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Annexure II

CAREER SERVICES DEPARTMENT

UNDERTAKING TO OPT OUT OF PLACEMENT ASSISTANCE

Reference No: [To be filled by office] _____

I, _____, Reg No : _____

Major _____

Year _____, hereby voluntarily opt out of the placement assistance provided

by Atria University for the academic year 20____ - 20_____.

DECLARATION

I solemnly declare that:


1. I hereby agree that I have carefully read and understood the Placement Policy of Atria University .
2. I hereby undertake and agree that my decision herein is uninfluenced and voluntary.
3. I undertake that I fully understand that upon submission and acceptance of this undertaking:
 - I will not be eligible to participate in any campus recruitment drives conducted during this academic year.
 - I will not have access to placement-related training and resources reserved for registered students.
 - My decision is final and cannot be reversed for the current academic year.

REASON FOR OPTING OUT

(Please select the appropriate option and provide details):

- Higher Studies (Please specify: (_____))
- Entrepreneurship Venture (Please specify (_____))
- Off-Campus Job Offer (Company: _____ Role: _____)
- Family Business (Please specify: _____)
- Preparation for Competitive Exams (Please specify: _____)
- Other (Please specify in detail: _____)



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Additional Comments (if any): _____

ACKNOWLEDGMENT

I acknowledge that Career Services , Atria University has made me aware of all placement opportunities and support services available to me. I have chosen to opt out after careful consideration of my career objectives.


Student Name		Parents / Guardian Name	
Student Reg. No.		Parents / Guardian Signature	
Student Signature		Date	
Date		Place	
Place		Mobile Number (Parent)	

FOR OFFICE USE ONLY

Received on date:	
Verified by Name & Signature	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Remarks _____	
Placement Coordinator Name & Signature	
Head - Placements Name & Signature	

Approved By Vice Chancellor
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Annexure I

PLACEMENT GUIDELINES

At Atria University , placement guidelines ensure fairness, efficiency, and structured opportunities for students. This policy aims to provide support by ensuring the students accessibility to such opportunities. However, this policy does not guarantee employment to any student.

i) Approach:

- In the 4th Year - Priority will be given to internships leading to placements
- Internships without placements will be allowed if:
 - o Students have opted out and submitted required documents
 - o Students have a confirmed job offer
 - o No internship with placement opportunity has been secured by the student before the start date


ii) Student Participation Guidelines:

- Registration at the beginning of 2nd year is mandatory
- 85% attendance in training programs; 75% overall academic attendance required
- Students must pass Qualifier Tests (Aptitude, English, Technical) with two reattempts permitted at no additional cost before the placement drives commence.

iii) First Offer Policy

- Students must participate in all placement drives (for which they are eligible) until securing an offer irrespective of Job Role or Package offered.
- On-campus tests must be taken in designated locations only
- Missing a placement drive will result in a formal warning; missing two drives will lead to removal from further placement opportunities



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iv) Disciplinary Guidelines

- Breaches include:
- Being late to placement drives
- Non-adherence to company processes
- Lack of seriousness
(e.g., not turning on video during online meetings, sitting in back rows)
- Poor interview preparation
- Not wearing formal attire
- Not updating Career Services after interviews
- Direct communication with recruiters without involving Career Services

v) Consequences:

- First breach: Formal warning
- Second breach: Suspension from two placement drives, announced on the notice board

vi) Post First Offer Guidelines

- Students can update preferences after receiving their first offer with the Career Services .
- Future opportunities will be aligned with stated preferences wherever possible
- Post First offer students must register for each of the placement drives
- Missing any placement stage after registration will result in withdrawal from further drives

vii) Post Second Offer Guidelines

- Participation in further placements allowed only if:
- The new offer is 25% higher than the previous package
- The new company offers significantly better career advancement opportunities (e.g., shifting from non-core to core roles)
- Career Services holds the final decision on further participation

Read and Accepted


_____ Date: _____ Signature of the Student

Name: _____ Reg. No: _____

Major : _____ Year : _____

Training and Placement Officer



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1.0 Introduction:

- The Placement Policy at Atria University (AU) is to ensure a structured, transparent, and inclusive recruitment process that offers career opportunities to all eligible students. Career Services at AU serves as the nodal point for coordinating with students and recruiters for diverse opportunities to ensure that the student have accessibility to employment through industry collaborations, strategic training initiatives, and well-organized recruitment drives.

