



Training and Placement Policy



Bundelkhand University
Kanpur Road, Jhansi- 284128, Uttar Pradesh, India

FROM THE DESK of VICE CHANCELLOR



Welcome to Bundelkhand University, Jhansi

The Bundelkhand University is providing best education and taking care of the placement of its students. Their career counselling, training and placement is taken care of by the Training and Placement Cell. Round the year this cell is working hard to get placement of the students of this university. The proper guidelines has been framed and Training and placement policy has been adopted by the university to provide fair opportunity to the brilliant students of this university. I extend good wishes.

Prof. Mukesh Pandey

Vice Chancellor

Bundelkhand University Jhansi (UP), India

Established on 26th August, 1975, bundelkhand University is emerging as a prominent centre of higher learning encompassing more than 120 courses in 9 Faculties with 27 institutes and 38 departments. It is delivering education to more than 9 thousand students on campus and 3 lac students in its 367 affiliating colleges.

Recognized as **Number One University** by the State Government of Uttar Pradesh consecutively for three academic years, it is the only premier institution which has been **accredited three times by the NAAC** with B++, listed in **68th rank in NIRF** for Pharmacy and is **certified with ISO 9001** for Quality Management Services.

VISION

The University aims to become a world-class institution by tapping human potential to lead the country in changing national, regional and global scenario.

MISSION

To impart quality vocational and scientific education through basic and applied research, to improve the quality and value of human irrespective of gender, caste, nationality and religion.



Training and Placement Policy

Bundelkhand University
Kanpur Road, Jhansi-284128 (U.P.) INDIA

No part of this Policy may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying recording or by any information storage and retrieval system without permission.

© Bundelkhand University, Jhansi

**Bundelkhand University
Kanpur Road, Jhansi-284128 (U.P.) INDIA**

Training and Placement Policy

The role of the Training and Placement Department is to facilitate and support students for training and placement related activities. Training and Placement department aims to provide 100% placement assistance to all interested students.

Training and Placement Policy

A. TRAINING POLICY

1. The students who want to arrange their training on their own, they can do so, in communication with the department.
2. In case, the students want support from the T & P Cell for their training, they have to register themselves with T & P Cell.
3. The data is collated and shared with the T & P Cell by the training in charge.
4. The T & P office starts coordinating with the corporate from the month of March to understand their requirements.
5. As soon as the requirements start coming in, the same is communicated to the students through the training coordinators, department wise.
6. The company, as per its process, evaluates the students and informs its final decision to T & P Cell.
7. The students shall complete their intership in respective organization for the defined time span in ordinance.

B. PLACEMENT POLICY

The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy. Category of companies and Dream Offer: The compnies visiting the compus are divided in the following three categories:

- A) Category-A** : Companies offering CTC \geq Rs. 5 LPA,
- B) Caegory-B** : Companies offering CTC \geq Rs. 2.5 LPA; but CTC $<$ Rs. 5 LPA,
- C) Category-C** : Companies offering CTC $<$ Rs. 2.5 LPA

- (a) As soon as the student secures a Job in Caegory-A, he /she will be out of the Placement and will not be allowed to appear for any other company.

- (b) A student can appear for a Company of Category-A on campus under either of the following cases: i) Student has not been placed in any Company, ii) Student has been placed in a company of Category-B, iii) Student has been placed in a company of Category-C.
- (c) A Student can appear for a company of Category-B campus under cases b (i) or b (iii).
- (d) A Student can appear for company of Category-C under case b (i).
- (e) In case of student being offered multiple jobs (in different caegories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.
- (f) In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
- (g) Student rejecting an internship offered through Placement Cell is required to inform (in writing through faculty mentor) to the Placement Office. Internships which may lead to a job will also be considered as placement in that company.

B.1. ELIGIBILITY & REGISTRATION

1. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
2. The eligibility criteria imposed by the visiting company will be the final.
3. Training and Placement coordinator is the single point of contact for the Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concenred department HOD.
4. During induction, most of the companies insist on Passport and PAN card etc. So, the students are expected to apply for the same at the earliest.

