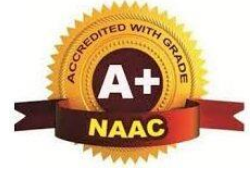




# Office of the Training and Placement Cell, Harcourt Butler Technical University, Kanpur



## Training & Placement Policy Document

### GENERAL PROVISIONS

*(Applies uniformly to recruiters, students, and the Training & Placement Cell)*

#### G1. AIM OF THE POLICY

This Placement Policy is framed to ensure that all training, internship, and placement activities of HBTU, Kanpur are conducted in a **fair, transparent, ethical, and professionally managed manner**.

The policy defines the roles and responsibilities of all stakeholders with the objective of maximizing placement opportunities and maintaining institutional discipline and reputation.

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#### G2. TYPES OF PLACEMENT DRIVES

The University facilitates the following recruitment formats:

- **On-Campus Drives:** Exclusive recruitment drives for HBTU students, conducted on campus or virtually.
  - **Pool Campus Drives:** Joint recruitment drives involving students from multiple institutions at a common venue.
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#### G3. SCOPE & APPLICABILITY

- This policy applies to all **On-Campus and Pool Campus** placement activities conducted through the Training & Placement Cell.
  - Off-campus placements secured independently by students ordinarily fall outside the purview of this policy.
  - However, if any recruiting organization requests restrictions on a student after off-campus selection, the University reserves the right to enforce such conditions.
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#### **G4. CONSTITUTION OF THE TRAINING & PLACEMENT CELL**

- The Training & Placement Cell shall function under the supervision of the **Dean Planning & Resource Generation, HBTU Kanpur.**
  - The Cell shall consist of:
    - A Faculty Committee
    - T&P Cell staff
    - A Student Coordinator Team approved by the Professor, T&P
  - Student Coordinators shall be selected through an application and interview process conducted by the Professor, T&P.
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# POLICY FOR RECRUITERS

## R1. INSTITUTIONAL COMMITMENTS

The Training & Placement Cell (T&P Cell) of HBTU, Kanpur is committed to facilitating a **fair, transparent, and professionally managed recruitment process**. The University aims to build long-term relationships with recruiting organizations and provide quality talent aligned with industry requirements.

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## R2. TYPES OF RECRUITMENT DRIVES SUPPORTED

Recruiters may engage with the University through:

- **On-Campus Placement Drives**
- **Pool Campus Placement Drives**

(Off-campus hiring conducted independently by students does not fall under University coordination.)

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## R3. INVITATION AND SLOT ALLOCATION

- Companies are formally invited starting **June/July** of the placement year.
  - Slot allocation is determined by:
    - Offered compensation
    - Number of eligible branches/programs
    - Past recruitment history
    - Continued engagement with the University
  - Slot changes are subject to availability and approval of the T&P Cell.
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## R4. SELECTION PROCESS AND COORDINATION

- Recruiters may design their own selection process, including:
  - Pre-Placement Talks (PPT)
  - Written/Aptitude Tests
  - Group Discussions
  - Technical & HR Interviews

- Shortlists must be shared with the Training & Placement Cell at least one hour prior to interviews.
  - The Training & Placement Cell acts as the sole official point of coordination between recruiters and students.
  - In addition to the invigilation support facilitated by the Training & Placement Cell of Harcourt Butler Technical University, **recruiting organizations are expected to ensure adequate invigilation for their assessments by deploying authorized representatives during on-campus tests.** This shared arrangement is intended to maintain fairness, transparency, and alignment with the recruiter's internal assessment standards.
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## **R5. RESULTS, OFFER MANAGEMENT & WAITING LIST**

- Final selection results must be shared with the T&P Cell **on the same day** of completion.
  - All offer letters must be **routed through the T&P Cell.**
  - Direct communication with students outside the official channel is discouraged to maintain transparency.
  - **Recruiting organizations are advised to prepare a waiting list of candidates in addition to the final selection list.**
  - The waiting list may be utilized in the event that any selected candidate declines the offer, fails to complete joining formalities, or does not join within the stipulated timeline.
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## **R6. PRE-PLACEMENT OFFERS (PPOS)**

- Students receiving PPOs must report them to the T&P Cell within **15 days.**
  - Recruiters are requested to clearly specify:
    - Role
    - Compensation details
    - Joining timeline
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## **R7. LIMITATIONS & DISCLAIMERS**

- The University is not responsible for:
    - Visa-related matters
    - Post-offer employment disputes outside institutional jurisdiction
  - Any exceptional hiring constraints must be communicated clearly in advance.
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# POLICY FOR STUDENTS

## S1. APPLICABILITY & REGISTRATION

- This policy applies to all students registered for **On-Campus and Pool Campus placements**.
- Students must complete formal registration within the stipulated deadline to participate.

