



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH GUWAHATI

Placement Policy

Eligibility & Registration:

- 1) Students should register their names for Campus Placement by submitting Students' Data Sheet as per the prescribed format given by the Placement Committee. Only those students who have registered are eligible to participate in the placement activities.
- 2) Students who are not registered for Campus Placement will be assumed that they are not interested in Placement & will not be allowed to sit in any Campus Drives throughout the year. Only registered students are allowed to appear in campus placement process.
- 3) Campus placement is a facility provided for the students. Registration is not compulsory. Students who are not interested in placement are advised not to register.
- 4) Students will be allowed to have a single job offer only.
- 5) **Backlogs:** Students having backlog of four or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters.
- 6) The eligibility criteria for placement imposed by the visiting company will be the final.
- 7) The eligible / registered students must attend all the training programmes / workshops arranged by Placement Committee.
- 8) All the registered students should attend the pre-placement talk (PPT) by the company, and should occupy the venue before the scheduled start of the PPT.
- 9) Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of recruitment process of the said company.
- 10) Students must clarify their queries/doubts if any related to package, job profile, place of work, bond details etc. with the HR officials of the Company during PPT .
- 11) If any candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the PPT, then he/she is likely to be blacklisted from the Training & Placement activities.
- 12) If any candidate is blacklisted from the Training & Placement activities, then he/she will not be allowed to participate in any of the placement drives throughout the academic year.



- 13) Students are advised to read the announcements made through notices put up on Notice boards, WhatsApp Groups, College Website, and go through the company website & Job Profile etc.
- 14) Students shall prepare their Resume as per the format given by the Placement Committee, highlighting their achievements, summer projects and anything beyond the curriculum which enhances the employability of the students.
- 15) A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. **Any student who withdraws deliberately in the midst of a selection process will be disallowed from the placement for the rest of the Academic year.**
- 16) Placement committee aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

Discipline:

- 1) Students should maintain discipline and show ethical & decent behaviour in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- 2) Late coming during the Placement Process shall not be tolerated.
- 3) Students must be formally dressed whenever they participate in any Placement activity. Placement office reserves the right to refuse permission to a student to attend the same if their attire is unsatisfactory.
- 4) A student who applies for any job/ internship position is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be considered as a case of absenteeism.
- 5) Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.
- 6) Students must bring their identity cards with them whenever they go through a Placement process in campus or off campus.
- 7) Student may be debarred from the placement if he/she is found involved in any In-disciplinary activity or engaged in fraudulent practices.
- 8) Any eligible student consecutively not participating in two recruitment drives without prior information to Placement Committee will be disqualified from the placements for the rest of the academic year.
- 9) The details of the resume have to be genuine & true, and any student found violating this rule will be debarred from the placements for the rest of the academic year.
- 10) Student cannot drop out from the selection process once he/she has been shortlisted.



Post Placement:

- 1) Announcement on the notice board / email from NIPER-G Placement Committee or Company will be considered as a firm offer. Offers received from companies must be collected within the deadlines. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to NIPER-G Placement Committee.
- 2) The offer gets accepted unconditionally for students with **one offer in a slot**.
- 3) Student who got placed need to sign a legal agreement with the Institution and Company stating to adhere the Placement and Company Policies. Student should face the legal issues if he/she violates any mandates in the legal agreement.
- 4) Student who got placed need to report to the company within 15 days by producing the original certificates and agreement of joining formally after the completion of the course.
- 5) Students who are placed in campus or off campus are strictly not allowed to appear for NIPER JEE for Ph.D.
- 6) If any student left the job in between (within in one year) and change the decision to go for Ph.D., strict action will be taken against them. Due to the fact that it gives a bad name to the institute, the relations between institute and industry goes in vain, and it may hinder the placement activities in the subsequent years.

General Rules:

- 1) All students are responsible to stay in constant touch with Placement Committee Coordinators for details and updates regarding Placement Matters.
- 2) Placement Committee Student coordinators only hold the sole right to deal with Training & Placement matters (Internal or External).
- 3) The Placement facility is available to all the students registered with Placement Committee through the policy **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE**. This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs.
- 4) All post job-offer communication between student and company should be channelized through the Placement Committee.
- 5) Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted.