



ALLIANCE UNIVERSITY

*Private University established in Karnataka State by Act No.34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi*

PLACEMENT FACILITATION POLICY

Name of the Policy	Placement Facilitation Policy
Description of the Policy	Placements, Industry Internship & Project facilitation
Policy Applicable to	Students across all schools of the University
Approval Authority	Office of Career Advancement & Networking
Approval Date	2023
Responsible Office / Department	Office of Career Advancement & Networking



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ALLIANCE COLLEGE OF ENGINEERING AND DESIGN OFFICE OF CAREER ADVANCEMENT AND NETWORKING PLACEMENT FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF THE BATCH OF 2020-24

POLICY DOCUMENT NO: AU/CAN/PFP/ACED/2023/001

1. What is the role of the Career Advancement and Networking (CAN) Team?

Answer: CAN is a facilitator. CAN brings recruiters on campus or aids students to attend the recruitment process at select organizations.

2. Do you (student) require the assistance of CAN?

Answer: If yes, please register and fill in your details on the CAN portal.

3. Who is eligible for CAN assistance?

Answer:

A. Foremost, if you have a score of 60% or more in the B. Tech program without any active backlogs. In addition, there are other prerequisites, as detailed below. You must always meet the requirements to be eligible.

Please keep in mind that top recruiters usually look for a score of 70% or better in class X, XII and UG with zero history of backlogs. Therefore, it is in your interest to have an exemplary academic record.

B. The second requirement for CAN facilitation is that you should have attended all the employability training sessions. Students who attend and actively participate in training will get preference in CAN facilitation. Please keep in mind that if you do not attend at least 80% of the training sessions planned, you will automatically be

ineligible for CAN facilitation. At their sole discretion, the CAN team may provide you with opportunities only after all the eligible students have received job offers.

C. Every company mandatorily conducts an employability assessment as part of their hiring process. We recommend every student to take a competency assessment test on critical areas like communication skills, logical reasoning, quantitative skills, and job-specific domain skills thus helping recruiters identify the suitability of a candidate for different job roles. These scores and reports will support you in enhancing the opportunities for you.

D. You should not be under any **disciplinary action at the time of registration and the entire placement cycle in the university**, or you will be blocked from placement assistance for the cycle. **Misbehaving with CAN team or volunteers of office of CAN, late reporting, directly connecting with recruiters in the middle or after any of the process will be construed as indiscipline and is liable for disciplinary action and removal from placement assistance.**

E. It is expected that every student reads the profile thoroughly and only applies with his/her good judgement. Once the student applies, the student has to ensure his/her presence for the entire process and take it very seriously. If a student applies for a company and is absent for the process, he/she will be issued a warning. If he/she misses one more company, then he/she will be automatically blocked from placement cycle.

F. You must maintain all the eligibility conditions throughout the career facilitation process.

4. How does the CAN facilitation process work?

Answer: CAN endeavors to have organizations for on-campus selection. CAN strives to bring companies that offer a CTC of INR 4 LPA or better. CAN will also strive for “Dream Companies” that offer a CTC of INR 8 LPA or above.

Some organizations prefer virtual or on-site processes. Please be prepared for any

format. Therefore, ensure to have a working Laptop / Desktop with good internet connectivity and webcam.

5. How many opportunities can a student get?

Answer: It is mandatory for every registered student (for placement facilitation) to participate in the mass hiring companies. The companies specifically mentioned by the Office of CAN or companies (below INR 4 LPA) are considered mass hiring companies. Each student may also apply of their choice for any number of opportunities announced during the placement cycle for companies with CTC ranging INR 4 LPA and above which will commence from **June 2023, till February 29, 2024**. It is the duty of the student to get placed within the cycle. Once the student gets placed, he or she will not be able to apply for further companies.

6. Are there any Clauses to (5) above?

Answer: Yes, clauses are provided below.

6a.) A student who gets an offer in a mass hiring company can apply for both regular (INR 4 LPA to INR 7.99 LPA) or dream opportunity (INR 8 LPA & above) until he gets placed within the placement cycle. You are allowed for one dream offer or 5 dream opportunities whichever is earlier.

6b.) A student who has got placed in a regular job (INR 4 LPA to INR 7.99 LPA) company and not yet onboarded either as a full time or an intern can apply for a company with an offer of INR 8 LPA or better (dream opportunity) during the campus placement cycle. You are allowed for one dream offer or 5 dream opportunities whichever is earlier.

7. As a student, what am I required to do?

Answer:

a. Getting a job offer is your responsibility. Please remember that CAN is only a facilitator.

b. Please attend all the training sessions - academic and corporate.

c. Please prepare well for the aptitude and coding tests that most companies

conducted as a first filter.

d. Please prepare well for the interview (Technical/HR).

e. Please maintain etiquette - time sense, dress, behavior, and attitude - always.

