



PLACEMENT AND CAREER SERVICES POLICY

Academic Session 2026 – 2027

ITM University, Gwalior

"Celebrating Dreams"



Issued by: Training, Assessment and Placement Cell (TAP)

1. Purpose

The Placement and Career Services Cell (TAP Cell) is committed to facilitating meaningful career opportunities for students through campus placements, internships, higher studies support, entrepreneurship guidance, and industry engagement.

This policy establishes a transparent, fair, disciplined, and outcome-oriented framework governing student participation in placement activities and employer engagement.

2. Objectives

The Placement and Career Services Policy aims to:

- Facilitate employment opportunities for eligible students.
- Promote career readiness through structured training interventions.
- Support students in obtaining quality employment aligned with their qualifications and aspirations.
- Strengthen industry-academia partnerships.
- Maintain professional standards during all recruitment activities.
- Protect long-term relationships with recruiting organizations.
- Ensure accountability among students, departments, and the TAP Cell.

3. Applicability

This policy shall apply to all eligible students of ITM University enrolled in programmes leading to the award of a degree, diploma, or equivalent qualification and participating in placement-related activities.

4. Eligibility for Campus Placements

4.1 General Eligibility

Students expected to successfully complete their programme requirements during the academic session 2026–27 shall be eligible to participate in placement activities.

4.2 Registration Requirement

Only students registered with the TAP Cell shall be considered for placement opportunities.

4.3 Ineligibility Criteria

Students shall be ineligible to participate in placement activities if they:

S. No.	Condition
1	Have outstanding fee dues
2	Have not completed the Summer Internship Programme
3	Have attendance below 75%
4	Have received unsatisfactory conduct reports from faculty, trainers, mentors, or university authorities
5	Have three or more academic backlogs
6	Have violated University disciplinary regulations

S. No.	Condition
7	Have failed to attend mandatory TAP-designated training programmes

4.4 Backlog Policy

Academic Status	Eligibility
No Backlogs	Eligible
One or Two Backlogs	Provisionally Eligible, subject to clearance before graduation
Three or More Backlogs	Not Eligible

4.5 Mandatory Training Requirement

Attendance in all training programmes, aptitude sessions, mock interviews, resume-building workshops, communication skills programmes, industry interaction sessions, and other activities designated by the TAP Cell shall be compulsory.

Training Non-Compliance Matrix

Violation	Consequence
First Instance	Written Warning
Second Instance	Debarment from Next Two Placement Drives
Third Instance	Debarment from Next Five Placement Drives
Fourth Instance	Suspension from Placement Process for the Academic Session

4.6 Company-Specific Eligibility

Students must additionally satisfy any eligibility conditions prescribed by the recruiting organization.

5. Classification of Companies

5.1 Day One Company

A reputed company, major recruiter, or long-term recruiting partner of the University.

5.2 Day Zero Company

A company offering a compensation package at least double that of Day One companies, or any company specifically notified by the University.

5.3 Dream Company

A Dream Company shall mean any company satisfying one or more of the following criteria:

S. No.	Criteria
1	Offers compensation at least 50% higher than existing offer
2	Offers package of ₹10 LPA or above
3	Offers international placement opportunities
4	Offers core discipline role
5	Fortune 500 Company or equivalent
6	Any company notified as Dream Company by the University

6. Opportunities for Placed Students

Students already placed may continue to participate in recruitment drives only under the following circumstances:

S. No.	Opportunity Type
1	Dream Company
2	Core Discipline Opportunity
3	Opportunity offering at least 50% higher compensation

7. Recruitment Process

A. Before the Drive

Requirement	Provision
Registration	Mandatory
Reporting Time	30 minutes before physical drive
Virtual Drive Reporting	15 minutes before commencement
Job Description Review	Mandatory
Absence Intimation	Mandatory, with valid reason

Failure to register shall result in exclusion from the current drive and the next two drives.

B. During the Drive

Students shall:

- Maintain professional conduct.
- Observe confidentiality requirements.
- Remain available throughout the recruitment process.
- Follow all instructions issued by recruiters and TAP officials.

Leaving a drive without authorization may result in debarment.

C. After the Drive

The TAP Cell shall communicate results through official channels.

