

Dos and Don'ts

Training and Placement Cell, Sarvajanic University

1. About this guide

This guide explains the everyday responsibilities of everyone involved in campus placements at Sarvajanic University (SU). It is intended for students of SCET, MS-IDPT, SRLIM, SCCCA, BRCM, SCOL, SRKI and SCOPA, along with the College T&P Cells, faculty members, University T&P Cell and recruiting organisations.

The goal is to keep the placement process fair, organized and respectful.

2. Guidance for students

2.1 Registration and eligibility

DO	DON'T
- Complete your registration on the SU Placement Portal or the portal used by your college before the announced deadline. - Keep your resume, marksheets, certificates, identity documents and signed undertaking ready. - Read the eligibility conditions carefully before applying. Check the required programme, CGPA or percentage and backlog conditions. - Read the T&P Policy before registering. Registration means that you agree to follow the applicable rules.	- Do not enter incorrect information or submit forged, altered or borrowed documents. Such conduct may lead to disciplinary action and permanent debarment. - Do not wait until the deadline has passed and then request an exception. - Do not treat eligibility as a promise of employment. The final decision belongs to the recruiter. - Do not apply to a drive if you have an active backlog unless the recruiter has permitted it.

2.2 Preparation and training

DO	DON'T
- Attend the aptitude, technical, communication and soft-skills sessions arranged by the Institute. - Keep your resume current and maintain a professional LinkedIn profile. - Participate in mock interviews, group discussions, coding or technical tests etc. - Keep both printed and digital copies of important documents ready before each drive.	- Do not skip a training program that has been declared mandatory. - Do not begin preparing only after a company visit has been announced.

2.3 During a campus drive

DO	DON'T
• Arrive on time for the pre-placement talk (PPT), written test, group discussion and interview. • Follow the dress code and communicate politely with company representatives, T&P staff and other candidates. • Attend the PPT of a company for which you have registered, unless the T&P Cell has granted an exemption. • If an emergency prevents you from attending, inform the T&P Cell as early as possible—normally 24 to 48 hours in advance.	• Do not use unfair means, canvass or attempt to influence the selection process. • Do not raise questions about salary or package during the PPT unless the company invites such questions. • Do not negotiate CTC or other employment terms directly without informing the T&P Cell. • Do not remain absent after confirming participation without giving prior information. • Do not behave disrespectfully towards recruiters, staff or fellow students.

2.4 Offers, multiple offers and upgrades

DO	DON'T
• Respond to an offer within the period mentioned by the company or University. • Check the offer category before registering. Unless revised by SU, the categories are: Category A—Dream/Premium, 8 LPA and above; Category B—Core/Regular, 4 to 8 LPA; and Category C—Normal/Mass, below 4 LPA. Internship, PPO and apprenticeship opportunities may follow a separate track. • Obtain written approval from the University Convener before seeking an upgrade. • If you leave an organisation after accepting its offer, obtain a formal release before joining another organisation.	• Do not keep more than one final campus offer at the same time. • Do not attend a lower-category drive after being selected in a higher category. A student placed in Category B may normally participate only in Category A drives, subject to the company rules and written University approval. • Do not continue in the placement process after accepting an offer, except where the policy permits PPO conversion or an approved higher-dream opportunity. • Do not withdraw from or reject an accepted offer, or join another organisation, without following the approved process.

2.5 Off-campus offers and opting out

DO	DON'T
• Inform the SU T&P Cell or your College T&P Cell within seven days of receiving an off-campus offer and submit a copy of the offer letter for the record. • If you wish to leave the campus placement process, submit a written declaration	• Do not hide an off-campus offer from the T&P Cell. • Do not opt out only through a verbal conversation; submit the request in writing.

3. Guidance for College T&P Cells and TPOs

DO	DON'T
• Work in accordance with the University Placement Policy and keep the University Convener informed.	• Do not favour or exclude a student for reasons unrelated to the published eligibility conditions.