8. What happens when I receive an offer?

Answer: You must accept the offer. No excuses, and no exceptions, please. Thus, please understand the terms that a company expects you to comply with before deciding to appear for the selection process. The offer may be intimated to you either in the form of email from Office of CAN, or announcement of results in portal used or letter from company directly on getting selected.

8a.) Provide a testimony in writing and if required by video to the CAN team. (By participating in the placement assistance, you agree to provide your written or video testimonial as required by CAN).

8b.) Coordinate with CAN office for the joining date.

9. What if the company asks to join early as either intern or trainee or full time?

Answer: The student may be allowed to join early as per the requirements of the company, and separate intimation would be provided. Once the student is onboarded, it is the student's responsibility to ensure best performance and ensure his/her conversion to fulltime.

Please refer to the annexure for further details.

10. What if I get an opportunity of my own without the support of Office of CAN?

Answer: We would encourage you to consider the companies announced by CAN office, as they will bring varied opportunities with varying compensation. Still if you get an opportunity, **do ensure to inform the company that you will be able to join post completion of your academic tenure on a self-placed offer.**

11. If I have a grievance, what should I do?

Answer: You can approach the Director - CAN for grievance redressal. Further

redressal if any, you have the liberty to appeal to the Appellate Committee of University.

12. If you have any questions, please ask any of the CAN Officers.

13. What should I do to receive a great job offer?

Answer: Research the industry or sector and organization.

A. Start your preparation today.

B. Be thorough with domain knowledge, enhance your cognitive ability, develop leadership skills, and understand the dynamics of organizational culture - how well your attitude and outlook fit into an organization's values and culture may well be the deciding factor in many cases.

C. **Please make full use of the academic and other training activities.**

D. Gain as much experience as you can by participating in live challenges shared from time to time by CAN throughout the program.

E. **Attend all preparatory processes that the CAN office or the department arranges regularly.**

F. Have copies of your CV, academic credentials, photograph, certificates, and testimonials in physical and digital format.

G. Please always follow the appropriate dress code. Most organizations prefer "business formal" attire during the hiring process.

H. Always maintain a positive attitude. "Your attitude determines your altitude." (Zig Ziglar)



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STUDENT REGISTRATION FOR CAN FACILITATION

I wish to avail myself of the CAN facilitation process.

1. Yes
2. No

I have read and understood the CAN placement facilitation guidelines and accept to abide by the same for availing placement assistance.

Name:

Enrolment Number:

Mobile Number:

Email ID:

Signature:

Date:



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Annexure to Placement Guidelines

To:

The Office of Career Advancement and Networking (CAN)
Alliance University, Bangalore

Sub: Early Joining Undertaking

Dear Sir/ Madam,

I Registration number..... currently pursuing B.Tech at Alliance College of Engineering & Design, Alliance University, hereby confirm that I have been offered the position of at I hereby confirm my willingness to join the organization voluntarily. I further confirm that:

1. I have 80% attendance until the last day before reporting to work (attendance will be calculated based on the last day of class before the joining date).
2. I will appear for the Semester End Examination (calculated for 100 marks due to early joining) on the dates announced by the Office of the Registrar (Examination & Evaluation).
3. For Subjects for which I had appeared in the DSA, the marks would be calculated on a pro-rata basis, and I have made all project and assignment submissions as per the class requirements till I attend the last day of class before my joining date.
4. I will ensure to inform and stay connected with all faculty members who would be teaching me in the respective semester(s).

By signing this undertaking, I acknowledge that I am joining the organization out of my own volition. Furthermore, I am responsible for complying with the academic rules of the University and abiding by any other regulations set by the company.

Student Name:

N. Mishra

Signature:

Date:

REGISTRAR
Alliance University
Chandapura - Anekal Main Road
Bengaluru - 562106



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ALLIANCE SCHOOL OF BUSINESS

OFFICE OF CAREER ADVANCEMENT AND NETWORKING

INDUSTRY INTERNSHIP FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF THE BATCH OF BBA

POLICY DOCUMENT NO: AU/CAN/IIFP/BUS/UG/2023/001

The Industry Internship Program (IIP) is an important and integral part of the academic curriculum. IIP helps to widen the student's perspective by providing an exposure to real life organizational and environmental situations. It helps the student to understand the structure, processes and dynamics within an organization and experience industry forces. All students are advised to seek IIP assistance through the Office of Career Advancement & Networking (CAN).

