

# Placement Policy



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**REGISTRAR**  
ATLAS SKILLTECH UNIVERSITY

<b>1</b>	<b>Name of Policy</b>	Placement Policy
<b>2</b>	<b>Brief Description of the Policy</b>	The Placement Policy of ATLAS SkillTech University outlines the framework and procedures governing student placements, internships, and career guidance activities facilitated by the Career Services and Corporate Relations Cell. The policy aims to ensure transparent, equitable, and efficient placement processes while aligning with industry standards and student aspirations. It includes eligibility criteria, code of conduct, placement registration protocols, internship guidelines, and collaboration mechanisms with recruiters. The policy fosters career-readiness, soft skills development, and industry-academia linkages to enhance employability and student success.
<b>3</b>	<b>Approved by</b>	Governing Body

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## **TABLE OF CONTENTS**

- Introduction to Placements
- Eligibility Criteria for Placement Assistance
- Placement Process
- Code of conduct
- Code of Conduct for Participation in Placement Training & Guest Lectures
- Code of Conduct for placement drives
- Submission of Resume for Placement Process
- Offer Acceptance Policy
- Opting Out of Placement Process
- Policy for Independent job search
- Rules & Regulations for Placement process
- Compensation Policy
- Pre-Placement Offer (PPO) rule
- Undertaking for opting in for placements
- OOPs form

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## **1. Introduction to Placements**

1.1. The ATLAS SKILLTECH University (“**Institute**”) placement policy (“**Placement Policy**”) is crafted with an object to provide students of ATLAS programs (“**Programs**”) assistance in preparing for job interview and providing interview opportunities in their specialization. To avail themselves of placement assistance, students must meet eligibility criteria such as (i) maintaining academic performance, (ii) regular attendance, (iii) active participation in placement activities, (iv) adherence to policies, and (v) displaying professional conduct.

1.2. We stress the importance of upholding high standards of professionalism, integrity, and commitment. Adhering to the placement policy maximizes student’s chances of securing promising job interview opportunities and providing successful career opportunities in the competitive industry.

1.3. Students who are interested in participating in the campus placement program have to read and sign this document and submit it to the placement cell.

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## **2. Eligibility Criteria for Placement Assistance**

To avail placement assistance, students are mandated to adhere strictly to the below outlined eligibility criteria (“**Eligibility Criteria**”). Non-compliance with these criteria will result in disqualification from participation in placement activities. The stipulated criteria encompass as:

**2.1. Minimum Attendance:** It is imperative for students to consistently maintain a minimum attendance of 75% (through the tenure of the Program) in lectures to ensure academic progress.

**2.2. Mandatory Attendance in the Placement Training Sessions:** Attendance at the Institute’s placement training sessions is mandatory for all the students of the Program. These sessions are meticulously designed to augment employability skills and facilitate preparedness for the placement process.

**2.3. Meeting Assignment Performance:** Students must attain a minimum of 60% marks in all assignments and successfully pass the final project for the Program, in the first attempt to attain eligibility for placement opportunities. Assignments constitute an integral component of the academic curriculum, reflecting the student's comprehension of the subject matter.

**2.4. Meeting Assignment Deadlines:** Timely completion of all assignments is mandatory for eligibility to receive placement assistance. Meeting assignment deadlines is pivotal for the successful fulfillment of the curriculum and subsequent placement eligibility.

**2.5. Placement Form:** Each student, desiring 100% placement assistance, is required to diligently complete the Placement Form. Conversely, students opting out of placement assistance must submit the "Out of Placement" form. This procedural step facilitates the effective organization of the placement process.

**2.6. Professional Behavior:** The Institute expects students to conduct themselves professionally in all interactions with its employees/faculties. Any instance of misconduct or misbehavior, as identified by the Institute, may result in disciplinary action that could adversely impact the student's prospects for placement. Once the Placement Form is submitted to the Institute, ‘Head of Career Services’ shall review the Placement Form and if it is discovered that any student has faced any punishment for misbehavior prior to submission of Placement Form, then it is on the discretion of the Head of Career Services to decide whether such student is eligible to fill the Placement Form.