*Note: While the University facilitates recruitment, it does not guarantee placement to every registered student.*

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## S2. GENERAL ELIGIBILITY CRITERIA

A student is eligible to register only if he/she:

- Is enrolled in the final year of an eligible program (B.Tech / M.Tech / MCA / MBA / MSc / BSMS or equivalent courses)
  - Has a minimum **CGPA of 6.0/10** (unless otherwise specified by a company)
  - Has **no active backlogs** at the time of registration
  - Meets all company-specific eligibility conditions
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## S3. STUDENT RESPONSIBILITIES & CONDUCT

Every registered student must:

- Adhere strictly to the Placement Policy and instructions issued by the T&P Cell
  - Provide accurate and verifiable academic and personal information
  - Maintain professional discipline, punctuality, and ethical conduct
  - Attend all mandatory training sessions, briefings, and recruitment rounds
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## S4. PARTICIPATION RULES

- Registration for a company implies **mandatory participation** in all stages of its recruitment process.
- Unapproved absence from any round will result in:
  - Immediate debarment from that drive

- Exclusion from the **next three placement drives**
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## **S5. ONE STUDENT – ONE OFFER POLICY**

- HBTU follows a **One Student – One Offer** policy for all on-campus and pool-campus placement drives.
  - Once a student secures and **accepts a valid placement offer**, he/she shall be **withdrawn from further placement processes**.
  - **However, offers that are declared as Zero Offer** (typically those with a compensation below the threshold prescribed by the competent authority) **shall not be treated as a placement offer for the purpose of this policy**.
  - Students holding a Zero Offer may be **permitted to participate in subsequent placement drives**, subject to approval.
  - The decision of the competent authority shall be **final and binding**.
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## **S6. OFFER ACCEPTANCE, BACK-OUT & NON-DISCLOSURE**

- Students must report offer status to the T&P Cell within **15 days** of selection.
  - Last-minute withdrawal or failure to join without approval will be treated as **unprofessional misconduct**.
  - Backing out after joining confirmation may result in:
    - Debarment for the remainder of the placement season
    - Additional disciplinary action
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## **S7. NON-ACCEPTANCE OF OFFERS (STRICT CLAUSE)**

- **Acceptance of a final placement offer is mandatory** for the selected student.
  - If a student intends **not to accept** an offer for any reason, **prior written permission from the competent authority is compulsory**.
  - **Refusal of an offer without prior approval, or failure to communicate a decision within the stipulated deadline**, shall be treated as **non-compliance with the Placement Policy**.
  - Such non-compliance, including **no response or delayed response**, may invite **disciplinary action**, which may extend to **debarment from the placement process or other penalties**, as deemed appropriate by the competent authority.
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## **S8. FALSE INFORMATION & DATA INTEGRITY**

Submission of false academic or personal information at any stage shall lead to:

- Immediate cancellation of candidature
  - Withdrawal of offer (if already issued)
  - Formal disciplinary proceedings
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## **S9. CODE OF PROFESSIONAL CONDUCT**

Students must ensure:

- Ethical and respectful behavior
- No malpractice, manipulation, or interference
- No direct communication with company HRs without approval
- Compliance with dress code and institutional decorum

Violations will attract strict disciplinary action.

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## **S10. COMMUNICATION & NOTICES**

All official communications will be made through any of the below modes:

- Institute Email ID
- Official T&P WhatsApp/Telegram groups
- Notice Boards

Ignorance of any official notice shall not be accepted as an excuse.

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## **S11. DISCIPLINARY ACTIONS**

The competent authority is empowered to:

- Cancel candidature
- Withdraw placement privileges
- Debar students
- Refer cases for further disciplinary action

All decisions are **final and binding**.

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## **S12. POLICY AMENDMENT & FINAL NOTE**

The University reserves the absolute right to amend this policy at any time in the interest of students, recruiters, and institutional discipline. This policy is dynamic and subject to periodic revision.

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