1. Should however a student wish to do an internship in a company through his or her referral, the student must obtain a reference letter from the CAN Office by submitting complete details of the company and project applying for before the commencement of the internship program.
2. All internship opportunities would be announced through the CAN portal / mail. It is important for students to attend any internship selection process to which they would have applied on receiving details from the Office of CAN. The following would be the consequences if an applicant fails to attend the first round of selection conducted by the company for internships:
 - a. A warning would be given to the student during the first of such an instance.
 - b. Any further absenteeism would automatically place the student out of the internship application process through the CAN Office.
3. A student on receiving an internship offer through the CAN Office would not be considered for any further internship selection process or request of a reference letter.
4. Internship opportunities could be either virtual (remote) or physical in nature, and applicants need to thoroughly evaluate their interest before applying for projects that would need them to physically attend to work.
5. Any aspect of the process not specifically outlined in this policy and that which requires interpretation or judgment will be dealt with by the office of CAN in an appropriate manner. In doing so, the office of CAN, will elicit views of the Faculty Chairperson, Internship and Dissertation Committee, and Director - Placements before arriving at a decision.
6. Students as part of preparation to appear for internship opportunities must keep ready:
 - Updated copy of CV in physical and soft copy.
 - Physical and soft copy of latest color passport size photograph in formals.
 - Physical and soft copy of academic, professional documents, college ID and govt. issued ID card.
 - Webcam and mic enabled laptop/desktop with high-speed internet connectivity.

Good Luck!

N. Mishra

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ALLIANCE SCHOOL OF BUSINESS

OFFICE OF CAREER ADVANCEMENT AND NETWORKING

INDUSTRY INTERNSHIP FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF THE BATCH OF 2023-25

POLICY DOCUMENT NO: AU/CAN/IIFP/BUS/MBA/2023/001

The Industry Internship Program (IIP) is an important and integral part of the academic curriculum. IIP helps to widen the student's perspective by providing an exposure to real life organizational and environmental situations. It helps the student to understand the structure, processes and dynamics within an organization and experience industry forces. All students are advised to seek IIP assistance through the Office of Career Advancement & Networking (CAN).

1. Should however a student wish to do an internship in a company through his or her referral, the student must obtain a reference letter from the CAN Office by submitting complete details of the company and project applying for before the commencement of the internship program.
2. All internship opportunities would be announced through the CAN portal / mail. It is important for students to attend any internship selection process to which they would have applied on receiving details from the Office of CAN. The following would be the consequences if an applicant fails to attend the first round of selection conducted by the company for internships:
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4. Internship opportunities could be either virtual (remote) or physical in nature, and applicants need to thoroughly evaluate their interest before applying for projects that would need them to physically attend to work.
5. Any aspect of the process not specifically outlined in this policy and that which requires interpretation or judgment will be dealt with by the office of CAN in an appropriate manner. In doing so, the office of CAN, will elicit views of the Faculty Chairperson, Internship and Dissertation Committee, and Director - Placements before arriving at a decision.
6. Students as part of preparation to appear for internship opportunities must keep ready:
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 - Physical and soft copy of latest color passport size photograph in formals.
 - Physical and soft copy of academic, professional documents, college ID and govt. issued ID card.
 - Webcam and mic enabled laptop/desktop with high-speed internet connectivity.

Good Luck!

N. Mishra

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**ALLIANCE SCHOOL OF BUSINESS
OFFICE OF CAREER ADVANCEMENT AND NETWORKING
PLACEMENT FACILITATION POLICY**

TARGET AUDIENCE: STUDENTS OF THE BATCH OF 2021-24 (BBA/B.COM)

POLICY DOCUMENT NO: AU/CAN/PFP/BUS/UG/2023/001

INTRODUCTION

The Career Advancement and Networking (CAN) office will strive to provide opportunities for all qualified graduating students as they get ready to embark on their professional careers. CAN Office will make efforts to bring on campus a wide range of companies from across industries and for all suitable entry-level positions. CAN has been able to not only increase the number of companies coming to campus but also in ensuring that job offerings move up the value system in the form of companies with good job profiles and compensation packages.

It is impractical for any institution to predict the companies that would be visiting the campus or providing career opportunities. Given this reality, students are advised to utilize opportunities that are close to their aspirations instead of waiting for a particular company which may not recruit during a year at all. Most importantly, students need to remember that their first job need not be their last. They need to look at a time horizon of five or more years and decide where they would like to see themselves. The first job may well be a steppingstone. Doing well in that job and creating value for the organization is the sure recipe for long-term success.

1. CAREER FACILITATION REGISTRATION

- a. Students who wish to avail career facilitation are required to register and fill in all the details.
- b. Students having registered to avail career facilitation from the CAN Office must indicate their withdrawal from availing this facilitation, if they so choose to any time before they receive a job offer.

