Ref. No.: SUAS/RO/26/364

Date:08th July 2026

Notification

Subject: Revised Placement Policy

It is hereby notified for information to all concerned that the University Authorities have approved the revised Placement Policy for Symbiosis University of Applied Sciences, Indore.

The revised Placement Policy for SUAS Students is attached herewith.

(Registrar)
Symbiosis University of Applied Sciences, Indore

Copy to:

1. For Information of Hon'ble Pro-Chancellor – Through EA.
2. For Information of Hon'ble Vice-Chancellor – Through EA.
3. All Directors
4. Controller of Examinations.
5. All Faculty Members & Staff
6. University Website.
7. Office File.

SUAS, Bada Bangadda, Super Corridor, Near Airport, Indore - 453112 | www.suas.ac.in
Ph: +91 731 2581200 | E-mail: info@suas.ac.in

Symbiosis University of Applied Sciences
A Symbiosis Skills University, Indore

PLACEMENT POLICY FOR STUDENTS

1. Purpose of the policy

1.1 The purpose of the placement policy is to let student know the placement processes and his / her roles & responsibilities during the process.

1.2 The policy will ensure that-

a) The University will provide assistance to all eligible (final year); **Eligibility as per company norms** and interested students who want on / off campus placement.

b) The jobs offered are as per student's background and areas of expertise to optimum extent. **Trainee positions are opened for Freshers so they should be flexible in terms of Job role.** Training & Placement Committee shall follow pre-defined processes to achieve maximum number of placements. All students are guided from time to time on soft skills, networking skills and professional acumen before they appear for any recruitment.

c) Students will be scrutinized based on academic performance, attendance, behaviour / discipline, co-curricular activities, relevant certifications and **Industry feedback during internships etc.** and or the specific requirements of the visiting company.

2. Single Point of Contact for students for placement activities:

2.1 Composition of Training & Placement Cell at University Level

The Central Training & Placement Cell will comprise of Training & Placement Co-Ordinator [TPC] from each School, headed by Training & Placement Officer

The TPC may be the faculty member of the school. He / she will be the single point of contact for every student of that school. Every school will announce the name of the point of contact at the beginning of the semester.

2.2 Composition of Training & Placement Committee at School Level

2.2.1 Each School of the University shall have a Training & Placement Committee l responsible for ensuring placement assistance for all the eligible students.

2.2.2 The composition of School wise Training & Placement Committee shall be as under:-

a) Director/HOD of respective School - Chairperson
b) 1 Faculty Mentor per 15 – 25 students from respective School - Member
c) 1 Student co-ordinator per 15 – 25 students from respective Schools – Member
d) Training & Placement Co-Ordinator (TPC) of the school – Member Secretary

3. Eligibility of Students

3.1 All the final year students shall be eligible to receive placement assistance when they satisfy the following criteria:

a) Overall attendance more than 75%
b) Mandatory attendance for pre-placement training is required to maintain 100% attendance in all such special training sessions
c) Completed all internship/other academic requirements

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d) Has not done any breach of discipline/university code of conduct or any other violation of University policies
e) The student is not found to have engaged in misconduct or has not tried to publicly damage the repute of university or has not been found to disturb the decorum of the university in any manner
f) Has paid all fees, fine or any other outstanding dues
g) Has not accepted any offer of a company and has not denied to join
h) Academic performance with CGPA more than 7.00 for the completed semesters
i) **Has no dead/active backlog as per eligibility criteria of the company.**
j) Positive feedback from the industry in internships

Any student(s) who does not qualify based on the above criteria will be debarred from "Placement Process".

Once a student has been placed in any company either through placement process or a pre-placement offer through internship, he / she forfeits the right to appear in any subsequent rounds. He/she will not claim eligibility to appear in any placement rounds conducted by the university. Such students will be considered as "Placed" by the university.

Note: Students can apply for maximum 1 Dream offer even if placed provided the package/job role meets the student's expectations once during the placement season

4. Registration Process

4.1 Students eligible as per clause 3 of this policy shall be allowed to register for placement process.

4.2 Every eligible student is free to apply for opportunities till they get a written job offer (which includes email confirmations) from a company

4.3 The student interested in campus placement must sign the Registration and Undertaking form provided by Training and Placement Cell given in Annexure – A.

The undertaking must be submitted by last working day of August of every year to the Training & Placement Cell.

The student who wish to participate or opt out of the placement process should sign Declaration / Undertaking Annexure A.

4.4 All the eligible students are allowed to appear for interviews for companies offering jobs in their opted area of specialization subject to the eligibility criteria given above.

4.5 The students should inform T&P Co-ordinator if he/she has earlier applied for the visiting company on their own.

4.6 The T&P cell shall organise a preplacement talk through the University to prepare the students for the final interview of the company wherein mock interviews, information of the company & its profile, products, expected questions that might be asked by the interviewer at least two days before the final interview of any company

5. Pre-Interview & Interview Mandate

5.1 It is mandatory for students to attend the training / IDSC Sessions which will help in grooming, interview preparation, aptitude, technical tests, mock interview, GD PI, written test preparation etc. 100% attendance for the student in training sessions is mandatory.

