



सत्यमेव जयते



National Institute of Food Technology
Entrepreneurship and Management

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification

Dated: 20.08.2018

Notification

These Rules may be called NIFTEM Corporate Resource Division Placement Policy

SECTION – A: GENERAL GUIDELINES

This placement policy would be applicable to the students of B.Tech, M.Tech & MBA who are registered for campus placements of NIFTEM and is to be followed during the placement season until further amendments are made.

- The role of CRD is to provide placement assistance to the eligible students. It will act **only** as a facilitator and counselor for the placement related activities.
- The placement assistance is available to the students registered with CRD through the policy “ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE” so that maximum number of students can be placed.

1. ELIGIBILITY CRITERIA:

The placement assistance will be applicable to the following students:-

1.1. Academics:

- 1.1.1 Those students who do not have any backlog papers and are expected to finish their degrees by the end of the academic year. (Students who have no arrears till 6th semester for B.Tech. and till 2nd semester for M.Tech & MBA. List of the same shall be obtained from CoE. In the case of any discrepancy, students might be asked to get a clearance from CoE, HoD and Dean (Academics) stating that they are eligible for placements
- 1.1.2 As per the result shared by Controller of Examination (CoE) for B. Tech (up to 6th Semester) & M.Tech & MBA (up to 2nd semester), if result of any student is listed under "Incomplete" Category then, as per the decision taken by the competent authority their candidature will be kept on hold. The eligibility and restriction of candidature shall be followed according to the following matrix:

SI	No. of Subjects in which Student is having Incomplete grade	Duration till which candidature will be kept on hold
1	1 Subject	Till 1 st Week of February
2	2 Subject	Till 1 st Week of March
3	3 Subject	Till 1 st Week of April
4	≥ 4 Subject	Till 1 st Week of May

1.2. Conduct during Internship:

- 1.2.1. All students are required to complete their Industrial Internship after fulfilling all the requirements including submission of Project Report, Monthly Performance Reports and Viva-voice (as applicable).
- 1.2.2. In case of students, who have failed to keep proper conduct during the entire tenure of their internship and college or having written complaints regarding their misconduct; they will be blacklisted for Placement Drive till end of February. Their candidature will be considered

Umi
20/8/18

only after the aforesaid date depending upon the severity of their misconduct and as per the decision taken by the competent authority.

1.3. CRD Activities:

- 1.3.1 Those students who are not defaulters as per CRD Records (on the basis of their attendance in Pre-Internship & Pre-Placement Training, Conduct during entire internship drive – right from appearing for selection interviews till final completion of Industrial Internship) will be eligible to participate in the placement activities organised by CRD. In the case of any discrepancy, students might be asked to get a clearance from Prof I/C – CRD and Senior Manager – CRD stating that they are eligible for placements.
- 1.3.2 A student shall be eligible for placement process only if his / her attendance, aggregate and concurrent, is at least 75% in Pre-Internship & Pre-Placement Training sessions conducted by CRD.

1.4. DSW:

- 1.4.1 Those who do not have any pending/ unclosed disciplinary cases/ actions due upon them as per DSW records will be eligible to participate in the placement activities organised by CRD. In case of any discrepancy, students might be asked to get a clearance from DSW stating that they are eligible for placements.
- 1.4.2 Students may be debarred from placement process on the grounds of disciplinary cases/actions. Details of such students will be obtained from Dean (SW) prior to the commencement of placement season.

1.5. Fees:

Those who do not have pending fees up to 7th semester for B.Tech. and till 3rd semester for M.Tech.

1.6. Entrepreneurship:

As entrepreneurship is one of the basic foundation pillars of NIFTEM, students willing to become an entrepreneur, or trying their hands on entrepreneurship, shall be encouraged and provided hand holding. They may also seek assistance from the Centre for Entrepreneurship & Development (CED) cell of the Institute, if required. Also, the Institute will further support them in getting placement assistance in case they fail or decide to quit their venture within next 2 years of their graduation. To avail this offer, they should opt out from the current placement season.

1.7. Higher Education:

- 1.7.1 Students who are planning for higher studies and have appeared in competitive exams like GATE, CAT, MAT, GRE, ICAR, NET etc. should inform CRD in prior so that, if any of them is shortlisted by the company, NIFTEM may advise them to keep few students in waitlist. This will enable a healthy relation between the Institute and corporates while providing a better option for students on the other hand.
- 1.7.2 Students who are planning for higher studies and have appeared in competitive exams like GATE, CAT, MAT, GRE, ICAR, etc. must intimate CRD as soon as the results are declared. Failing to do so will be seen as the hiding of facts and student may face disciplinary action depending upon the severity of the case.