2. ELIGIBILITY

- a. All students are eligible to avail of the CAN Career Facilitation, provided students at the time of registration are in good academic standing (with no backlogs) and not under any disciplinary proceedings.
- b. Students who are eligible to avail of the CAN facilitation must recognize that their eligibility will be revoked should they fail to meet the eligibility requirements at ANY stage during the facilitation process. In other words, every student must continue to maintain eligibility while utilizing the career facilitation.

3. CAREER FACILITATION PROCESS

- a. A student who has registered and is eligible for career facilitation can appear for **no more than eight opportunities/companies**.
- b. Companies normally visit the campus to recruit students. Some companies prefer a virtual (online) process. Students are advised to study the job description/profile and selectively participate in such processes (subject to the upper limit of eight) that they find a good fit between their aspirations and the job on offer.

4. CAREER FACILITATION PROCESS:

- a. A student who applies to a company's recruitment process is required to attend the selection process. If a student abstains from the process after having applied, the abstention will be treated as a missed opportunity.

- b. Two abstentions from the process will render the student ineligible for career facilitation.
- c. Applications for any career facilitation process would be through the CAN Portal or Career Facilitation Forms. Walk-ins will not be permitted under any circumstances.

5. OFFER AND SELECTION

- a. Students must accept the first offer received. No exceptions. No excuses. The offer can be in the form of a letter, e-mail, announcement by the recruiter, or written communication from the CAN office.
- b. Students are expected to honour this policy in letter and in spirit. Any student refusing an offer after going through the recruitment process will not receive any further facilitation or support from the CAN office.
- c. Reasons such as location, timing, employment bond to be executed, training, probation, or any other reasons not explicitly stated in the process announcement cannot be accepted as valid for declining the offer and will not be entertained. The onus is on the students to have these points clarified before the recruitment process.
- d. CAN endeavours to have organizations for On / Virtual-campus selection. CAN targets companies that offer a CTC of INR 4 LPA or better. CAN also strives to bring “dream companies” that offer a CTC of INR 8 LPA or better.
- e. If you have received an offer of, say, INR 4 LPA in the first or second opportunity, have not joined the company, and a company with an offer of INR 8 LPA or better arrives on campus, you can appear for such a company. Please note that the exception principle is not valid if you have exhausted your eight opportunities.

6. GUIDELINES FOR STUDENTS

a. Before the Process:

- Research the company, the industry, and competitors.
- Review your subject knowledge based on the profile.
- Practice on aptitude and technical skills regularly.
- Review your resume and be prepared for the process.
- Seek the help of faculty, members from CAN and/or friends.

b. Dress Code (both for online process and physical process):

MEN	WOMEN
<ul style="list-style-type: none">○ Business formals (plain black / dark blazer) o Light colour shirt (preferably white or light blue)○ Tie, formal belt, and footwear○ Clean shaven; in case of facial hair, ensure it is neatly trimmed.○ Well-groomed and trimmed Hair○ Overall, well-groomed attire	<ul style="list-style-type: none">○ Western Business Formals (Plain black / dark blazer over a light colour shirt)○ Matching formal footwear○ Hair neatly tied up.○ Use minimal accessories during the placement process. (Avoid flashy accessories)○ To be precise, well-groomed

c. During the process:

- Carry yourself with poise and confidence.
- Do not sit till you are asked to (during a physical interview).
- Provide precise answers; if you don't know an answer, say so; don't guess.
- Thank the interviewer(s) / panellist (s) while you exit a discussion or interview.

d. Things to have/carry during the recruitment process:

- Multiple copies of your updated resume (well-formatted, laser- printed), on Executive Bond paper. Also have the same in soft copy.
- Multiple copies of your latest colour passport size photographs in formals (should be pasted on the resume and not printed).
Also have the same in soft copy.
- Copies of academic, professional documents, college ID and govt. issued ID card. Also have a soft copy of all such documents in your email/drive.
- Stationery for the process (pen, pencil, glue stick, calculator, notepad, etc.).
- Webcam and mic enabled laptop/desktop with high-speed internet connectivity for remote online processes.

e. After getting an offer:

- Collect the offer letter from the office of CAN and initiate required documentation for onboarding formalities.
- Provide a testimony in writing and if required by video.
- If a medical test is required, get it done as soon as possible.
- Coordinate with the CAN office for the joining date.

IMPORTANT NOTE

- It is always important for students to display exemplary conduct. This includes, but is not limited to, being punctual, being patient while waiting for their turn, adopting only fair practices, presenting their best, accepting the outcome with grace, and very importantly, to refrain from making any comments, suggestions, observations or criticisms about the institution, faculty, staff, fellow students, or recruiters.

