SHARDA UNIVERSITY
Beyond Boundaries

Plot No. 32-34, Knowledge Park III, Greater Noida Uttar Pradesh – 201 306

PLACEMENT POLICY

TRAINING & PLACEMENT

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POLICY RATIFIED BY

Office Of:	Represented By	Date
Vice Chancellor, SU	Dr. Sibaram Khara	
Registrar, SU	Mr. Vivek Gupta	
COO Sharda Tech	Mr. R N Dalai Goutham	R N Goutham 8-July-2025

5. Kapur 8/7/25

Suparna Kapur
Deputy Director - Career Service
Sharda University

08/07/25

Vice Chancellor
Sharda University
Plot No.-32-34, Knowledge Park-III
Greater Noida - 201310 (U.P.)

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1. OBJECTIVE OF THE POLICY

The objective of this policy is to define the structure, process, and rules governing the placement process. Sharda University (SU) is committed to helping students start their professional careers. Placement opportunities are made available to the students through the Training & Placement Department (T&P). Also, to maximize the job offers made on campus by recruiting companies and to provide equal opportunities to all deserving students.

2. SCOPE & OWNERSHIP

This policy applies to all undergraduate and postgraduate students (herewith referred to as students), who are pursuing a full-time degree program with SU with any of the Schools of Sharda University.

The Training & Placement Department (T&P) is the owner of the policy, and any clarifications or exceptions should be routed to T&P Team. This policy is effective immediately upon release.

3. STUDENT ELIGIBILITY CRITERIA

3.1. Students must register for the placement process via **google form link**. T&P will announce and open the registration process for the class in the final year of their degree program with the University. Students must fill out the required registration forms and deposit all necessary documents within the timelines mentioned in the announcement. T&P will announce the list of registered students after due validations of all the forms received. These registered students will be eligible to participate in the placement process.

3.2. Students are requested to opt out of the placement process in case they have plans for higher education/ entrepreneurship/ startups etc. to ensure that students who need placements have higher chances of securing an offer.

3.3. Students must have 60% throughout academics (10th & 12th) to be eligible for placements.

3.4. All students with a CGPA of 6 or more are eligible for the placement process. The CGPA published at the end of the spring semester (or summer semester, if applicable) will be considered the final cut-off. This requirement may vary as per the hiring organization guidelines.

3.5. The student should not be on any kind of disciplinary or academic probation.

3.6. The student shouldn't have any outstanding fees or any other dues payable to the University.

3.7. The student should not have any backlogs or credit requirements.

3.8. Every recruiting company may specify its eligibility criteria for its respective placement processes, which may relate to academic performance, performance in assessments conducted by T&P in association with Sharda Skills & Sharda Informatics, feedback from faculty members, overall performance at SU, or any other criterion. Students will have to fulfill these additional criteria to be eligible for the placement processes of such companies.

3.9. T&P in association with Sharda Skills will conduct various preparation sessions throughout the year.

3.10. There will be some essential training where an external partner will be involved, and the cost may be borne by the students' basis on their needs (if required).

3.11. It is mandatory for all students who have registered for the placements to attend all training interventions with a minimum of 80% attendance to qualify for the placement process.

4. THE PLACEMENT PROCESS

4.1. T&P will open registrations for the placement process of a class in the pre-final semester of their degree program and confirm registered students after validation of eligibility criteria defined in section 3 of this document.

4.2. Students sitting for placements must attend the placement preparation interventions and sessions held by the T&P. During these sessions, T&P in association with Sharda Skills will train students in various aspects to groom them for the job market. T&P in association with Sharda Skills will conduct activities like resumes writing, mock group discussions, technical and HR interviews, domain revision classes, soft skills and professional etiquette, aptitude assessments, individual counseling, etc. The attendance must be 80% to qualify for placements.

4.3. T&P will invite potential recruiting companies to conduct selection processes. A tentative itinerary of the placement process and all other relevant information to participate in the placement process will be shared with the recruiting companies.

4.4. The profile of the graduating class, details of registered students, and any other information as requested will be sent to companies.

4.5. The companies may confirm their participation as per the itinerary shared or discuss a mutually convenient date with T&P for slotting their respective placement process.

4.6. On confirmation of participation by the company, students will be notified of the pre-placement and conducting of the selection process. All relevant information provided by the company will be shared with the students to help them prepare for the process.

4.7. The preplacement talk will be scheduled based on mutual agreement between the company and T&P. All eligible students must attend the pre-placement session.

4.8. The recruitment company will initiate the recruitment process by conducting online or offline tests (aptitude and/or technical tests), group discussions, or any other step to shortlist interested candidates.

4.9. Shortlisted candidates will appear for the final interview as per the mode and process defined by the organization.

4.10. At the end of the placement process for a particular company, recruiting officials will submit the list of selected candidates as soon as possible to T&P.

4.11. Companies will announce the selection results to T&P. The companies may conduct multiple rounds as part of their selection process which may take a couple of days. In the meanwhile, students would be allowed to apply, appear, or accept offers from other companies at T&P's discretion.

4.12. T&P will conduct an official confirmation process with all the students with accepted offers and the offer letters must be submitted to T&P for audit purposes.

5. INTERNSHIP & PLACEMENT GUIDELINES FOR INTERNATIONAL STUDENTS

5.1. All the international students will be evaluated on the basis of projects given by the receptive departments. The internship duration will be of 2 months.

5.2. As per the Indo-Nepal & Indo-Bhutan treaty & Company policy, students from Nepal & Bhutan will be provided with internships and placements by the T&P department.

5.3. The T&P department will make efforts to bring some Multi-National Companies and place international students (from other countries excluding Nepal and Bhutan) in their respective countries.

6. RULES OF PLACEMENT PROCESS

6.1. T&P follows the guiding principle of securing **"one job per student".** Students can continue to sit for placement processes till they secure a confirmed offer.

6.2. Students are expected to participate in the process(es) and companies declared mandatory by the T&P. (This will apply to mass recruitment placement partners).

6.3. Upon receipt of a job offer from an organization, the applicant may be considered **"placed"** and may be exempted from appearing for any other process(es).

6.4. A student is eligible to appear further as an upgrade only (in a maximum of 1 company) if the upcoming organization offers more than 50% of the currently offered CTC and as per the discretion of T&P.

6.5. If a student who is not placed yet, does not appear for more than three consecutive openings, regardless of the designation, company, job role, or CTC, he/she will be considered out of the Placement process(es).

6.6. Students are required to keep track of and acknowledge all communications about job opportunities.

6.7. Students are required to adhere to and respond to placement announcement communications from T&P within the stipulated time frames given as instructions. Non-responsiveness will lead to debarment from the placement process.

6.8. Students are requested to strictly follow the Deadlines, stipulated by the organization or T&P (non-negotiable).

6.9. Students are not allowed to contact any organization directly or through a family member to seek clarification on the date of joining, job profile, or any other related or unrelated information. All communication will happen only from T&P with the partnering organization.

6.10. Pre-Placement Offer (PPO): PPO is considered as an 'Offer' and all rules and procedures of confirmed placements are applicable. It is mandatory for all students who have interned at an organization partnering in the prestigious PPO Program to appear for the said organization's final placement process.

6.11. **Offer:** A student would have secured an 'Offer' after his/her name appears in the final selection list declared by T&P.

6.12. **Internship to Placement Offer:** Final year Internship to Placement Offer is considered as an 'Offer' and thus all rules and procedures of this policy are applicable. The student must ensure completion of his/her credits to ensure timely joining at the Internship Site. If the said student fails to join the internship site, he/she is out from the placement process.

6.13. **Multiple Processes:** A student may be participating in multiple placement processes being conducted simultaneously or in a staggered manner by different companies. The (deemed) acceptance of the offer will be made on a first-come basis. Such selected students will be pulled out from the other parallel processes he/she is a part of, and other companies will be informed that the student has been placed and cannot be considered further.

6.14. All students are advised to check the company profile, background, and terms of association thoroughly before applying. Kindly take an informed decision before applying to any company.

6.15. HOD T&P's decision will always remain final and will be under the stipulated process and the placement policy.

7. DEBARMENT FROM THE PLACEMENT PROCESS

7.1. **Documentation:** Submission of incorrect details, credentials, and information shall lead to the permanently debarring of the student from the placement process.

7.2. **Absenteeism:** Students who skip three consecutive processes (despite being eligible) are automatically out of the placement load and debarred from any further process.

7.3. **Plagiarism and Cheating:** The use of any unfair means during any stage of the placement process will lead to debarment from the placement process.

7.4. **Disciplinary and Academic Probation:** The student should not have faced any kind of disciplinary action. Also, he/she shouldn't have an F grade or any backlogs as part of his/her academic record.

7.5. **Professionalism:** Students are expected to ensure professional and ethical behavior during their interactions with the organizations. Any misconduct/complaint received if proven will lead to debarred from future placement processes.

7.6. A student is allowed to withdraw from the placement process of a specific company only after authorization from Director, T&P. Any at-will withdrawals, including non-attendance in any pre-placement talk, will dismiss the student from the overall placement process.

7.7. Any deliberate attempt by a student to underperform for the process of a particular company to get rejected or misbehave in the recruiting process will dismiss the student from the overall placement process. The decision of the HOD, T&P will be final in such cases.

7.8. If a student is debarred or opting out of placements, due to any reason, it will be informed to parents in writing.

8. STUDENT CODE OF CONDUCT

8.1. The dress code is strictly formal for attending any placement-related activity.

8.2. Any student who approaches the recruiting officials for revaluation of aptitude test etc. or attempts any type of canvassing during the on-campus placement process will be dismissed from the placement process.

8.3. Students may have to arrange for their travel and stay arrangements for all placement processes conducted outside campus premises by recruiting companies.

8.4. After (deemed) acceptance of an offer, if any student decides to decline an offer before the joining date, it is a violation of the code of conduct and will be dealt with accordingly.

8.5. Students should conduct all communication with their prospective employers only through T&P till the respective date of joining.

8.6. Students selected through the T&P placement process are required to complete all the necessary formalities (e.g., medical tests) asked by the prospective employer.

8.7. Selected students must join the company on the date specified by the company.

8.8. The students must adhere to and abide by any bonds or legal agreements that the prospective employer has specified as part of their joining formalities.

8.9. The students will willingly submit any documents as requested by the company in duplicate or original as required to complete the joining formalities.

8.10. Students are encouraged to keep T&P updated regarding the progress of their onboarding process with the company.

8.11. After onboarding the companies, students should submit the copy of their ID card and first month salary slip. (required for NBA/ NAAC/ NIRF audit).

9. ROLES AND RESPONSIBILITIES OF T&P

9.1. T&P is committed to providing opportunities to all its eligible and registered students to participate in the placement process and pursues a policy of one offer for each student.

9.2. T&P will share opportunities through https://sharda.infylearn.com to eligible students, where students have to apply for further selection process.

9.3. T&P will coordinate with Sharda Skills & Sharda Tech for additional training required by the companies for specific job role.

9.4. T&P is a facilitator for placement-related activities. Registering for placement services cannot be construed as a guarantee of a job offer. In case any student remains unplaced at the end of the placement season, T&P will continue to extend support for off-campus placements through Alumni Office.

9.5. T&P reserves the right to alter, append or withdraw this policy either in part or in full based on discretion.

10. ROLE OF ACHOOL PLACEMENT COMMITTEE

10.1 Communication & Coordination

Act as liaisons between students and the Placement Cell to ensure timely dissemination of information. Communicate placement-related notices, schedules, and updates through official channels. Coordinate with students regarding company-specific requirements and deadlines.

10.2 Pre-Placement Preparation Support

Assist in organizing training sessions, workshops, resume-building activities, and mock interviews. Help identify skill gaps and suggest relevant training modules.

10.3 Registration

Motivating students to actively participate in shared placement opportunities and complete their registrations, as higher registration rates often lead to greater selection outcomes.

10.4 Domain Specific training

The Placement Committee along with Sharda skills & Sharda Tech will facilitate domain-specific training, as needed, based on the job roles and requirements outlined by the company

10.5 Participation

Placement committee will ensure that all the registered candidates must participate in interview process on specified date.

10.6 Attendance

The Placement Committee along with Sharda skills & Sharda Tech will ensure that participant attendance for the interview process on the specified day is duly recorded in Ezone/LMS.

FREQUENTLY ASKED QUESTIONS

Q. Who can register for Placement Assistance?

A. The eligibility criteria are given in the handbook. All graduating students shall be eligible to receive placement assistance unless otherwise debarred from receiving such assistance on account of:

1. Not meeting the academic eligibility criteria of the company.
2. Students having backlogs and D-Grades.
3. Non-completion of Summer Training/other academic requirements.
4. Breach of discipline and general misconduct.
5. Non-payment of fees or any other dues.
6. At least 80% of Sharda Skills & Sharda Informatics training classes, industry lectures to be eligible for the recruitment process.

Q. Where and how should the student register for Placement Assistance?

A. The student placement committee members will collect the data in the prescribed format (Personal Data Sheet) and submit the same to the T&P with a copy of the undertaking. Based on this data students' login IDs will be created at https://sharda.infylearn.com/.

Q. What happens if the student does not register for Placement Assistance?

A. Sharda University will assume that the student does not require any placement assistance from the university and his/her name will be taken out of the placement process.