5. Students may have to manage with their own transport, arrangements to return homeland inform their parents well in advance, if the proceedings on the date of interview continue till the late evening.
6. Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue and timings in advance.
7. Students attending campus interviews should adhere to the following instructions.
 - i. Report at the venue of pre-placement talk and interview as per the instructions.
 - ii. Students should carry minimum copies of their resume, photocopies of all Original certificates, pass port size photographs.
 - iii. A student in casual dress will not be allowed for the PPT/Recruitment Process.
8. T & P cell 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.
9. Any students who withdraw deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
10. Unuauthorized absence from the test/intereview will lead to barring from placement.
11. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
12. A student who applies and gets selected to shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
13. Placement committee cannot / will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
14. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
15. Once any student take up a job with any company, it is mandatory for the student to work at least 12 months with recruiter to maintain the relationship of the intitute and industry.
16. Placement season is an ongoing process which starts from November and may go up to September of the next year till the students are placed in various organizations.

Note: *if market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.*

B.2. RESUME

1. Students are expected to follow the institute resume template available in the website/Training and Placement cell.
2. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

B.3. PRE-PLACEMENT TALKS (PPT)

1. Students should be seated in the vanue 15 minutes before the scheduled start of the PPT.
2. Students interested in a particular company, can attend its PPT.
3. Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.
4. **DRESS CODE:** Students must be formally /Uniform wherever they participate in any interaction with a company.

** T & P Cell reserves the right to refuse permission to a student to attend the selection process / PPT, if they do not dress up formally, Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note the following are strictly not allowed.

- * T-shirts with printed text, un-collared T-Shirts;
- * Shorts
- * Jeans
- * Shirt not-tucked in
- * Chappals/flip-flops

B.4. PALCEMENT PROCESS

It is the responsibility of the student to check announcements / notices / updated / information / shortlisted names etc. in the notice boards of Placement / Department Notice Board.

B.5. ATTENDANCE & PUNCTUALITY

- a) A student who applies and gets shortlisted is bond to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.
- b) **LATE COMERS FOR APTITUDE TEST /GD/INTERVIEW** may not be allowed to appear for the selection process.

B.6. DISCIPLINE

- a) Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
- b) Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

B.7. JOB OFFERS

1. The copy of the offer letter is required to submit in the placement office.
2. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
3. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the T&P Cell immediately.
4. **Post Placement:** If any reasons Company will stop joining of candidates so T&P Cell will not responsible for that.

B.8. BLACKLISTED GROUNDS FOR STUDENTS

1. Students may be debarred / blacklisted from the placement if he/she is found involved in any disciplinary activity or engaged in malpractices.
2. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s/
3. Any kind of misbehavior / complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred / blacklisted from future campus placements.
4. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken this office shall be binding on all students.
5. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.

I have clearly understood the above mentioned points and I would like to register for the placement.

Student Name :

Department :

Parent Signature :

Student Signature :

Date :

Place :

C.1. PLACEMENT POLICY GUIDELINES FOR RECRUITERS

The Bundelkhand University Placement Cell welcomes and extends its support to recruiting organization for the placement process. The cell has laid down the following guidelines for recruiters, to ensure a smooth placement process.

1. The placement process starts with the recruiters sending job details (JD) through the email or post. The information provided in the JD will be shared with the students to understand the job requirements and offers from the recruiting organization. All communications to the TNP Cell are to be directed to the official address: tnp@bujhansi.ac.in

In JD Following should be clearly stated:-

- Job profile and growth prospects
 - CTC being offered by the company (CTC and Take-Home)
 - Past record of recruitment.
 - Conduct of Pre Placement Talks/Written Test/Online Test before final placement.
 - Internship offered.
2. It is expected that the recruiters share the details of the CTC being offered as the service contract terms.
 3. The resumes of interested students shall be provided to the recruiters to facilitate the short listing of candidates.
 4. It is expected that the recruiter informs TNP cell about the minimum eligibility criteria. Recruiters may conduct pre-placement talks, written tests, online test, or any form of

assessment suitable for the candidates. The TNP Cell shall make all necessary arrangements including the dates.

5. Upon completion of the aforementioned pre-placement activities, recruiters shall be allowed slots on specific dates to conduct interviews with eligible candidates.
6. The list of the selected candidates is to be sent to the TNP CELL once the placement process is completed. The TNP CELL shall share the results with the students.
7. If a recruiter offers a job profile or CTC higher than the one for which the candidate has applied, the consent of the student should be obtained and be attached with the results to be handed over to the TNP CELL. We do not encourage offering a lower CTC from the one mentioned in the JD.
8. Recruiting organizations are requested not to get in touch with anybody from University in the decision-making process while short listing or selecting candidates.
9. In case a company does not provide its final list within a few hours of the end of the interview process, students who appeared for the interview with that company shall be allowed to appear for interviews with other companies visiting after them until they get selected. Please note that the earliest received offer will be accepted by the student.
10. The recruiters can share the offer letters within a month of the successful placement of the candidates so that they can prepare to join the company.
11. All organizations are requested to prepare a waiting list, in addition to the list of students selected for recruitment.
12. No one-to-one interaction by the recruiters is allowed with the candidate before the final selection. Any communication regarding the placements should be made only with the TNP Cell Coordinator.

C.2. POLICY OF ADVANCE TRAINING FOR CAMPUS TEACHERS

With rapidly changing educational scenario in the context of ever-increasing global connectivity as well as competitiveness in modern times, the role of Professional education in economic development has become very significant and challenging. Also, as a consequence of intensive technological developments, the concerns of sustainability, environmental degradation, resource depletion and inclusive growth have become more relevant. The need for well-qualified professional teacher is more critical with complex problems that affect the quality of life of everyone, everywhere for businesses

seeking well-rounded professionals who face global challenges. Further, the concerns about making the educational curricula and training more conducive to the national needs are becoming a top priority.

In the purview of above requirement the Teachers/ Librarian and Non Teaching staff may attend the following training programmes. The Bundelkhand University shall provide financial assistance to teachers to attend such types of advance training programmes after taking necessary approvals.

1. Short Term Training Programme.
2. Quality Improvement Programme
3. Quality Improvement Programme (Foreign University).
4. Training Programs for Physical Education Trainers/Sport- Games Teachers/Director of Sports.
5. Technical University Joint Training Programs for Teachers.
6. Technical University Joint Training Programs for Librarians.
7. Research Promotion Scheme (RPS).
8. Teacher Training Programs as per Teacher's Training Policy (long term)
9. Professional Development Scheme.
10. Bundelkhand University and National Program Technology Enhanced Learning (NPTEL) Collaboration.
11. Implementation of MoUs signed with others universities.
12. Any other work assigned by Competent Authority from time to time



Smt Anandiben Patel
Hon'ble Chancellor & Governor
of Uttar Pradesh



Yogi Aditya Nath Ji
Hon'ble Chief Minister UP Govt.



Estd. 1975



Shri Yogendra Upadhyay
Higher Education Minister
of Uttar Pradesh



Smt. Rajni Tiwari
State Higher Education Minister
of Uttar Pradesh



Prof. Mukesh Pandey
Vice-Chancellor

BUNDELKHAND UNIVERSITY, JHANSI (U.P.)

● B++ NAAC Accredited, NIRF Ranked, ISO Certified ● Ranked as Number 1 University in U.P.

N.E.P.-2020 Applied on courses as per Uttar Pradesh Government orders

Science Faculty

B.Sc. Courses for Campus Only:- Maths Group (PCM) – (DA), Biology Group (ZCB) – (DA)
(Hons.) Courses : Biochemistry** – (DA), Biotechnology** – (DA), Microbiology** – (DA), Forensic Science – (DA), Geology – (DA), Biomedical Science – (DA), Food Technology** – (DA), Maths Statistics & Computer Science. – (DA), Environmental Science - (DA), B.C.A. (Bachelor of Computer Applications) – (DA)
P.G.D.F.S. (Post Graduate Diploma in Forensic Sc. – (DA), Home Science (DA)
Advance Diploma in Data Science - (DA)
Advance P.G. Diploma in Microbiology and Food Technology - (DA)
P.G.D.E.M.: (Post Graduate Diploma in Environmental Management) – (DA)
M.Sc Courses:- Mathematics** - (ET), Statistics - (DA), Food Technology** - (ET), Biochemistry - (DA), Biotechnology - (DA), Microbiology- (DA), Biomedical Science- (DA), Physics** - (ET), Electronics - (DA), Chemistry** - (ET), Botany** - (ET), Zoology** - (ET), Forensic Science, - (ET), Environmental Science - (DA), Ayurveda & Alternate Medicine- (DA), Geology – (DA), Home Science (Food & Nutrition) – (DA), Home Science (H.D.F.S.) – (DA), Life Science - (DA)

Agricultural Faculty

B.Sc. (AG.) Hons. Course : B.Sc. Agriculture Science** – (ET)
M.Sc. (Ag) Courses: Agro Forestry – (ET), Horticulture – (ET), Plant Pathology** – (ET), Entomology** – (ET), Genetics & Plant Breeding** – (ET), Agricultural Extension – (ET), Seed Technology – (ET), Agronomy** – (ET), Soil Science & Agricultural Chemistry** – (ET), Animal Husbandary & Dairying* – (ET), Agricultural Economics** – (ET)