- Any act on the part of any student that violates the above would be construed as misconduct and such a student, after due process, would be out of the facilitation and would not be allowed to appear for any other company.
- The university expects students to spend a minimum of two years after joining any organization. In case a student wishes to move out of the organization before completing two years of service, he/she needs to inform the CAN office and furnish a satisfactory reason for opting to leave the organization.
- Any aspect of the process not specifically outlined in this policy and that which requires interpretation or judgment will be dealt with by the Chairperson of CAN Office in an appropriate manner. In doing so, the Chairperson will elicit the views of the Head of the Office and the Head of the School before arriving at a decision.

On Joining the Company

- Work hard
- Be sincere
- Create value
- Have passion for your work

Remember: If you truly love what you do and have a clearly defined growth plan within the organization, you may not have to search for another job.

BEST WISHES & GOOD LUCK!



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STUDENT REGISTRATION FOR CAN FACILITATION

I wish to avail myself of the CAN facilitation process.

1. Yes
2. No

I have read and understood the CAN placement facilitation guidelines and accept to abide by the same for availing placement assistance.

Name:

Enrolment Number:

Mobile Number:

Email ID:

Signature:

Date:



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Sub: Early Joining Undertaking

Dear Sir/ Madam,

I Registration number..... currently Pursuing at Alliance School of Business, Alliance University, hereby confirm that I have been offered the position of at I hereby confirm my willingness to join the organization voluntarily. I further confirm that I am aware of the following:

1. I have 75% attendance until the last day before reporting to work (Attendance will be calculated based on the last day of class before the joining date).
2. I will appear for the Semester End Examination (Calculated for 100 marks due to early joining) on the dates announced by the Office of the Registrar (Examination & Evaluation).
3. For Subjects for which I had appeared in the DSA, the marks would be calculated on a pro- rata basis, and I have made all project and assignment submissions as per the class requirements till I attend the last day of class before my joining date.
4. I will ensure to inform and stay connected with all faculty members who would be teaching me in the respective semester(s).

By signing this undertaking, I acknowledge that I am joining the organization out of my own volition. Furthermore, I am responsible for complying with the academic rules of the University and abiding by any other regulations set by the company.

Student Name:

N. Mishra

Signature:

Date:

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ALLIANCE SCHOOL OF LIBERAL ARTS

OFFICE OF CAREER ADVANCEMENT AND NETWORKING

INDUSTRY INTERNSHIP FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF THE BATCH OF 2023-24

POLICY DOCUMENT NO: AU/CAN/IIFP/ASOLA/GLA/2023/001

The Industry Internship Program (IIP) is an important and integral part of the academic curriculum. IIP helps to widen the student's perspective by providing an exposure to real life organizational and environmental situations. It helps the student to understand the structure, processes and dynamics within an organization and experience industry forces. All students are advised to seek IIP assistance through the Office of Career Advancement & Networking (CAN).

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ALLIANCE SCHOOL OF BUSINESS

OFFICE OF CAREER ADVANCEMENT AND NETWORKING

PLACEMENT FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF THE BATCH OF 2023-25

POLICY DOCUMENT NO: AU/CAN/PFP/BUS/MBA/2023/001

What is the role of the Career Advancement and Networking (CAN) Team?

Answer: CAN is a facilitator. CAN brings recruiters on campus or requires students to attend the recruitment process at select organizations.

1. Do you (student) require the assistance of CAN?

Answer: If yes, please register and fill in your details on the CAN portal.

If no, do nothing.

2. Who is eligible for CAN assistance?

Answer: A. Foremost, if you have a **score of 60% or better in the MBA program, you are eligible. In addition, there are other prerequisites, as detailed below. You must meet the requirements at all times.** Please keep in mind that top recruiters usually require a score of 70% or better. Therefore, it is in your interest to have an exemplary academic record.

B. A second requirement for CAN facilitation is that you should have attended all the academic and corporate mentoring sessions. Faculty mentors and Corporate mentors will meet you once a month. We have planned eight sessions for each one of you with the corporate mentors. You must attend all the sessions.

Students who attend and actively participate in mentoring will get preference in CAN facilitation. Please keep in mind that if you do not attend at least six of the eight sessions planned with your corporate mentor, you will automatically be ineligible for CAN facilitation. At their sole discretion, the CAN team may provide you with opportunities only after all the eligible students have received job offers.

C. You should not be under any disciplinary action.

D. You must have an attendance record of 90% or better in all career-related training and a score of 70% or better in career-related assessments.

E. You must maintain all the eligibility conditions throughout the career facilitation process.

3. How does the CAN facilitation process work?

Answer: CAN endeavors to have organizations for on-campus selection. CAN targets companies that offer a CTC of INR 6 LPA or better. CAN also strive for “dream companies” that offer a CTC of INR 10 LPA or better.