2. CONSIDERATION/ REJECTION OF CANDIDATURE:

- 2.1 Every student should respond to the electronic mails sent by CRD whenever required and within the time specified. CRD shall not be responsible for students' logistical issues such as failure/ lack of Internet connectivity etc. The candidate will be solely responsible for the same.
- 2.2 In case any student has not responded to CRD communication due to some unavoidable circumstance, he/she will be given the opportunity to register for the interview through "On the spot" option, provided they have attended Pre Placement Talk and informed CRD Student Representative about their intended presence in advance. In the case of situations, where Pre-Placement Talk takes place after screening process (like the short listing of candidates or after

Lin
20/8/18

- conclusion of written exams), "On the spot" registration shall not be available to those who haven't applied for their candidature in advance.
- 2.3 A student who has once applied to a company is not allowed to opt out before attending the Pre – Placement Talk (if applicable). However, He / She is allowed to withdraw his / her candidature upon attending the Pre – Placement Talk and understanding the job prospects.
- 2.3.1 If any candidate has already appeared for online or written test and rest of the recruitment process is scheduled for later stage, they cannot withdraw their candidature for GD/PI/Others as the placement process having already started for them (even if there is no pre-placement talk prior to the test)
- 2.3.2 If a student is not willing to appear for interview in any particular opening, after agreeing for the same, they may opt out after the Pre-Placement Talk only if no. of candidates appearing for further round of interview is more than or equal to 50% of candidates who have applied for the job (through any means) e.g. If 50 students have applied for the job then, only 25 students can opt out at a time.
- 2.3.3 In the case of exceptional situation, where the number of candidates is ≤ 15 for any particular opening through CRD, opting out after Pre Placement Talk (if applicable) will not be allowed. This is being done to ensure a healthy relation between the Institute and the Corporates.
- 2.3.4 Opting out at any stage is not allowed for those openings where Pre-recruitment talk and/or interviews are conducted outside the campus.
- 2.4 If any student remains absent for Pre-recruitment talk after applying for a particular opening through CRD (via any means), he/she will be debarred from sitting in Placement for upcoming 2 companies in which they have applied.
- 2.5 Any student who reports late for Pre Placement Talk/Test/GD/Interview and other related processes will not be allowed to take part in the further placement process for that particular company.
- 2.6 In case a student is withdrawing or found to be unavailable after entering the selection process, refuses to sit for placement interview or remains absent from interview after getting shortlisted by the company for a particular opening through CRD, he/she will be debarred from sitting in Placement Drive further onwards.
- 2.7 A student will be considered to have secured a job if his/her name appears in the selection list or an appointment letter is received in the CRD. Issuance of Offer Letter/ Mail received from the company will also be considered as confirmation of selection.
- 2.8 Upon refusal of a job offer, once made by corporate, student will not be allowed to take part in further placement drive for the entire placement season. Non – compliance with guidelines indicated above would lead to forfeiting of caution money and non issuance of character certificate.
- 2.9 There is no restriction on applying/appearing in interviews until the first job is secured.
- 2.10 A student would be deemed to have been unplaced after placement season only if/she remains unplaced after participating in at least 5 companies that have participated in the placement drive. In case a student has participated in ≤ 5 companies and remains unplaced, he/ she would be deemed to have "Restricted choice" or "Lack of interest" and other reasons, as applicable.

3. CODE OF CONDUCT:

- 3.1 It is expected that all the candidates aspiring for job opportunity will present themselves in proper formals (Shirt, Trousers, Tie (for male candidates only), Coat and properly covered shoes) right from the stage of pre-placement talk. Amongst other important documents to be carried during the interview, each candidate appearing during the interview must carry 2 hardcopies of their CV. One copy is to be handed over to CRD Student Representative and other copy to be retained by them.