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**2.7. Compliance with Institute's Policies:** Strict adherence to all policies, rules, and regulations of the Institute pertaining to placements is mandatory. This includes, but is not limited to, compliance with the code of conduct of the Institute, anti-ragging policy, and any other policies/regulations prepared by the Institute.

**2.8. Compliance with Deadlines:** Adherence to all deadlines associated with placement activities, such as the submission of resumes and application forms, etc. This is mandatory in nature and is non-negotiable.

Failure to comply with the aforementioned Eligibility Criteria, may lead to disqualification from availing placement assistance. These Eligibility Criteria are unequivocally applicable to all students, including those who initially opted for the placement process and subsequently decided to opt out. The Institute and the Placement Office explicitly reserve the right to amend or modify these Eligibility Criteria and Placement Policy as deemed necessary, and students are expected to dutifully adhere to any updated directives.

### **3. Placement Process**

- **3.1.** The commencement of the placement process for enrolled students in the placement process initiates with the orientation day, wherein the mandatory signing of an undertaking is required. Subsequently, an essential placements orientation session will be conducted, elucidating students on the comprehensive placement process, encompassing attendance criteria, Eligibility Criteria, placement guidelines, policies, and pertinent rules and regulations.
- **3.2.** Throughout the academic curriculum, students, who have opted for placement process at the Institute, are obligated to attend multiple mandatory placement training sessions. Non-compliance with attendance in these sessions may result in the disqualification of students from participating in the placement process.
- **3.3.** Career Guidance and Mentoring sessions are consistently conducted during the placement process / Program's duration. These sessions furnish students with valuable insights into diverse profiles, various available roles, and the selection procedures in agencies and companies. Additionally, these sessions encompass a meticulous review of the candidate's performance, inclusive of marks and statistics, accompanied by mentoring to facilitate well-informed decisions regarding profile selection.

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- **3.4.** Upon the culmination of the placement training sessions, a formal placement form will be disseminated to the students via email. It is imperative for students to meticulously complete this form, as it signifies the official commencement of their placement process. The form encompasses crucial information essential for the placement process and must be accurately filled out and submitted within the stipulated timeline, subject to extension as may be decided by the Institute at its sole discretion. Failure to adhere to the designated timeline for submitting the placement form may result in consequential delays or exclusion from the placement process. Students are expected to diligently review and strictly comply with the instructions provided in the placement form to ensure a seamless and successful placement experience.
- **3.5.** Upon submission of the Placement Form within timelines, the Institute will check the Placement Form of such students in terms of the Eligibility Criteria for placement process. If the students have satisfied the Eligibility Criteria, then the Institute will create a separate group for such students wherein the Institute will provide daily update regarding the placement process.
- **3.6.** Upon receipt of the job description from various companies, the pertinent details will be disseminated in the placement group, including:
  - Name of the Company (including web address)
  - Designation
  - Job Description
  - Location
  - Package (if available, including ranges and variable pay)
  - Date and Time of campus interview process, including the off-campus Process.

After the job description & other details have been shared, students are required to read it thoroughly & apply for the opportunity with the link provided. Post which if shortlisted they will be trained by the placement team for the opportunity.

*Note: In certain instances, companies may opt to share details during the Pre-Placement Talk (PPT) rather than in advance.*

## **4. Code of conduct**

### **4.1. Attendance and Participation:**

- A. Any student not participating in the placement process as provided in this Policy, after registration with the Institute, such student will be ineligible for the next 3 companies.
- B. Attendance is mandatory from the Pre-Placement Talk (PPT) until the conclusion of the entire placement process. PPT will take prior to the final placement takes place.

### **4.2. Debarment Conditions:**

- A. Non satisfaction of the Eligibility Criteria, or any direct negotiation with any company will automatically debar a student from further Campus Placement Processes.

*Note: Negotiation includes aspects such as package, location, job profile, and work experience. The placement cell reserves the right to gather such information through formal or informal channels.*

**4.3. Medical Leave:** Students are allowed a maximum of 2 leaves for serious medical exigency during the entire placement season, subject to submission of a medical certificate and approval by the disciplinary committee.

**4.4. Location Preferences:** No preference for location is entertained, and students found negotiating on location preferences will not be considered for further campus placements process.

**4.5. Complaint Handling:** Any complaint received from the recruiter/company will be dealt with severely, with the placement committee making decisions in such cases.