Some organizations prefer virtual or on-site processes. Please be prepared for any format.

4. How many opportunities can a student get?

Answer: **Each student will have a maximum of eight opportunities. If you do not receive an offer even after eight options, you will be relegated to the end of the queue. You will have further opportunities only after all the other students have received job offers and if the process is still open in the form of companies requiring students.**

5. Are there any exceptions to Clause (5) above?

Answer: Yes. If you have received an offer of, say, INR 6 LPA in the first or second opportunity, have not joined the company, and a company with an offer of INR 10

LPA or better arrives on campus, you can appear for such a company. Please note that the exception principle is not valid if you have exhausted your eight opportunities.

6. As a student, what am I required to do?

Answer:

A. Getting a job offer is your responsibility. Please remember that CAN is only a facilitator.

B. Please go through the training as advised by CAN.

C. Please be on the lookout for announcements related to company requirements.

D. Please indicate your interest by registering with CAN for each of the eight opportunities.

E. Please attend all the mentoring sessions - academic and corporate.

F. Please prepare well for the aptitude tests that most companies conduct as a first filter.

G. Please prepare well for the interview (Technical/HR).

H. Please maintain etiquette – time sense, dress, behavior, and attitude - always.

7. What happens when I receive an offer?

Answer: You must accept the offer. No excuses, and no exceptions, please. Thus, please understand the terms that a company expects you to comply with before deciding to appear for the selection process.

8. If I have a grievance, what should I do?

Answer: You can approach the Director – CAN and the Dean of the School of Business.

If you are not satisfied with the outcome, you can appeal to the Pro-Vice-

Chancellor (Academics), whose decision will be final.

9. If you have any questions, please ask any of the CAN Officers.

10. What should I do to receive a great job offer?

Answer:

A. Research the industry or sector and organization.

B. Start your preparation today.

C. Be thorough with domain knowledge, enhance your cognitive ability, develop leadership skills, and understand the dynamics of organizational culture – how well your attitudes and outlook fit into an organization's values and culture may well be the deciding factor in many cases.

D. Be regular to all classes – maintain a perfect record of attendance. Please do not miss a single class unless you are very ill (and we hope you never will be).

E. Participate in all classroom discussions, ask questions, share your ideas, and respectfully challenge divergent opinions or views.

F. Please make full use of the academic and corporate mentoring.

G. Be a part of a **Learning Group** while preparing for case discussions, simulations, presentations, discussions, corporate interactions, and experiential learning (including internships and projects).

H. Gain as much experience as you can by carrying out live projects throughout the program.

I. Attend all preparatory processes such as sample aptitude tests, group discussions, technical interviews, and HR interviews that the CAN office arranges regularly.

J. Seek feedback on (H) and (I), and work to improve continuously.

K. Volunteer to serve on any process (admissions, guest lectures, field studies) related to any institutional activity.

L. Participate in inter-university and inter-institutional competitions –
The participation fee will be borne by the University.

- M. Have copies of your CV, academic credentials, photograph, certificates, and testimonials in physical and digital format.
 - N. Please always follow the appropriate dress code. Most organizations prefer “business formal” attire during the hiring process.
 - O. Always maintain a positive attitude. “Your attitude determines your altitude.” (Zig Ziglar)
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ALLIANCE
UNIVERSITY

Private University established in Karnataka State by Act No.34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi

STUDENT REGISTRATION FOR CAN FACILITATION

I wish to avail myself of the CAN facilitation process.

1.Yes

2.No

I have read and understood the CAN placement facilitation guidelines and accept to abide by the same for availing placement assistance.

Name:

Enrolment Number:

Mobile Number:

Email ID:

Signature:

Date:



ALLIANCE
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Annexure to Placement Guidelines

To:

The Office of Career Advancement and Networking (CAN)
Alliance University, Bangalore

Sub: Early Joining Undertaking

Dear Sir/ Madam,

I Registration number..... currently Pursuing at Alliance School of Business, Alliance University, hereby confirm that I have been offered the position of..... at I hereby confirm my willingness to join the organization voluntarily. I further confirm that I am aware of the following:

1. I have 75% attendance until the last day before reporting to work (Attendance will be calculated based on the last day of class before the joining date).
2. I will appear for the Semester End Examination (Calculated for 100 marks due to early joining) on the dates announced by the Office of the Registrar (Examination & Evaluation).
3. For Subjects for which I had appeared in the DSA, the marks would be calculated on a pro-rata basis, and I have made all project and assignment submissions as per the class requirements till I attend the last day of class before my joining date.
4. I will ensure to inform and stay connected with all faculty members who would be teaching me in the respective semester(s).