8. Student Conduct Matrix

Violation	Consequence
Late Reporting	Warning / Exclusion from Current Drive
Unauthorized Absence	As per Absenteeism Policy
Misconduct with Recruiters	Immediate Debarment
Use of Unfair Means	Debarment for Academic Session
Submission of False Information	Permanent Debarment
Sharing Confidential Assessment Material	Debarment up to One Academic Year
Defamatory Remarks Against Recruiters or University	Debarment and Disciplinary Action
Social Media Conduct Affecting Recruiter Relations	Debarment and Disciplinary Action
Failure to Honour Accepted Offer	Debarment from Placement Activities

9. Absenteeism Policy

Students absent from any stage of recruitment without prior approval shall face:

Occurrence	Consequence
First	Debarment from Next Two Drives
Second	Debarment from Next Five Drives
Third	Permanent Debarment

10. Offer Management Policy

10.1 Single Offer Principle

A student shall ordinarily retain one confirmed placement offer through campus recruitment.

10.2 Participation after Placement

Participation shall be allowed only for:

- Dream Companies.
- Core Discipline Opportunities.
- Opportunities offering at least 50% higher compensation.

10.3 Offer Acceptance

Students shall not:

- Request extension of offer deadlines.
- Request companies to hold offers.
- Withdraw after accepting an offer.

Violation may result in debarment.

10.4 Multiple Offers

Where multiple offers are received simultaneously, students may choose one offer.

11. Non-Compliance with Offers

Any student who:

- Rejects an accepted offer;
- Fails to join after acceptance;
- Misrepresents information;
- Withdraws without valid justification;

shall be liable for debarment from all remaining placement activities.

12. Recruiter Feedback System

The University shall obtain structured feedback from recruiters after each drive. Recruiters may evaluate:

- Technical Competence
- Communication Skills
- Professional Behaviour
- Interview Preparedness
- Industry Readiness
- Overall Quality

Recruiter feedback may be used for:

- Training interventions.
- Student mentoring.
- Departmental improvement.
- Placement readiness assessment.

13. Employer Relationship Protection Clause

Students shall conduct themselves in a manner that protects and strengthens the University's relationship with employers. Any act resulting in:

- Reputational damage;
- Cancellation of recruitment opportunities;
- Loss of recruiter confidence;
- Misrepresentation of institutional information;

may result in disciplinary proceedings and placement debarment.

14. Off-Campus Recruitment

Students participating in off-campus recruitment shall:

- Arrange their own travel and accommodation.
- Inform the TAP Cell before attending.
- Submit offer letters upon selection.

15. Self-Placement

Students securing employment independently shall:

S. No.	Requirement
1	Inform TAP Cell before attending interview
2	Submit Offer Letter
3	Submit Placement Confirmation Form
4	Inform Mentor and Department

16. Withdrawal from Placement Process

Students wishing to withdraw shall submit:

- Written application.
- Parent / Guardian endorsement.
- HoD approval.

Upon withdrawal, students shall not be permitted to participate in any placement activity during the academic session.

17. Joining Organization

Students shall submit:

S. No.	Document
1	Offer Letter
2	Joining Confirmation
3	Department Approval
4	Mentor Intimation

Failure to submit prescribed documents may result in the placement not being counted in official records.

18. Procedure for Leaving a Job

The TAP Cell shall not assist students leaving employment without following the employer's formal separation process.

Students leaving employment before completing ninety (90) days shall not be considered successfully placed for institutional placement records.

19. Placement Review Committee

The Director, TAP Cell, may constitute a Placement Review Committee to address:

- Appeals against debarment.
- Exceptional circumstances.
- Placement disputes.
- Interpretation of policy provisions.

The decision of the Committee shall be final and binding.

20. General Instructions

Students shall:

- Carry University ID cards.
- Follow prescribed dress code.
- Maintain updated contact details.
- Research organizations before interviews.
- Refrain from salary negotiations unless expressly permitted.
- Maintain professional decorum at all times.
- Preserve the reputation of the University and recruiting organizations.

21. Policy Interpretation

The Vice Chancellor shall be the final authority regarding interpretation, amendment, relaxation, or implementation of any provision of this policy.

Director
Training, Assessment and Placement Cell (TAP)
ITM University, Gwalior