

THE APOLLO UNIVERSITY
DIRECTORATE OF TRAINING & PLACEMENT
TRAINING AND PLACEMENT POLICY

Academic Year: 2026–27

Policy Title	Training and Placement Policy	Policy Owner	Directorate of Training & Placement
Institution	The Apollo University	Effective From	August 2026
Approved By	Competent Authority	Version	1.0
Review Cycle	As required / as per University policy	Document Status	Approved

Policy Statement

The Apollo University provides structured training and placement support to build student employability and connect students with suitable career opportunities, through a fair and structured process facilitated by the Directorate of Training & Placement, subject to student eligibility, employer requirements and University regulations.

1. Purpose

This policy sets out a clear and structured framework for training, career development, internship support and placement assistance offered through the Directorate of Training & Placement, to build student employability and ensure orderly participation in recruitment processes.

2. Objectives

The objectives of the Training and Placement Directorate are to:

- Provide training and placement-readiness support to eligible students.
- Connect students with prospective employers.
- Conduct technical, aptitude, communication and soft-skills training.
- Conduct mock interviews and readiness assessments.
- Organise company-specific training and grooming sessions.
- Support internship / industrial training and career-related exposure.
- Maintain placement records and promote professional and ethical conduct.

3. Scope

This policy applies to all students seeking placement assistance and participating in University-facilitated placement, internship and recruitment activities, subject to programme-specific eligibility criteria.

4. Definitions

- a) Placement Assistance: Career and recruitment support from the Directorate of Training & Placement.
- b) Recruitment Drive: Any recruitment process (on-campus, off-campus, pooled, online or other) organised or facilitated by the University.
- c) Dream Offer: An offer with a CTC more than ₹2 lakhs higher than the student's existing offer (see Clause 16).
- d) Core Job Opportunity: A role in the student's domain, e.g. Data Science, AI/ML, VLSI, Cloud Computing or Cybersecurity, SOHS specific Programs, MBA/BBA with Specialization & Apollo Institute Of Pharmaceutical Sciences (see Clause 17).
- e) OOP (Out-of-Placement): Status applied when a student becomes ineligible for further placement assistance under applicable rules.

5. Placement Registration

Students seeking placement assistance must submit the Placement Declaration & Career Preference Form on time, provide accurate details, and participate in mandatory placement activities. Non-submission or non-participation may be treated as opting out of university placement assistance.

6. Student Eligibility for Placement Assistance

Students seeking placement assistance are expected to:

- Maintain regular attendance and participate in prescribed assessments;
- Complete mandatory mock interviews and readiness activities;
- Attend prescribed training, classes and grooming sessions;
- Maintain minimum 85% attendance in placement training;
- Complete Industrial Training / Internship / SIP requirements;
- Maintain prescribed dress code and professional conduct and follow Directorate and University instructions.

7. Training and Pre-Placement Preparation

The University offers employability training based on programme, student and employer needs- including technical, aptitude, communication and soft-skills training, mock interviews, readiness assessments, company-specific training and grooming sessions.

Participation in mandatory training and readiness activities is required; content, schedule and mode may vary by programme, batch and recruitment need.

8. Company-Specific Training and Pre-Placement Grooming

Where required by a recruiter, the University may conduct company-specific training and grooming sessions covering role awareness, technical preparation, aptitude, communication, interview skills, etiquette or other recruitment-related needs.

9. Mock Interviews and Assessments

Mock interviews and readiness assessments evaluate student preparedness. Participation is mandatory for placement assistance, and the Directorate maintains related records.

10. Internship / Industrial Training / SIP

Students must complete Industrial Training, Internship or SIP requirements as prescribed, and maintain accurate records (organisation, location, duration, role) with supporting documentation.

11. Participation in Recruitment Processes

Students must attend and actively participate in recruitment processes they have confirmed, whether on-campus, online or off-campus.

Students must report or log in on time, follow process instructions and maintain professional behaviour throughout.