Wm
20/8/18

- 3.2 Students must keep their Identity Cards with them at the time of PPT/Test/GD/PI, and produce the same when demanded by the visiting team or CRD staff or any representative
- 3.3 Any student failing to put up good professional conduct at any time of the placement season will not be considered for further placement process.
- 3.4 Direct contact with Recruiters inside and/or outside the campus at any stage of Placement drive is highly unprofessional and unethical. Contacting with delegates/ representatives of the Company visiting the campus for placement purpose without prior permission of the CRD is strictly prohibited at all stages. Failing to do so will lead to the breach of placement policy and his/her candidature may stand cancelled for further placement as per the decision of competent authority.
- 3.5 Cheating in any form or marking proxies during the selection process is strictly prohibited and those caught indulging in such activities would be barred from further placement process.
- 3.6 If a student makes any false claims in his/ her resume submitted to CRD, his/ her registration at CRD will be cancelled immediately. If the student has already received a job offer on false information, it would be revoked and there would be a disciplinary action against such candidate as per the decision of competent authority.
- 3.7 In the purview of the fact that companies may approach Institute any time, students are advised to make themselves available in the campus always until they have secured a job which otherwise would reflect their lack of interest in participating in the campus placements. However, in the case of emergency or on the grounds of genuine grounds, they may be exempted provided they have given prior intimation to CRD or took permission from Prof. I/C – CRD and submitted a documented evidence for the same in CRD office.
Note: If anyone is found to be missing from campus during placement drive for long duration (more than 15 days) without intimating CRD, it would be taken that they are not participating in further placement drive and their candidature with CRD shall stand cancelled.
- 3.8 In case anyone is found to give fake responses in an interview or denying the job offer or in case, the recruiter complains about the same, his/her candidature will be withheld. A show cause letter will be issued to them and they will not be allowed to sit for placement in further companies until he/ she gets them signed from their respective HoD, Dean (Academics) and Prof I/C – CRD (or until the further decision has been passed from competent authority).
- 3.9 NIFTEM students placed through campus placement should ensure that they do not leave his/her job within 6 months from joining date in the company or before completion of probation period, whatever is earlier, in order to maintain reputation of the institute, unless the same may lead to penalties deemed fit by the competent authorities.
- 3.10 Students should be able to make himself/ herself available at CRD office whenever required by CRD. They should also provide clarification on any matter/issue whenever needed or demanded by CRD.
- 3.11 Any act of misbehavior on the part of students which affect the decorum of the CRD or the selection process or the reputation of NIFTEM would attract penalty as per the discretion of competent authority
- 3.12 In order to get an NOC from Institute for final clearance, the clearance slip should bear the signature of Senior Manager – CRD.

SECTION B: OTHER GUIDELINES INCLUDING PRE – PLACEMENT OFFER (PPO)

1. All Pre-Placement Offers (Herein referred as PPO) by any company whatsoever, extended to any student, have to be immediately intimated to the CRD by the student. This also includes offers extended by those companies which have not participated in the campus internship drive (for self-arranged internship).PPO mainly includes jobs offered during Internship. Hiding the facts will lead to non-grant of 'NOC' by NIFTEM as this act would be seen as manipulation of facts.

Lin
20/8/18

2. All companies contacted will also be asked in advance about any Pre-Placement Offers that have been extended by them and the company will be informed about our PPO policy in advance.
3. Also, any form of intimation from a company about the possibility of a PPO being granted in future should be informed to the CRD immediately. CRD will take up the matter with the company further and the student will be intimated accordingly.
4. Any student found to have breached any of these clauses or secured a PPO and not informed CRD of the same will be debarred from the entire placement process for the session.
5. 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.
6. Students, whether accepting or declining a PPO, will have to notify the CRD immediately. If the PPO is accepted, the job will be recorded and he/she must not participate in the campus placements. However, he/she will be allowed to participate in the process if the offer is declined and they provide an adequate reason for rejection of their PPO to CRD.

SECTION C: FACULTY INITIATIVES FRAME AND INTERFERENCE

1. Keeping the mandate with which NIFTEM is established and dedication expected out of a high-performance team, all faculty members are expected to co-ordinate with at least two companies and ensure their participation in campus placement in order to contribute to the **goal of 100%** placement.
2. Each department will be required to nominate one faculty member to give his/ her valuable contribution to Corporate Resource Division.
3. In the case of any dispute/ non-clarity that may arise, the matter will be referred to a committee of all Deans & Prof-in-charge, CRD.

Once the student has read the placement policy and choose to avail the placement facility from CRD, they should register themselves by filling "Placement Registration Form" and undertaking "Oath of Allegiance". After successful completion of the above, the students shall be allowed to participate in Placement drive.

Signature
20/8/18
(Dr. T.N. Giri)
Registrar.

To

1. All HoDs/ Deans & Faculty Members
2. All Divisions/ Sections/ Cells.
3. Dean (SW) : for wide publicity among students.
4. AR (IT) (for uploading on the website)
5. Notice Boards
6. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.