Medical Faculty

D. Pharm. - (ET),
M. Pharm. (Pharmaceutics) - (ET), **M. Pharm.** (Pharmacognosy) – (ET),
B.P.T. (Bachelor of Physiotherapy) – (ET)
B.Sc. - M.L.T.## (Bachelor of Science in Medical Laboratory Technology) – (DA) (Approved by the UP Government and UP State Medical Faculty)##

Architecture Faculty

B-Des (Interior Design) - (DA)

Art Faculty

B.A.: Courses for Campus Only
B.A.: Mass Communication and Journalism** – (DA)
B.F.A. : Drawing & Painting – (DA) Commercial Arts – (DA)
B.A. (Hons.) Courses: Hindi – (DA), Social Work – (DA), English – (DA), Education – (DA), Economics – (DA)
B.Lib. & I.Sc. ** – (DA)
B.P.E.S.: (Bachelor in Physical Education & Sports) – (DA)
B.P.Ed. – (ET)
M.P.E.S. (Master in Physical Education & Sports) - (DA)
P.G.D.E.M.: (Post Graduate Diploma in Electronic Media) – (DA)
M.A. Courses: Hindi – (DA), Home Science – (DA), Education – (DA), English – (DA), Drawing & Painting, – (DA), Mass Communication & Journalism – (DA),
M.Lib & Information Science – (DA)**
M.F.A. (Master of Fine Arts in painting). – (DA)
M.F.A. (Master in Fine arts in applied art) - (DA)
M.A. Applied Economics (Master of Arts in Applied Economics) – (DA)
MBA Business Economics (Master of Business Administration in Business Economics) – (ET)
M.S.W. (Master of Social Work) – (DA)

Commerce Faculty

MBA Banking & Insurance (Master of Business Administration in Banking & Insurance) – (ET), **B.B.A. (HONS.)** – (ET), **B.Com. (HONS.)** – (ET),
B.B.A. (Tourism) – (DA), **M.Com (Finance)** – (DA)

Education Faculty

M.Ed.,-(ET),**
B.Ed.# (Bachelor of Education)
B.El.Ed.* (Bachelor of Elementary Education) – (ET)
ET - Entrance Test
DA - Direct Admission through Merit

Law Faculty

B.A.L.L.B** (Integrated) – (ET)
LL.B**, – (ET)
L.L.M.** – (ET)
*** Only in Affiliated Colleges**
**** Also in Affiliated Colleges**
Through state level Entrance Examination Only

Ph.D. Programme in 44 Subjects



Wasi Mohammad
Finance Officer



Vinay Kumar Singh
Registrar



Raj Bahadur
Controller of Examinations

Technical & Management Courses

Architecture: B.Arch. (Bachelor of Architecture),
Pharmacy: B.Pharm.
Engineering: B.Tech. (Computer Science, Electronics & Comm., Bio-Tech)

M.B.A. - (ET), M.B.A. (International Business) - (ET), M.B.A. (Tourism) - (ET), M.B.A. (Financial Management) - (ET), M.C.A. - (ET), B.Tech. (Food Engg. Technology) - (ET), B.Tech. (Electronics & Instrumentation) – (ET), B.Tech. (Bio-Medical) – (ET), B.Tech. (Mechanical Engg.) - (ET), Integrated - B.H.M.C.T. - M.H.M.C.T. - (Bachelor/Master in Hotel Management & Catering Tech.) - (ET)

Admission on 100% seats through A.K.T.U.
Counselling (JEE MAINS, C.U.E.T., N.A.T.A. TEST)

Admission on 50% seats through BU Entrance Test
and on 50% seats through A.K.T.U. Counselling

Territorial Jurisdiction of Bundelkhand University



Type of College	Total	Accredited
Government Colleges	23	6 (4 in process)
Aided Colleges	13	7 (2 in process)
Self Finance Colleges	331	21 (10 in process)



Bundelkhand University

Kanpur Road, Jhansi-284128, Uttar Pradesh, India

Tel.: 0510-2320497, 2321158 | Fax : 0510-2320761

registrar.bujhansi@gmail.com | www.bujhansi.ac.in

[@BUJHSOFFICIAL](#) [@busocial](#)

Compiled by : Prof. Avnish Kumar