- Plan drives carefully and communicate eligibility, schedule, instructions and results through official channels.
- Provide or coordinate useful preparation, including aptitude practice, group discussions, interviews and resume guidance.
- Check student eligibility against recruiter's stated conditions before shortlisting.
- Keep placement records accurate and update the MIS portal at regular intervals.
- Receive grievances in writing or by email and try to resolve them at the college level.
- Do not admit a student with an active backlog or pending disciplinary matter unless the recruiter or University has permitted it.
- Do not allow participation that conflicts with the Multiple Offers Policy.
- Do not approve exceptions for backlogs, upgrades or re-applications without the required written permission.
- Do not make commitments on behalf of SU without consulting the University Convener.
- Do not share student information beyond what is necessary for recruitment.
- Do not leave student grievances unanswered.

4. Guidance for the University T&P Cell

DO	DON'T
• Coordinate major recruiters, the placement calendar and the University's training activities. • Maintain a clear grievance route from the College TPO or Department Head to the University Convener and, where necessary, the Registrar or designated authority. • Promote SU as a supportive and career-focused academic community. • When two rules appear to conflict, record the interpretation that protects a fair and transparent process.	• Do not relax a recruiter's eligibility conditions without proper authority. • Do not rely on verbal approvals for exceptions; record them in writing. • Do not allow a conflict of interest to affect a placement decision. • Do not schedule overlapping drives without coordinating with the colleges involved. • Do not change a rule without informing the affected students and recruiters.

5. Guidance for faculty members and departments

DO	DON'T
• Provide academic and project guidance to students preparing for recruitment. • Issue recommendation letters and verified academic information promptly when appropriate. • Encourage students to make use of training, internships, projects and industry interactions. • Help the T&P Cell verify academic records on time.	• Do not schedule tests, laboratory work or assessments over a confirmed placement activity without coordinating with the T&P Cell. • Do not discourage eligible students from participating in placement activities. • Do not share unverified information about a student with a recruiter.

6. Guidance for recruiters and industry partners

The following points are intended for the recruiter-facing version of this guide.

DO	DON'T
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- Share the job description, role, CTC, eligibility conditions, selection stages and expected timelines before the drive.
- Follow the schedule agreed with the T&P Cell and respect the University's multiple-offer arrangements.
- Send the final result and any release or revocation in writing to the T&P Cell.
- Do not conduct recruitment outside the knowledge of the T&P Cell.
- Do not change the CTC, job role or other important offer terms without communication.
- Do not withdraw an offer without a valid reason and written notice.
- Do not use or share student data for a purpose unrelated to the recruitment process.

7. Debarment: quick reference

Depending on the seriousness of the matter and the approved University policy, a student may be removed from part or all of the placement process for any of the following:

- Submitting false information or forged documents.
- Missing a confirmed drive without prior intimation, normally at least 24 to 48 hours in advance.
- Misbehaviour or conduct that is inappropriate for a professional selection process.
- Rejecting or withdrawing from an offer after accepting it.
- Having active backlogs beyond the permitted limit.

The College TPO should consult the University Convener before taking a debarment decision. The student should be informed of the decision and may appeal to the University Convener within three working days, subject to the approved procedure.

8. Grievance redressal

Level	Authority
First	Department Head or College TPO
Second	University Convener, T&P Cell
Final	Registrar or designated competent University authority

Submit grievances in writing or by email so that the issue, response and follow-up can be recorded.

9. Ten reminders for students

1. Register before the deadline and keep your documents ready.
2. Provide complete and truthful information.
3. Prepare steadily; do not wait for a drive announcement.
4. Attend training and arrive on time for every selection activity.
5. Attend the PPT of a company for which you have registered.
6. Do not use unfair means or negotiate directly with the recruiter.
7. Tell the T&P Cell promptly if you cannot attend a confirmed drive.
8. Reply to an offer within the stated time.
9. Do not leave or reject an accepted offer without following the approved process.
10. Report an off-campus offer within seven days.

10. Administrative note

This guide should be read together with the current T&P Policy of Sarvajanic University and any written instructions issued for a particular recruitment drive. Where a recruiter's published eligibility condition or a University rule is stricter, the applicable authority should clarify the position in writing before the drive.

Issued by: Convener, Training and Placement Cell, Sarvajanik University