



MAHATMA GANDHI UNIVERSITY



Mahatma Gandhi University
Priyadarsini Hills P. O.
Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

Training and Placement Policy/ Manual

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Mahatma Gandhi University, through our Placement Cell, aims to act as a facilitator in aiding job placement of students up on their course completion. The Placement cell shall aid the students to explore the world of employment and new career avenues. The Placement cell shall also have the objective of the professional development of the students by training them towards employability skills which in turn helps the students to move into a desired occupation and/or pursue higher education from prestigious institutions around the world.

The Placement Cell shall strive to provide training and placement assistance to all the registered students as per the norms provided here.

- The university shall constitute a Placement cell
- The Placement Cell functions under the supervision of a **full time voluntary placements officer**.
- The officer shall be selected on rotation basis for a period of **three years**.
- A separate person may be named as **Career Guidance officer**.
- The Placement Cell shall **operate all around the year**.
- The university placement cell shall work to **conduct a job fair on an annual basis**.
- The various departments of the university shall arrange **campus recruitment drives by inviting corporates**
- The departments shall maintain **heathy alumni relationship** and seek the help of well-placed alumni in inviting corporates for campus placements.
- The placement cell shall also **aid in procuring internship opportunities** to our students, where ever it is part of their curriculum.
- In order to prepare the students for job fairs and campus placements, the department shall **compulsorily arrange programmes and activities** to enhance the employability and holistic capabilities of the students and arrange to provide training in soft **skill development, resume building, group discussion, interview skills, etc.**

- The university shall strictly enforce ONE STUDENT ONE JOB OFFER policy
- All the students shall be given equal importance for placement procedures. However, the university shall respect any cutoff or screening criteria advocated by the companies offering placements.
- Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
- Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off campus or on campus. But it is their liberty to search for another better job by his own effort.
- Students must be formally dressed whenever they participate in any sort of interaction with a company.
- A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.
- Students should be ready to attend any screening programme conducted by placement cell on the request of companies.
- Shortlisted students list only will be forwarded to companies. The decision of the placement cell/ or the company officials shall be final.
- Unauthorized absence for test/ interview by a student, subsequent to giving their name for the same shall lead to he/ she getting blacklisted from attending any future placements exercises.
- Any students who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
- Any student who doesn't want to participate or opt out from the placement process should write a letter to the placement committee about the reason for withdrawal.
- Once a student is placed in a company, he/ she has to submit the photocopy of the offer letter with the placement officer for future reference.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or placement cell members or their representatives.
- Students should maintain discipline and decorum in every activity during the placement process.

- Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process.
- Any issues to be discussed should be forwarded to the respective Student Placement Representative and it is his/her responsibility to take it up with Placements Cell.
- Students should reach for pre placement talks/Test/Group Discussion/Interviews on time.
- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.
- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.
- Student found adopting unfair means of any kind in placement procedure of any company the following policy will be de-registered from the Placement Session.