By signing this undertaking, I acknowledge that I am joining the organization out of my own volition. Furthermore, I am responsible for complying with the academic rules of the University and abiding by any other regulations set by the company.

Student Name:


REGISTRAR
Alliance University
Chandapura - Anekal Main Road
Bengaluru - 562106

Signature:

Date:



ALLIANCE UNIVERSITY

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ALLIANCE SCHOOL OF LAW OFFICE OF CAREER ADVANCEMENT AND NETWORKING PLACEMENT FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF BATCH OF BALLB / BBALLB / LLB / LLM

POLICY DOCUMENT NO: AU/CAN/PFP/LAW/BALLB-BBALLB-LLB-LLM/2023/001

PREAMBLE:

The Career Advancement and Networking (CAN) office strives to provide opportunities for all qualified graduating students as they get ready to embark on their professional careers. The Office of CAN endeavors to bring on campus a wide range of companies/legal firms for all suitable positions. The Office of CAN has consistently been able to increase the number of companies/legal firms final placements year after year.

1. PLACEMENT REGISTRATION:

Students who wish to avail placement facilitation are required to register and fill in all the required details as a part of the registration process within the prescribed deadline.

2. ELIGIBILITY:

- a. Students at the time of placement should have completed their internship requirements as stipulated by BCI and maintained a minimum of 90% attendance in all placement training conducted and obtain a satisfactory performance score in training assessments to be eligible for placement.
- b. The Office of CAN may permit those students with a maximum of two backlogs at the time of application to be part of any process depending on the requirements shared by the recruiter.
- c. All students are eligible to avail the CAN Placement facility, provided, they have no disciplinary issues at the time of placement registration.
- d. Eligibility for placement facilitation can be revoked if a student fails to meet the eligibility requirements at ANY stage during the placement process.
- e. Placement facilitation to those students resorting to unethical practices including but not limited to the usage of digital data and tools during the placement process will be revoked.

3. PLACEMENT PROCESS:

- a. The Office of CAN will strive to bring in companies offering a minimum CTC of INR 5.00 LPA and law firms offering a CTC of 3.50 LPA and above for aspiring students.
- b. Students placed in organizations offering compensation below INR 8 LPA may be allowed to apply for another opportunity to those organizations who offer a compensation higher than INR 8 LPA. This is considered as a dream offer.

4. PLACEMENT ATTENDANCE:

- a. A student who applies to a company process is required to attend the selection process.
- b. However, under unavoidable circumstances (subject to satisfaction of the Office of CAN), a student may stay absent for not more than One (1) company process. Two (2) instances of absenteeism would debar the student from all placement-related activities in a recruitment cycle.
- c. Applications for any Placement process would be through CAN Portal or Placement Forms. Registration for the placement process is not allowed post application deadlines.

5. OFFER AND SELECTION:

- a. Offer confirmation may be in the form of a written communication by the recruiter or the Office of CAN.
- b. Provided further that, any student refusing an offer after going through the recruitment process would be considered as having been placed and no further facilitation concerning placements would be extended to such a student in a recruitment cycle.

6. AFTER GETTING AN OFFER

- a. Collect the offer letter from the Office of CAN and initiate required documentation for onboarding formalities.
- b. In the event of the organisation sharing the offer letter directly to the student, a copy of the same must be submitted to the Office of CAN.
- c. Coordinate with the CAN office for the joining date.
- d. Provide testimonial in text/video after your consent.

IMPORTANT NOTE

It is always imperative for students to display exemplary conduct. This includes, but is not limited to, being punctual, being patient while waiting for their turn, adopting only fair practices, presenting their best, accepting the outcome with grace.

Any act on the part of any student that violates the above would be construed as misconduct and such a student, after due process, would be out of the placement facilitation and would not be allowed to appear for any further process.

Any aspect of the process not specifically outlined in this policy and that which requires interpretation or judgment will be dealt with by authorised personnel of the university. In doing so, the authority will elicit the views of the Director Office of CAN and the Dean Alliance School of Law before arriving at a decision.

BEST WISHES & GOOD LUCK!



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STUDENT REGISTRATION FOR CAN FACILITATION

I wish to avail myself of the CAN facilitation process.

1. Yes
2. No

I have read and understood the CAN placement facilitation guidelines and accept to abide by the same for availing placement assistance.