5.2 Interview schedules as decided by the T&P Cell shall be given to the visiting executives. Thereafter no modifications shall be entertained, except under special circumstances.

6. Student Responsibilities during Selection Process

6.1 All the students who have registered are required to be present for Placement drive. Students will be debarred from placements, if they fail/deny to appear.

6.2 If the student is not appearing after registration due to medical reasons or any emergencies, he / she has to take permission from the Director of school with duly signed application form stating the reasons of not appearing in the drive.

6.3 It is compulsory for all students to attend pre-placement talk of the company, for which they have registered.

6.4 Once the candidate has submitted the resume and she/he has been short listed for the interview round, it is obligatory on the part of the student to attend the interview. The student will be removed from the campus placement, if he/she fails to attend the same.

6.5 Students are welcome to bring in their own contacts or resources for the placement activity. Any kind of placement that a student gets because of his/her own efforts will not be considered as final placement unless she/he signs an undertaking mentioning that he/she will join that company.

6.6 Sometimes organizations, at the time of their campus interviews, may inform the T&P Cell that they are interested in screening more candidates. Then the T&P cell will ask other interested students to apply immediately and the students may have to submit their resumes at short notice.

6.7 Once the student has been selected by a company and he/she receives a written job offer (which includes email confirmations) from a company, the student will be not be allowed to appear in next recruitment drive/recruitment process **except Dream Offer**.

6.8 Failure to accept the offer given by the company will lead to disbarment of the student from further placement process.

6.9 Student can skip nominations maximum for 2 placement opportunities/ notices, failing to comply with this will automatically disqualify him/her from placement process.

6.10 Students shall-

a) Keep record of organizations and positions for which they apply.
b) Keep notes on the job details announced. These are useful at the time of interview.
c) Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
d) Study the website of the company & their competitors.
e) Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
f) While attending interviews, students must be punctual and dressed in formal clothes only.

g) It is mandatory for the students to share/submit the final offer letter/appointment letter to the placement department.

h) Most companies offering placements expect Students to serve minimum 2 years in Company and may have a service agreement as per their policy

i) Students must join the company/organization as per joining date and fulfill academic requirements under able guidance from the faculty, as per requirement of their school

7. Miscellaneous

7.1 In case of any dispute with the placements, the students should approach the Training & Placement Cell.

7.2 The existing placement policy is not absolute and may change, if deemed so, at the University's discretion. However, the students will be informed about the suggested changes by the Training & Placement Cell in advance.

7.3 **NOC and LOR from placement department will not be issued to the students who fail to follow the norms as stated in the Placement Policy.**

7.4 **Students not following norms as per placement policy will not be entitled for JOB VERIFICATION DOCUMENTS CHECK – WHICH IS CARRIED THROUGH EXTERNAL AGENCY.**

Annexure – A

Symbiosis University of Applied Sciences
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DECLARATION / UNDERTAKING

To, The Training & Placement Department,
Symbiosis University of Applied Sciences (SUAS) Indore, Madhya Pradesh

Name of Student		**Enrollment Number**	
Father's Name		**Program | Semester**	
Mobile Number		**Email ID**	

I, _____, student of _____ Program / Branch, Enrollment No. _____, Semester _____, hereby declare that I do/ don't wish to participate in the Internship / Placement opportunities provided through the Training & Placement Department of Symbiosis University of Applied Sciences (SUAS).

I am Opting IN (Please Tick):

- Institution-Facilitated ☐ Internship ☐ Placement Opportunities

To remain eligible, students must maintain 100% in Training and Placement Sessions. These sessions are designed to enhance employability skills, improve professional communication, and provide exposure to industry trends and expectations.

I am Opting OUT due to the following reason (Tick Any One):

- Entrepreneurship / Start-up Venture
- Higher Studies in India
- Higher Studies Abroad
- Family Business –

Students associated with a family business are required to submit valid business-related documents as proof of involvement in entrepreneurial or business activities. Family business proof (GST Certificate or Registration Number) _____ / Shop Registration Number _____ / MSME Registration Number _____

- Preparing for Competitive Examinations
- Self-Arranged Internship / Already Placed or Job -

Students who wish to independently manage their internship or placement search may select this option. By choosing this category, students will not be availing institution-facilitated placement services.

- Any Other Reason: _____

I understand and acknowledge that after submitting this declaration for Opting Out:

- I shall not be eligible to participate in campus Internship / Placement drives conducted by SUAS.
- The University / Training & Placement Department shall not be responsible for providing Internship / Placement assistance to me.
- I shall be solely responsible for my career decision and future professional engagements.
- I confirm that my parents / guardians are aware of and consent to this decision.

I undertake that the information provided above is true and correct to the best of my knowledge.

Date: ____ / ____ / _____ Place: _____

Signature of Student _____

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