Q. What will be the status of students who fall short of eligibility criteria?

A. The eligibility criteria mentioned above in the event, that there is a dilution in the eligibility requirement of the Company, will be the effort of the T&P to accommodate the students. With the approval of HOD T&P.

Q. Where can the student see/view the details of the various job offers and apply?

A. At https://sharda.infylearn.com and the notice board of T&P. T&P will also inform students through emails.

Q. Are there any additional registration requirements for Placement Processes?

A. Yes, the student has to send his/her nomination to interested companies through https://sharda.infylearn.com.

Q. Who nominates the students against a particular offer?

A. T&P floats the Job Details on https://sharda.infylearn.com and the students from that specialization will apply for that position. Depending on the requirements of the company, the student will be required to qualify based on certain Pre-Tests, short-listing criteria, or Interviews.

If the shortlisting is to be done by T&P, it will be with the consent of the respective HOD.

Q. Can a student be considered for an interview in case he/she has missed or is not qualified in the nomination process?

A. No.

Q. Can a student approach the company directly quoting the announced offer?

A. No. If a student is found doing so, his/her name will be taken out of the Placement Process.

Q. How many maximum applications can a student withdraw from interview processes?

A. Students found withdrawing application from the interview process more than twice will be debarred.

Q. What happens if a student gets nominated but later, he/she does not appear for the interview?

A. As per the undertaking, such students will be debarred from the placement process.

Q. How many opportunities a student can avail of?

A. He can sit in the processes of companies until he gets an offer letter.

Q. When a student gets shortlisted by a company, can the student appear for more interviews?

A. Yes, till the student gets selected by a company.

Q. Can a student give a nomination in another company, in case he/she did not get selected by the previous company?

A. Yes

Q. Is it compulsory for the students to join those companies from where they got FPO during their Summer Training?

A. T&P encourages students to seek final placement in those companies where they have done their summer training, provided the details of such offers are given to T&P. A NOC will be issued only after the verification of the Offer from the Company.

ANNEXURE 1

UNDERTAKING FOR PLACEMENT ASSISTANCE-2025/2026

I Mr./Ms. **S/o./D/o. Mr.**
Student of Final Year of **Branch**
Roll No.

Is seeking placement assistance from Training & Placement Department. I undertake to abide by the following rules and regulations:

1. I undertake to come in Formal dress during the recruitment drive.

2. I will participate in assessments conducted by third-party agencies such as AMCAT, CoCubes, Infy Recruit etc. as well as in-house technical and aptitude evaluations by Sharda Skills and Sharda Informatics. My nomination to companies will be prioritized based on performance criteria decided by Sharda Skills and Sharda Informatics.

3. I will attend at least 80% of Soft Skills Training classes, Technical Skills classes, industry lectures, and industry visits to be eligible for the recruitment process.

4. I am submitting a duly filled-in Personal Data Sheet, which is correct in all respects.

5. I undertake to appear in all rounds of the recruitment processes where I have given my nomination and the prospective employer has shortlisted my name.

6. I will get unlimited chances to appear in the placement drives through the campus initiative. Once I get the first offer letter/ Letter of intent from a company, I will be out from future placement assistance.

I undertake to honor the University by joining the organization that has offered me a job of my preference through the Campus Placement Program and I will keep the Department of Corporate Affairs informed about my progress.

Date:

(Signature of the Student)

ANNEXURE 2

(To be duly completed by the student)

PLACEMENT OPT OUT FORM

Date:

To,
Director, Training & Placement
SHARDA UNIVERSITY
GREATER NOIDA

Subject: Opting out of Placement Process

Dear sir/madam,

I, the undersigned would like to inform that I would not like to participate in the Placement process of the university and would like to voluntarily opt out on my own. I take this opportunity to thank the Training & Placement office of the university to approve my request to opt out.

Kindly consider me out of the regular placements. I take this decision willingly on my own accord and not under the influence of any individual inside or outside the university. I am solely responsible for the outcome of the Placement experiences/learnings and will not hold the university responsible for any untoward incident in the complete process of my undertaking the Placement.

I shall maintain the code of conduct befitting the culture and values of the university during the tenure of my placement. I shall abide by all the rules and regulations of the university with respect to submission of my all academic responsibilities. I shall submit proof of my future plans like further studies (in India or abroad), competitive exams or joining or starting an entrepreneurial venture to the Training & Placement office, at my end.

Once again, I would like to thank the Training & Placement office and the entire leadership of Sharda University for giving an opportunity to be a part of this great institute.

Yours sincerely,

(Name of the Student)

Course: **Signature**
Batch:
Student ID:

END OF DOCUMENT