the online Whatsapp notice boards for any updates related to trainings and placements.
- iv. Any issues or suggestions should be forwarded to the respective student placement Representative or President/Faculty Coordinator, Training and Placement Cell.
- v. Students who are placed in 02 companies i.e. one-dream and one non-dream (Tier – II or Tier III) will have to accept the dream offer and automatically the non-dream offer will be dissolved by default. In case the students reject the dream – offer, all his/her offer will be cancelled. The description of the Tier's is given in Point 5.

## 2. DISCIPLINARY RULES

High level of discipline is expected from the students who wish to be a part of the recruitment process of any company on-campus.

- i. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and are to maintain decorum even under provocation.

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- ii. No discussion with the recruiters regarding selections/selection process should be done.
- iii. If there are any behavioural problems from the recruiter's side that students face, kindly inform the TPC office immediately. Do NOT take action from your end.
- iv. If there are any behavioural problems reported from recruiter's side against any student, appropriate disciplinary action will be initiated.
- v. NO student is allowed to back out from the placement/internship process once he has applied for the company's recruitment drive or at any later stage of the recruitment process. If any such case is found then serious disciplinary action would be taken by the TPC and he/she will be debarred immediately for the next 2 companies for which he/she will be eligible.
- vi. Starting from the Pre-Placement Talks (PPT) till the end of the recruitment process, the students have to be compulsorily dressed in **proper formal attire** for all the rounds conducted by the company, including the written test rounds.
- vii. Students should reach at least 30 minutes prior to the informed timings and immediately report to their respective representatives (ANNEXURE 1). The students are expected to carry all their documents (3 copies of their resume (black and white) in the prescribed format by TPC, 3 passport size photographs and other required credentials), original and photocopy both at the time of Pre Placement Talk itself.
- viii. No student is allowed to leave the Placement Office premises till either the company's process ends or he/she has been informed of his/her rejection at some level. If the student is found missing during the process then he/she would solely be responsible for the incurred loss (if any).
- ix. For the Online Test (if any) the students have to reach the computer centre or whichever venue decided, at least 30 minutes prior to the informed timings. Students should compulsorily carry their Student Identity Card (SIDs) to the venue.
- x. For the written test, the students have to carry their SIDs and required stationery. NO case of cheating or unfair means would be accepted and if found guilty the student shall be debarred from the next two companies, he/she would be eligible for.
- xi. For the Group Discussion/Personal Interview the students are expected to carry their credentials and at least 3 copies of their resume.
- xii. **NO eatables** are allowed in the placement hall and only those students who are involved in the process are allowed inside or around the placement hall during the process.
- xiii. Any student found disobeying the rules as stated above or the placement rules stated below would be blacklisted and the decision on his/her candidature would be decided by the TPC.
- xiv. Details of companies coming for on-campus recruitment will be sent via an email at the registered email ID and put up on the student as well as Training and Placement Cell Notice boards (Room No 129). Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and MAC, companies would notify the cell whenever they receive an off-campus application from any MAC student. In all such cases, suitable disciplinary action would be taken.
- xv. Students are not allowed to share their personal contacts via any means with the companies coming for on-campus recruitment. If asked, you should fill the contact details of TPC only.
- xvi. Students are NOT allowed to appear in the final selection process (test/GD/interview etc.) of companies they have not applied to through the TPC or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies. Violation of this will attract deregistration and suitable disciplinary action. Only special cases shall be allowed with prior approval of President/ Teacher Coordinator, TPC.
- xvii. All unfair practices during the selection process are strictly prohibited and those caught indulging in such activities would be debarred from the placement process.

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### 3. PLACEMENT/INTERNSHIP PROCEDURE

- i. Companies are sent an invitation for campus recruitments by the TPC through E-mail or through telephonic conversation.
- ii. The companies may also show their intent of visiting the college for placements and internships.
- iii. The company discloses its eligibility criteria & the disciplines eligible and special conditions e.g. bond (if any) by means of a Job Announcement Form (JAF)/Internship Announcement Form (IAF).
- iv. The details (CTC/Stipend, Job Profile, Job location, Eligibility Criteria) provided by the company are shared with the students through the online/offline portals.
- v. Based upon the eligibility criteria of the company, the candidates may appear for the recruitment process.
- vi. A mutually suitable date is given to the company & the same is communicated to the students.
- vii. The company visits the college and may hold one or more of Pre-Placement Talk, Written Test, Group Discussion and Personal Interview.
- viii. The company then discloses the list of selected candidates.
- ix. The company may be requested to furnish a waiting list (if any) and also to fill the feedback form for the College reference.

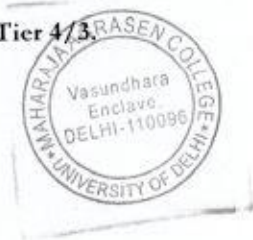
### 4. PLACEMENT POLICY

- i. Only students who are sure of joining the company may sit for the interview and they need to submit a signed undertaking clearly stating that if they are given the offer they cannot reject it, violation of which will debar them from next two interviews.
- ii. Only students who have registered are allowed for Campus Placement. The registration is done by filling up a registration form and signing the placement policy with all personal and academic details up-to-date. Only forms submitted before a pre-decided date would be accepted.
- iii. The students are allowed to sit for any number of companies if he/she fulfils the eligibility criteria, until they get an offer.

### 5. ELIGIBILITY RULE

According to redefined policy, companies are classified as follows:

- a) **Tier 4:**  
CTC < 2.5 lakh p.a.  
**All Start-ups irrespective of the CTC they are offering fall under Tier 4/3.**
- b) **Tier 3.**  
CTC < 4 lakh p.a.
- c) **Tier 2- The Dream Status.**  
CTC < 7 lakh p.a.
- d) **Tier 1 -The Super Dream Status.**  
CTC > 7 lakh p.a.



#### Notes:

**Clause 1:** Any student who is placed in Tier 4 is eligible to sit in any company falling under Tier 3, Tier 2 and Tier 1

**Clause 2:** Any student who is placed in Tier 3 is eligible for any Tier 2 and Tier 1 company.

**Clause 3:** Any student who is placed in Tier 2 is eligible for any Tier 1 company.

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## 6. ABSENTEEISM POLICY

- i. For absenteeism in any test, interview or selection process which an applicant has to attend as part of a company's recruiting procedure, the following minimum penal action would apply:
  - a) An absence of first time – Debar from the next company
  - b) An absence of second time – Debar from next two companies
  - c) An absence of third time – Debarred from all on-campus placements
- ii. A student can be exempted from compulsory attendance for Pre Placement Talk for a maximum of 2 companies due to genuine reasons\* by submitting a leave application form to the coordinator TPC.

**\*Genuine reasons include health problems or other reasons subject to approval of Teacher Coordinator/President, TPC .**

## 7. ACCEPTING OFFERS/POST SELECTION/JOINING POLICY

- i. In case the student lands up in the DREAM category in the FIRST go, then he/she shall not be eligible for any further offer.
- ii. The company shall provide offer letters to the TPC Office and not directly to the students.
- iii. A student who has accepted an offer is expected to join on the given joining date.

## 8. NON-ACCEPTANCE DUE TO HIGHER STUDIES/ BETTER OPPORTUNITIES

- i. If a student does not accept an offer for pursuing higher studies or better opportunities (in India or abroad), the student needs to inform the office of TPC as soon as possible (latest at the date of acceptance from the granted college) along with the letter/offer received by the university/ firm.
- ii. Declining an offer, after formal acceptance, is the violation of code-of-conduct & will be dealt with accordingly and will be liable for any further consequences, including referral to the college for disciplinary actions/denial of Letter of Recommendation from the college.

Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach, the student is already placed, the company in which he/she is placed will be intimated of the violation.

### NOTE:-

The above-mentioned limit is subject to change & the decision of the TPC would be final & irrevocable.

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## ANNEXURE 1

Contact us at: -

Training and Placement Cell: - [placements@mac.du.ac.in](mailto:placements@mac.du.ac.in)

Principal, Maharaja Agrasen College: - [principal@mac.du.ac.in](mailto:principal@mac.du.ac.in)

Social Media Handles: -

Facebook: - <https://www.facebook.com/MACTPC/?ref=bookmarks>

LinkedIn: - [linkedin.com/in/mac-tpc](https://www.linkedin.com/in/mac-tpc)



Facebook Page



LinkedIn

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