12. Confirmed Drive Attendance and Unauthorised Absence

A student who confirms participation must attend the complete process. Unapproved absence, without a valid reason communicated to the Placement Department/Dean, may result in an advisory and/or withdrawal of placement assistance.

Missing three confirmed processes without valid permission may be treated as withdrawal of interest, and the student's name removed from the placement database.

13. Online Recruitment Requirements

For online recruitment, students must ensure reliable internet, an appropriate device (standby where possible), a professional environment and required documents in soft copy, and follow online interview etiquette and process instructions.

14. Communication and Student Responsibility

Students must regularly monitor official University channels for placement updates and respond within given timelines, keeping their contact and academic details updated.

15. Placement Opportunity Limit and One-Offer Principle

A registered student may participate in up to ten campus recruitment processes, or until receiving a first offer, whichever is earlier, subject to the Dream Offer and Core Job provisions.

A student is ordinarily considered placed after accepting a regular offer; further participation is governed by Clauses 16 and 17.

16. Dream Offer Provision

A student with an existing offer may pursue another opportunity only if it offers a CTC more than ₹2 lakhs higher, unless it qualifies as a Core Job (Clause 17).

Once a Dream Offer is accepted, the student is not eligible for further University placement drives.

17. Core Job Opportunity

A student with a regular offer may pursue a Core/Domain Specific Job opportunity even at an equal or lower CTC, subject to the recruiter's eligibility criteria and University rules.

As with a Dream Offer, accepting a Core Job opportunity ends eligibility for further placement drives (Clause 16).

18. Offer Acceptance and Commitment

Students must accept or reject an offer within the timeline set by the recruiter, or before its campus process concludes.

A student who accepts an offer is expected to join. Declining without an approved, documented reason may result in OOP status and further action under University rules.

19. Internship-to-Employment Conversion

A student who converts an internship into a full-time offer is considered placed, and must promptly report the offer with supporting documentation.

20. Reporting of Placement and Appointment Documents

Students must promptly submit a copy of the offer/appointment letter to the Placement Department, including for placements secured independently, to keep records accurate.

21. Professional Conduct and Ethics

Students must maintain professional conduct, interview etiquette and the prescribed dress code. Malpractice, misrepresentation, misconduct or disciplinary issues may result in restriction or withdrawal of placement participation, subject to due process.

22. Out-of-Placement (OOP) Status

OOP status applies under applicable placement rules, including the circumstance in Clause 18 and other specified cases. Its consequences are governed by University rules and Directorate instructions.

23. Placement Records and Documentation

The Directorate maintains records of registration, training, mock interviews, recruitment participation, offers and outcomes. Students must provide required documents within prescribed timelines.

24. Roles and Responsibilities

Directorate of Training & Placement:

- Plan and coordinate training and placement activities.
- Communicate eligibility, schedules and opportunities.
- Facilitate employer interaction and recruitment.
- Monitor participation and training attendance.
- Maintain placement records and issue operational instructions.

Students:

- Provide accurate information and documents.
- Attend mandatory training, interviews and confirmed recruitment processes.
- Maintain professional conduct and comply with rules.
- Monitor communications and respond on time and report placement outcomes and submit offer documents.

Recruiting Organisations:

Recruiting organisations may set their own eligibility criteria, process and timelines. Participation does not guarantee selection.

25. Grievance / Clarification

Students needing clarification on eligibility, training or placement rules should approach the Directorate through the designated process. Disciplinary matters follow University regulations and due process.

26. Policy Administration and Review

The Directorate may issue instructions and guidelines from time to time, consistent with University policy. This policy may be reviewed and revised by the competent authority as required.

Related Document

Placement Declaration & Career Preference Form – Annexure / Student Acknowledgement Document

Note: This policy consolidates the placement rules in the current Placement Declaration & Career Preference Form and its Annexure-I. Programme-specific instructions may be issued separately.