### **4.6. Disciplinary Committee:**

- A. A Placement Disciplinary Committee, consisting of the Placement head, Departmental Heads, and Associate Director, is in place.
- B. The committee provides recommendations to the Director, and further actions are decided accordingly.

### **4.7. Professionalism:**

- A. Students are expected to maintain a superior level of professionalism during all placement-related activities, including interviews, job fairs, and networking events.
- B. This encompasses displaying a respectful demeanor, adhering to appropriate dress codes, and consistently following the university's established professional code of conduct.

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- C. Students are strictly prohibited from using Mobile Phone during any Career Readiness lectures/Guest Training/Masterclass/Placement Drive. 3 warnings shall be provided to the students, post which the student will be excluded from the placement process.

**4.8. Integrity and Truthfulness:**

- A. Upholding honesty and integrity are paramount. Students must provide accurate information in resumes, application forms, and interviews.
- B. Instances of cheating, plagiarism, or misrepresentation will lead to immediate disqualification from placement assistance.

**4.9. Respectful Behavior:**

- A. Respect towards all members of the Institute members are essential during placement activities.
- B. Any form of misconduct, misbehavior, or failure to maintain decorum may result in disqualification from placement assistance.

**4.10. Adaptability and Flexibility:**

- A. Students are expected to showcase adaptability and a willingness to embrace diverse job requirements, including varied locations and roles.
- B. Openness to new opportunities and readiness to relocate may significantly enhance their prospects during placements.

**4.11. Proactive Job Search:** Active participation in the job search process is mandatory. Students should actively engage in networking, research, and application to relevant job openings.

**4.12. Professional Resource Utilization:** Proper use of university-provided resources, such as resume templates and interview preparation materials, is mandatory. Misuse may result in disqualification from placement assistance.

**4.13. Confidentiality Assurance:** Maintaining the confidentiality of information shared during the placement process is crucial. Unauthorized sharing or use of confidential information may lead to disqualification from placement assistance.

*The Institute places a premium on ethical conduct and expects students to rigorously uphold these principles throughout the placement process.*

## **5. Code of Conduct for Participation in Placement Training & Guest Lectures**

**5.1. Attendance Expectations:** Students are required to attend all scheduled placement training, guest lectures, unless there are genuine reasons for absence from such sessions, such as illness or prior approved leave. Prior intimation and justification for absence must be provided to the placement cell.

**5.2. Punctuality Standards:** Students must adhere to punctuality standards, arriving on time for all placement training, guest lectures. Disruption of proceedings by late arrival or early departure without proper authorization is strictly prohibited. Any student arriving more than 10 minutes late shall not be permitted in the lecture. It is upon the placement team's discretion to admit or not admit any student in the session. A student is allowed 3 late marks post which they will be excluded from the placement process.

**5.3. Professionalism Guidelines:** Students are expected to exhibit professional behavior at all times during placement training, guest lectures. This includes showing respect towards faculty, guest speakers, industry representatives, university staff, and fellow students. Students must refrain from any disruptive or inappropriate behavior and adhere to session guidelines and instructions.

**5.4. Preparedness & Active Participation:** Students are required to come prepared for placement sessions by researching the companies or organizations they will interact with, reviewing their resumes, and practicing presentation skills in advance. Active participation, including asking questions, engaging in discussions, and contributing to the learning environment, is expected. Non-compliance may result in limited access to placement assistance.

**5.5. Compliance with Policies:** Students must adhere to all policies and guidelines of the Institute during placement training, guest lectures, and final presentations. This includes policies related to academic integrity, confidentiality, use of technology, and any specific session or presentation rules or regulations.

**5.6. Professional Dress Code:** Strict adherence to a formal dress code is mandatory while attending placement training, guest lectures, and final presentations. Students must wear professional attire aligned with corporate expectations, following the guidelines provided by the university.

**5.7. Respect for Diversity:** Students must demonstrate respect for diversity and inclusivity during placement training, guest lectures, and final presentations. Making discriminatory,

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derogatory, or offensive comments or actions based on race, gender, religion, nationality, or any other protected characteristic is strictly prohibited.