Name:

Enrolment Number:

Mobile Number:

Email ID:

Signature:

Date:

N. Mishra
REGISTRAR
Alliance University
Chandapura - Anekal Main Road
Bengaluru - 562106



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Annexure to Placement Guidelines

To:

The Office of Career Advancement and Networking (CAN)

Alliance University, Bangalore

Sub: Early Joining Undertaking

Dear Sir/ Madam,

I Registration number..... currently Pursuing at Alliance School of Law, Alliance University, hereby confirm that I have been offered the position of at I hereby confirm my willingness to join the organization voluntarily. I further confirm that I am aware of the following:

1. I have 80% attendance until the last day before reporting to work (Attendance will be calculated based on the last day of class before the joining date).
2. I will appear for the Semester End Examination (Calculated for 100 marks due to early joining) on the dates announced by the Office of the Registrar (Examination & Evaluation).
3. For Subjects for which I had appeared in the DSA, the marks would be calculated on a pro-rata basis, and I have made all project and assignment submissions as per the class requirements till I attend the last day of class before my joining date.
4. I will ensure to inform and stay connected with all faculty members who would be teaching me in the respective semester(s).

By signing this undertaking, I acknowledge that I am joining the organization out of my own volition. Furthermore, I am responsible for complying with the academic rules of the University and abiding by any other regulations set by the company.

Student Name:

Signature:

Date:



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ALLIANCE SCHOOL OF LAW

OFFICE OF CAREER ADVANCEMENT AND NETWORKING

INDUSTRY INTERNSHIP FACILITATION POLICY

TARGET AUDIENCE: STUDENTS OF ALL BATCH OF BALLB / BBALLB / LLB / LLM

POLICY DOCUMENT NO: AU/CAN/IIFP/LAW/BALLB-BBALLB-LLB-LLM/2023/001

Alliance School of Law (ASOL) supports students for internships and placements through the Office of Career Advancement & Networking (CAN). The dedicated team of placement officials provides internship support for all students seeking the assistance of CAN throughout the year. Based on the internship calendar, opportunities would be announced through the CAN portal. Once opted for assistance, students are required to attend the internship selection processes for which they would have applied on receiving details from the Office of CAN.

Internship Program is an important and integral part of the academic curriculum. Internships help to widen the student's perspective by providing exposure to real life organizational and environmental situations. It helps the student to understand the structure, process, and dynamics within the legal and judicial system.

As per Bar Council of India (BCI) rules of Legal Education, 2008 it is mandatory for a student to undergo:

1. 20 weeks of internship for a 5-year Course of the BA LLB and BBA LLB program.
2. 12 Weeks of internship for a 3-year course of LLB
3. Students are expected to undergo internship for 4 weeks every academic year during their internship break.
4. The internship duration will be for a minimum of 4 weeks.
5. Students pursuing BALLB & BBALLB can do the internship under the following:
 - 1st Year : NGO
 - 2nd Year : Trial Court
 - 3rd Year : Appellate Court
 - 4th Year : Law Firm / Judiciary / Corporate in-house
 - 5th Year : As per the student choice
6. Students pursuing LLB can do the internship under the following.
 - 1st Year : Trial Court
 - 2nd Year : Law Firm / Judiciary / Corporate in-house
 - 3rd Year : As per the student choice


REGISTRAR
Alliance University
Chandapura - Anekal Main Road
Bengaluru - 562106

7. Internships are a 4-credit course of a total of 100 Marks. 20 Marks will be awarded for each internship. Viva will be conducted by Alliance School of Law to ascertain the outcomes of the internship.

Students who wish to do an internship in a firm / company through his or her referral, must obtain a reference letter from the CAN Office by submitting complete details of the firm / company and project applying for, project guide and other relevant information before the commencement of the internship program. Copy of the Certificate of Completion should be submitted to the CAN office on completion of the said internship.

Internship opportunities could be either virtual (remote) or physical in nature, and applicants need to thoroughly evaluate their interest before applying for projects that would need them to physically attend to work.

Students as part of preparation to appear for internship opportunities must keep ready:

- Updated copy of CV in physical and soft copy.
- Physical and soft copy of latest color passport size photograph in formals.
- Physical and soft copy of academic, professional documents, college ID and govt. issued ID card.
- Well-groomed and in business formals.
- Webcam and mic enabled laptop/desktop with high-speed internet connectivity for virtual interviews.

A student on receiving an internship offer through the CAN Office would not be considered for any further internship process.

If an applicant fails to attend the selection process conducted for internships for which the student has applied to:

- A warning would be given to the student during first of such an instance.
- Any further absenteeism would automatically place the student out of the internship application through the Office of CAN.

Any aspect of the process not specifically outlined in this policy and that which requires interpretation or judgment will be dealt with by the Office of CAN in an appropriate manner. In doing so, the office of CAN, will elicit directions of the Dean – ASOL, before arriving at a decision.

After completing the internship, students are required to submit their internship diary along with copy of internship certificate to the faculty mentor and a copy of the internship certificate to the Office of CAN and ensure updating of the certificate in ERP.

BEST WISHES & GOOD LUCK!


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