2.0 Objectives:


Career Services

- aspires to bridge the gap between potential employers and industry expectation and enhance industry-relevant competencies amongst students.
- intends to strengthen industry related partnerships for successful internships & placements, and to make diverse opportunities accessible to students.
- intends to actively pursue and take measures to make institution a preferred choice for recruiters by consistently upgrading to industry requirements and technological advancements.
- train and orient students for industry relevant acquisition of skills, and bridge institutional learning and industry requisites.
- shall ensure fair processes and transparent functioning for all stakeholders to attain the objectives and shall endeavor to dispel necessary means to keep opportunities of all means accessible to the students.

3.0 Placement Procedure for Companies:

- A prospective employer or a company is invited for the campus recruitment process through a formal invitation.
- Career Services requires such employers to submit a detailed job description and profile, including the eligibility criteria, salary package, and terms of such recruitment, and upon such verification, AU onboards the employer or a company for the process.
- Career Services facilitates the recruitment as per the mutually agreed process and dates
- The companies, at their liberty, conclude their selection process and share selected candidates' lists upon such completion and hiring.
- Career Services mandates that all communication between the employer and the students, must include the Career Services who must duly be appraised of all progress and decisions.



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4.0 Eligibility Criteria for Placements:

- The students must meet the recruiter-specific CGPA and academic parameters to partake in recruitment and placement process.
- The students are required to maintain and update their academic and personal records with Career Services and shall intimate and disclose information that may be necessary for such employment opportunities.
- The students are requested to verify and submit their Aadhaar , PAN and Passport within 90 days of placement registration with the Career Services.
- The students are expected to have adhered to the AU policies and code of conduct and must not have any active disciplinary case(s) against them.

5.0 Guidelines for Student Eligibility:

- It is mandatory for all students to register with the Career Service Department for the placement and recruitment process in the beginning of the second year of the 4-year program
- The students are required to maintain a minimum CGPA of 6.0, or above and must have no pending sprint completion to participate in activities related to Career Services (Trainings , Internships or Placement Drives)
- Career Services shall reserve authority to disqualify or cancel any such registration at instances of indiscipline and non-compliance.
- The students are required to mandatorily attend the placement training / sprints and orientation programs conducted by Career Services from time to time
- Career Services shall allow a student to opt out of the placement procedure upon submitting a written declaration. (Annexure II)
- The students registering for recruitment and placement process are required to maintain 85% attendance in the training programs, and a mandatory 100% attendance in placement drives until securing an offer from a recruiter.
- The students and the recruiters are expected to mandatorily comply and adhere to the rules and regulations of the AU Placement Policy
- A student can hold a maximum of two offers; wherein acceptance of a second offer would automatically deem the other offer revoked or, rejected.
- The students are expected to honor the terms of recruitment and of the employer upon acceptance of any offers and shall take up the employment upon such terms. Any violations for terms upon acceptance shall



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tantamount to disciplinary misconduct and the Career Services shall reserve right for appropriate action.

- The institution and the department shall communicate with the students via email / WhatsApp/ notifications on xcelerator , and any such communication shall be deemed to be official communication, and the students are expected to monitor and follow all such channels for any such communications.
- The department may, at discretion, mandate certain placement drives and designate some as compulsory for all eligible and registered students.
- The department shall reserve right to appropriate and suitable action against any unethical practice during the recruitment process.
- The students are mandatorily required to keep their video turned on during any online placement trainings, orientations and any such interactions.
- The students are expected to be punctual and professional for all recruitment and placement procedures and shall dress in professional attire.
- All placement-related achievements must be reported to Career Services within two working days of receiving the official communication. Career Services will take appropriate action as deemed necessary upon verification.
- It may be noted that the Career Services shall provide placement opportunities but does not guarantee any job offers to any students.