## **6. Code of Conduct for placement drives:**

**6.1. Resume Preparation:** Students are required to carry 2 hard copies of their validated Resume for the interview process, prepared as per the guidelines provided at sr. no. 7 below.

**6.2. Communication Protocol:** Students are strictly prohibited from meeting or contacting company professionals in person (apart from interview meeting), through phone calls, or via email before the campus placement process.

**6.3. Negotiation Restrictions:** Students are not allowed to negotiate on package, date of joining, job profile, work experience considerations, location, or any related matters.

**6.4. Placement Cell Interaction:** All communication with the company/recruiter must be conducted exclusively through the placement cell. In the event of a direct call or email from the company for an interview, students must keep the Placement Cell informed.

**6.5. Offer Letter Submission:** Placed students are expected to provide a soft copy and a signed photocopy of the offer letter to the Placement Head within one week of receiving the offer. Students with a Pre-Placement Offer (PPO) must inform the placement cell and submit a copy of their PPO within 7 days.

### **6.6. Formal Dress Code:**

- A. Students are expected to adhere to a formal dress code throughout the recruitment process and PPT day. Specific guidelines include:
- B. Wear light-colored shirts with a matching tie; avoid fancy prints. Ensure clothing is well-ironed.
- C. Footwear should be well-polished.
- D. Maintain a well-groomed appearance; boys are expected to be clean-shaven, and girls should use minimal makeup and accessories, with tied-up hair.

### **6.7. Dress Code Details:**

- A. Boys: Wear a blazer with matching trousers, socks, shirt, tie, and formal shoes.
- B. Girls: Wear a blazer with matching trousers, shirt, and formal shoes and can also wear saree, and suits. If wearing socks, ensure they match the trousers.

*Students are required to strictly adhere to these guidelines to maintain professionalism and ensure a successful placement process. Any violation may result in consequences as deemed appropriate by the Institute.*

## **7. Submission of Resume for Placement Process**

As part of the placement process, all students are required to submit their resume as per the following policy, however please note, for ISDI students the resume format provided in this policy is not required to be mandatorily followed:

### **7.1. Resume Format Adherence:**

- A. Students are obligated to adhere to the designated resume format provided by the Institute or as specified by the placement office.
- B. The resume should be well-structured, error-free, and maintain a professional appearance.

### **7.2. Resume Content Requirements:**

- A. The resume must contain accurate and up-to-date information regarding the student's education, skills, work experience, achievements, and other pertinent details.
- B. Any falsification of information or misrepresentation of facts in the resume is strictly prohibited.

### **7.3. Submission Protocol:**

- A. Resumes must be submitted in the specified electronic format (PDF and editable format) via the placement form, following the guidelines communicated by the placement office.
- B. Submission should occur within the deadline specified by the institute or the placement office.

### **7.4. Resume Review Process:**

- A. The placement office will conduct a thorough review of the submitted resumes to ensure compliance with the designated format and content requirements.
- B. Resumes not meeting the specified criteria may be rejected, and students will be promptly notified.

### **7.5. Resume Update Responsibility:**

- A. Students are responsible for regularly updating their resumes with relevant changes, including academic achievements or work experience, as applicable.
- B. Updated resumes must be submitted to the placement office within the designated timeline.

### **7.6. Resume Confidentiality Assurance:**

- A. Resumes submitted by students will be treated as confidential and will be exclusively used for the purpose of the placement process.
- B. Resumes will not be shared with external parties without explicit consent from the student.

### **7.7. Resume Verification Protocol:**

- A. Students may be requested to provide supporting documents or undergo verification of the information provided in their resume, as per the discretion of the placement office or prospective employers.
- B. Failure to provide accurate and verifiable information may lead to disqualification from the placement process.

*All students are mandated to comply with this resume submission policy to partake in the placement process. Failure to adhere to the policy may result in disqualification from the placement process or other consequences as deemed appropriate by the institute or the placement office.*

## **8. Offer Acceptance Policy**

### **8.1. Acceptance Limitation:**

- A. Students may accept only 1 (one) job offer and can receive offers for a maximum of 5 (five) job opportunities during the placement process.
- B. Upon acceptance of an offer, the student's placement process will be considered concluded, rendering them ineligible for further placement assistance.

