TRAINING AND PLACEMENT POLICY

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1. VISION, MISSION AND GUIDING PRINCIPLES

Vision
To empower every MRDU student with the professional competence, employability skills, and ethical foundation required to achieve excellence in global career opportunities across engineering, technology, management, sciences, and interdisciplinary domains.

Mission
To establish a robust, industry-oriented and student-centric Training & Placement (T&P) framework that integrates training, internships, innovation, entrepreneurship, and employment within national and international contexts.

Guiding Principles

- *Student-first and merit-based approach*
- *Transparency and accountability in processes*
- *Strategic industry and alumni partnerships*
- *Ethical, inclusive and sustainable employability practices*
- *Continuous improvement through stakeholder feedback*

2. SCOPE AND APPLICABILITY

This policy applies to all **Schools, Departments, and Centres** functioning under MRDU, covering the following activities:

- Pre-placement and employability training
- Internships and industrial training
- Campus recruitment and off-campus facilitation
- Research and project-based placements
- Entrepreneurship and start-up support

All activities shall adhere to UGC, AICTE, and Government of India guidelines, and align with MRDU's Strategic Plan and Institutional Development Plan (2025–2040).

3. GOVERNANCE STRUCTURE

3.1 University Training and Placement Cell (UTPC)

Chair: Vice-Chancellor
Members: Registrar, Deans, Director (Training & Placements), Director (IQAC), Director (Innovation & Entrepreneurship), Director (Alumni Relations), ERP Head, Legal Officer, and two external industry representatives.
Convener: Dean – Training & Placements

Functions:

- Formulate and review T&P policy and strategy.
- Approve annual training calendar and targets.
- Strengthen recruiter relationships and MoUs.
- Oversee compliance, grievance redressal, and performance metrics.

3.2 University Training and Placement Cell (UTPC-Cell)

Head: Director – Training & Placements

Responsibilities:

- Develop and implement training modules for employability.
- Maintain recruiter database and manage communications.
- Coordinate internships, placements, and industrial visits.
- Monitor placement analytics and maintain official records.
- Report quarterly to the University T&P Council and IQAC.

3.3 Departmental Training and Placement Coordinators

Each department shall nominate a faculty coordinator and student representatives (final year) to support the University T&P Cell in:

- Conducting mock tests, domain training, and pre-placement talks.
- Verifying student eligibility and academic credentials.
- Coordinating with faculty mentors for technical skill enhancement.

4. DEFINITIONS

- **Placement:** Formal offer of full-time employment provided through the University.
- **Internship:** Structured short-term engagement in industry or research organizations with defined outcomes.
- **Pre-Placement Offer (PPO):** Job offer extended after internship performance.
- **Recruiter:** Any industry, corporate, research, or government organization participating in MRDU placement activities.

5. ROLES AND RESPONSIBILITIES

5.1 Training & Placement Cell

- Prepare the University-level placement calendar.
- Conduct employability enhancement programs.
- Coordinate campus drives and recruiter visits.
- Maintain placement statistics and submit annual reports to IQAC.

5.2 Departments

- Ensure participation of eligible students in training and placement drives.
- Conduct domain-specific technical training.
- Nominate placement mentors to guide students.

5.3 Students

- Register officially for placement drives through the University portal.
- Attend all mandatory training sessions.
- Uphold discipline, professionalism, and integrity.
- Refrain from holding multiple offers simultaneously without permission.

5.4 Employers / Recruiters

- Provide genuine job descriptions and selection processes.
- Adhere to MRDU's equal-opportunity and POSH guidelines.
- Communicate offer details and joining instructions formally.

6. ELIGIBILITY AND REGISTRATION

- Students must meet prescribed attendance, academic, and disciplinary requirements.
- Registration is mandatory for participating in any recruitment or internship drive.
- The University reserves the right to withdraw registration for misconduct or policy violations.

7. PRE-PLACEMENT TRAINING FRAMEWORK

A. Core Employability Skills:

Aptitude, logical reasoning, communication skills, interview preparation, resume writing, and workplace ethics.

B. Technical and Domain Skills:

Training aligned with departmental specialization and industry requirements (e.g., software development, embedded systems, VLSI, design, analytics, business strategy, etc.).

C. Delivery Mode:

Hybrid mode with professional trainers, alumni mentors, and industry experts. Minimum 60 hours per batch per semester during the final year.

8. INTERNSHIP POLICY

- Internships form an integral component of MRDU's curriculum.
- The T&P Cell shall facilitate industry, research, or entrepreneurship internships through approved MoUs.
- Evaluation shall be based on reports, certificates, and mentor feedback.
- International internships are coordinated via the Office of International Relations.

9. PLACEMENT PROCESS

- Pre-placement talk and job description circulation.
- Application and shortlisting via University portal.
- Tests, group discussions, interviews, and final selection.
- Offer letter verification and acceptance through the portal.

Recruiters are allocated slots (Day 0/Day 1) based on company profile, CTC, and reputation.

10. OFFER AND ACCEPTANCE POLICY

- Acceptance of an offer will remove the student from further placement processes.
- Dual or hidden acceptances are strictly prohibited.
- Withdrawals must be approved by the Director – Training & Placements.
- Employers withdrawing offers without valid reason will be reported to UTPC.

11. CODE OF CONDUCT

Students:

- Follow professional behavior, dress code, and punctuality.
- Avoid falsifying information or misrepresenting credentials.
- Maintain decorum during interviews and company interactions.

Recruiters:

- Conduct fair and transparent selection processes.
- Communicate final results promptly.

Faculty/Staff:

- Ensure confidentiality and impartial support to all participants.

12. DATA MANAGEMENT AND REPORTING

- Placement data shall be securely stored in the University ERP.
- Data sharing with recruiters will be consent-based and auditable.
- T&P performance indicators will be reviewed annually by IQAC.

13. EQUAL OPPORTUNITY AND INCLUSIVITY

MRDU is an equal-opportunity institution. All training and placement activities shall be free from bias based on gender, religion, caste, region, or disability. Special provisions shall be made for students requiring additional support or reasonable accommodation.

14. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be reviewed once every **three years**, or earlier if required by regulatory or industry developments.
Amendments shall be approved by the **Vice-Chancellor** on recommendation of the **University T&P Cell** and **IQAC**.

MALLA REDDY (MR) DEEMED-TO-BE UNIVERSITY

DOCUMENT CONTROL SHEET

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1.0	-	-	Initial Release of MRDU Training & Placement Policy	Dean – Training & Placements	EC