6.0 Grievance Redressal Mechanism:

- A Placement Grievance Committee consisting of the Training and Placement Officer, one faculty member, and one student representative will address placement-related grievances.
- The students can submit a grievance in writing to any member of the Placement committee for redressal and take an acknowledgement .
- The committee shall acknowledge the grievances with an endorsement within 2 working days and shall attempt to resolve such grievances within 10 working days before any escalations.
- In case of any unresolved or unsatisfactory redressal of the Committee, an appeal against such decisions will be vested with the Vice Chancellor who shall take appropriate steps within 5 working days
- The committee shall maintain confidentiality of all grievances and complainants.

**7.0 Data Privacy Statement:
Career Services**

- shall ensure that only information relevant to the placement process is shared with prospective employers or organizations.



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- shall share the data and information with companies and prospective employer upon receiving a consent from the students during the registration.
- shall ensure that the student information is not shared with any third parties that not involved with the placement process
- shall comply with all applicable data protection regulations, and policies, statutory or prescribed by the internal code.
- shall have the right to know information and data matrix that are being shared with potential employers

8.0 Alumni Placement Support:

- Students who opted out of the placement during their 4 year program due to genuine reasons are eligible for placement assistance for upto one academic year after graduation. Such assistance shall be available upon registration with the Career Services.
- An alumni shall be considered for any opportunities, only after the current students have been offered the opportunity.
- The terms of placement for alumni shall be same as enumerated for on-going students, and alumni are also expected to adhere to such terms with professional standards as same disciplinary standards shall apply.
- Alumni placement support is subject to resource availability and employer requirements.


9.0 Special Considerations:

- Students with disabilities shall receive reasonable accommodations during the placement process, and the department shall ensure fair process for such students on case-to-case basis. Any special consideration in case of a disability may be intimated to the Career Services in advance.
- Any students requiring any special arrangements, or considerations must notify the Career Services Department at least 15 days in advance to the recruitment drive.
- Entrepreneurially inclined students may defer placement participation for up to one year post graduation
- Students representing the institute in national/international events may be granted exemptions from concurrent placement activities

10.0 Placement Statistics Transparency:

- The placement statistics would be calculated based on the number of eligible and interested students, and registered students with the department.



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- An annual placement report will be published with detailed breakdowns by majors and salary ranges
- All reported statistics will be verified by an independent faculty committee constituted for such purpose.

11.0 Feedback Mechanism:

- The students shall fill and submit a feedback form after completion of each placement drive.
- The companies would be requested to provide feedback to the candidates and the overall recruitment process.
- The suggestions and the feedback from the employers and students shall be used to make the placement activities and training programs better, diverse and inclusive.
- Aggregate feedback analysis will be shared with stakeholders each year.

12.0 Remote / Virtual Placement Protocols :


- Students must ensure stable internet connection and appropriate equipment for virtual interactions
- Students are expected to check their camera and microphone at least a day before the event.
- Technical rehearsals will be conducted before major virtual recruitment drives
- Backup plans must be in place for technical failures (alternative devices, locations, etc.)
- Virtual backgrounds must be professional and approved by the Career Services
- Students must be in a quiet, well-lit environment during virtual interactions

13.0 Debarment from Placement Process:

- Missing placement activities without approved leave will lead to debarment
- Misconduct during any stage of the recruitment process will result in disciplinary action
- Providing false information to recruiters will lead to immediate debarment
- Violating company-specific or University placement guidelines will result in appropriate penalties

14.0 Policy Amendments:



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- Career Services reserves the right to modify policies as needed based on industry trends and institutional requirements. Any changes will be communicated to students in a timely manner.