### **8.2. Offer Validity Period:**

- A. Students receiving job offers through Institute placement assistance will have a maximum of 7 working days from the date of offer receipt to accept or decline the offer.

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- B. The offer validity period is subject to extension or reduction at the discretion of the placement office or the company.

**8.3. Ethical Acceptance Standards:**

- A. Ethical acceptance is expected from students, prohibiting actions such as accepting multiple offers simultaneously or engaging in any unethical practices, including renegeing on accepted offers post-confirmation.
- B. Violation of ethical acceptance practices may result in disciplinary action, potentially leading to the cancellation of placement assistance.

**8.4. Confirmation Process:**

- A. Upon accepting a job offer, students must notify the placement office in writing within the stipulated time frame.
- B. The placement office will confirm the acceptance with the respective company and facilitate any further formalities, if required.

**8.5. Withdrawal of Acceptance:**

- A. Students wishing to withdraw their acceptance of a job offer must provide a valid reason in writing to the placement office.
- B. Withdrawal of acceptance is allowed only in exceptional circumstances, subject to approval by the placement office.

**8.6. Consequences of Non-acceptance:**

- A. Students not accepting any job offer within the stipulated time frame or declining the offer will be deemed to have opted out of the placement assistance.
- B. They will not be eligible for further placement assistance, assuming the responsibility to explore job opportunities independently.

**8.7. Record Keeping:** The Institute will maintain accurate records of job offers, their acceptance status, and relevant correspondence for documentation and verification purposes.

**8.8. Submission of Job Offer Letter:**

- A. Students accepting job offers must promptly share a copy of the offer letter with the placement office within the designated time frame.
- B. This is a mandatory requirement for documentation, verification, and to ensure transparency in the placement process.

**8.9. Confidentiality Obligation:**

- A. Students must maintain strict confidentiality regarding job offers, including company names, salary packages, and related details.
- B. Sharing such information with others is strictly prohibited and may result in disciplinary action.

**8.10. Compliance Requirement:**

- A. Students must adhere to all policies and guidelines related to offer acceptance established by the university.
- B. Compliance with any additional policies or guidelines communicated by respective companies is also mandatory.

*It is mandatory for students to strictly adhere to this offer acceptance policy, upholding the highest standards of professionalism and ethics throughout the placement process. Failure to comply may result in disqualification from the placement process or other consequences as deemed appropriate by the university or the placement office.*

**9. Opting Out of Placement Process Rules and Regulations**

**9.1. Out of Placements Form Requirement:**

- A. Students opting out of the placement process may be obligated to complete an "Out of Placements" form, as specified by the Institute and the Placement office.
- B. The form may entail information such as reasons for opting out, future career plans, and contact details for future communication.
- C. Submission of the Out of Placements form is the responsibility of the student, adhering to the specified timeline and format communicated by the Placement office.

*Note: The Out of Placements form may be utilized for record-keeping, statistical analysis, and future career development purposes. The information provided will be treated confidentially and not shared externally without the student's consent, except as required by law.*

**9.2. Notification Process:** If a student initially opted to participate in the placement process but later decides to withdraw, the student must inform the Placement office via email, clearly stating their decision to withdraw.

**9.3. Deadline Compliance:**

- A. The withdrawal notification must be submitted to the Placement office within the specified timeline, as communicated through official channels.
- B. Late notifications may not be considered.

**9.4. Consequences of Opting Out:** Once a student opts out of the placement process, they become ineligible for further participation in any placement-related activities organized by the university or the Placement office, including interviews, pre-placement talks, and events.

**9.5. Rejoining the Process Procedure:**

- A. Should a student wish to rejoin the placement process after opting out, a written request must be submitted to the Placement office, outlining the reasons for the request.
- B. The decision to permit re-entry into the placement process lies at the discretion of the Placement office.

**9.6. Compliance with Rules:**

- A. Students who have opted out must comply with the University and Placement office's rules and regulations regarding placements.
- B. They must refrain from any activities that may disrupt or interfere with the placement process or the opportunities available to other students.

**9.7. Confidentiality Obligation:**

- A. Students opting out must maintain strict confidentiality regarding any information shared during the placement process, including company details, interview questions, and related information.
- B. Breach of confidentiality may result in disciplinary action.

*By opting out of the placement process, the student acknowledges understanding the consequences of their decision. The University and the Placement office will not be held responsible for missed opportunities or consequences arising from the student's withdrawal from the process.*

**10. Policy for Independent Job Search**



Students opting for an independent job search outside the Institute's designated placement process are required to observe the following guidelines:

**10.1. Information Sharing:**

- A. Students must formally notify the placement office in writing about their decision to pursue an independent job search.
- B. Details of the companies or organizations they are applying to, along with updates on their job search progress, must be provided.

**10.2. Resume Submission:** Prior to applying to external companies or organizations, students must submit their updated resume to the placement office in the prescribed format, as per the Institute's resume submission policy.

**10.3. Interview Coordination:**

- A. Students bear the responsibility of coordinating and scheduling interviews with prospective employers independently.
- B. This includes arranging telephonic or face-to-face interviews and keeping the placement office informed about interview dates, timings, and outcomes.

**10.4. Offer Acceptance:**

- A. In the event of receiving a job offer through independent job search efforts, students must promptly inform the placement office in writing.
- B. Details to be provided include the company name, job role, compensation package, and the proposed date of joining, within the stipulated timeline.

**10.5. Compliance with Policies:**

- A. Adherence to all institute policies and regulations is mandatory for students engaged in an independent job search.
- B. This encompasses compliance with the code of conduct, ethical standards, and professional behavior guidelines.

**10.6. Consequences of Non-Compliance:** Non-compliance with the placement policy for independent job search may lead to consequences such as the withdrawal of institute support, suspension of placement services, alumni support, or other disciplinary actions as deemed appropriate by the institute.

*It is imperative for students engaged in an independent job search to adhere to this placement policy. The institute retains the right to modify or update this policy as deemed necessary, with any alterations communicated to the students promptly.*

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## **11. Rules & Regulations for Placement Process**

### **11.1. Maximum Number of Recruitment Processes:**

- A. Students can attend a maximum of 5 recruitment processes.
- B. If not placed within these 5 processes, students will be temporarily kept out of placements until all students from their specialization are placed or complete their 5 attempts.

**11.2. Mandatory Participation:** Students must participate in the process of 1 out of 4 consecutive companies floated by the placement cell for their specialization.

**11.3. Strategically Important Companies:** For certain strategically important companies, participation in the placement process may be made mandatory by the institute. Non-compliance may lead to a chance for placement only after all students of the specialization are placed.

### **11.4. Opting In/Out of Placements:**

- A. Students initially opting for placements but deciding otherwise or those who initially opt out but later wish to participate must inform the placement office via email.
- B. Students are mandated to keep the placement office updated on any changes in their placement status.

### **11.5. Placements Form Deadline:**

- A. The deadline for submitting the placement form coincides with the final presentation day of the course.
- B. No forms will be accepted or considered beyond this deadline, emphasizing the importance of timely completion and submission.

### **11.6. Offer Acceptance:**

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- A. Students offered a placement are required to accept the offer.
- B. If a student declines an offer, they will be offered two more chances for interviews with other companies. After exhausting all three attempts, the student must accept the original offer, with the final decision made by the Placement manager.

**11.7. Minimum Employment Period:**

- A. 11.7.a. Once placed, students must commit to the same company for a minimum period of six months to foster learning and maintain a healthy relationship between the Institute and the Company.
- B. 11.7.b. Unavoidable circumstances require students to seek advice from the Placement office before communicating their decision to the Company.

**11.8. Failure to Qualify:** If a student fails to qualify after reaching the final round of interviews in five companies, they will not receive further placement assistance from the university.

**11.9. Interview Attendance:** Mandatory attendance for interviews in organizations. Students not opting for the offered profile must inform the organization and the Placement office before the interview.

**11.10. Pre-Placement Offer:** If a student receives a Pre-Placement Offer before the curriculum ends, they must inform the placement office.

**11.11. Company Profile/Job Rejection:** Once a student applies to a company, it is assumed they are interested. Excuses related to disliking the company profile or job will not be entertained, and defaulters may face penalties as decided by the Placements manager i.e., they are not allowed to sit in the next 3 company interviews.

**11.12. Personal Details Updates:** Immediate notification to the placement office is required for any changes in personal details such as mobile number, email address, or address.

**11.13. Offer Disclosure:** Once placed, students must notify the institute about the profile and package offered for the role, irrespective if the offer is received through the university or on their own.

**11.13. Adherence to Policies:**

- A. It is crucial for students to adhere to these policies and guidelines for a smooth and successful placement process.

B. Violations may result in penalties or loss of placement assistance from the Institute.

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## **12. Compensation Policy**

In adherence to industry standards, compensation for placement purposes will be evaluated based on the CTC structure, encompassing fixed, variable, and benefits components.

**12.1. Placement Cutoff:** Students securing a placement with an annual package equal to or exceeding INR 5 L CTC will be ineligible to participate in any subsequent placement processes.

### **12.2. Betterment Option:**

- A. In the final placement, students placed will be granted a singular opportunity under the "Betterment option." subject to approval from the Head of Department - Career Services & placements.
- B. This option allows students to participate in the placement process for one company of their choice, selected from those participating in the placement season.
- C. It is crucial to note that this option is not applicable for the summer internship placement.
- D. These guidelines are established to ensure fairness and transparency in the evaluation process. Any exceptions or modifications to this policy will be communicated to students promptly.

## **13. Pre-Placement Offer (PPO) Rule:**

**13.1.** As a prerequisite, students are obligated to accept any Pre-Placement Offer (PPO) extended, provided the offer is at or above INR 4 Lacs or above CTC.

**13.2.** It is important to emphasize that if the PPO surpasses the threshold of INR 4 Lakhs or above CTC, no additional chances will be provided. This policy ensures clarity and adherence to the stipulated rules surrounding PPOs. Any alterations to this policy will be communicated promptly to the students.

#### **14. Undertaking for Opting in for placements**

I, \_\_\_\_\_ as a student of Atlas SkillTech University:

I am aware that the institute imparts high quality education & gives 100% assistance in placements i.e. internship / job but does not guarantee internship / job at any partnering agencies or companies.

Am aware that I will be given 5 rounds of Interviews, post which if I fail to convert as an employee, the institute is not liable or responsible for the same. The internship/job is solely based on my performance in the interview, timely submission of assignments and attendance. Understand that 75% of attendance and scores of 60% are mandatory to qualify for placements.

Understand that the hiring process takes times from the day I submit my application to the institute after completion of the required placement training sessions and inform the placement office that I am actively looking for placements.

Understand that if I am offered any profile through the institution, I have to disclose the job details to the institution in terms of pay package, job role and any further details required by the institution.

Understand that once placed through the institute, If i do not join or abscond from the company, where placement was confirmed by the institute, within 6 months of joining, I will be debarred from all college events including convocation in future.

Understand that if I am placed through the institution I will have to comply with the marketing activities taken by the institution post placements.

Understand that under unavoidable circumstances or natural calamities, the institute can delay this process which is beyond their control.

Have read and understood the Placement guidelines and Rules and regulations of the institution and I accept the same.

Understand that the Institution reserves the right of modifying any or all of the below norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the student & the institution, immediately or in the future.

**Students' Signature**

**Parents Signature**

**ATLAS SKILLTECH UNIVERSITY**  
Tower 1 – Equinox Business Park, Off Bandra-Kurla Complex (BKC),  
LBS Marg, Kurla West, Mumbai – 400 070  
[www.atlasuniversity.edu.in](http://www.atlasuniversity.edu.in)

**Student Name-****Name-****15. Undertaking for opting out of the placement process**

I, \_\_\_\_\_, hereby declare that I will not be opting for the placement assistance provided by the Atlas Skilltech University I understand that by not opting for placements, I will not be eligible for any placement-related benefits, including job/internship offers, resume corrections, interview assistance, and other placement support services.

I acknowledge that this decision is voluntary and has been made after careful consideration of my career goals and preferences. I understand that I am solely responsible for my own job search and career development outside of the institute's placement assistance program.

I also understand that once I have opted out of the placement process, I will not be allowed to change my decision later during or after the course completion. I will not hold the institute or its placement office responsible for any consequences arising from my decision to not opt for placements.

**Students' Signature****Student Name-****Parents Signature****Name-****ATLAS SKILLTECH UNIVERSITY**

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