THE APOLLO UNIVERSITY

DIRECTORATE OF TRAINING & PLACEMENT

PLACEMENT DECLARATION & CAREER PREFERENCE FORM

Academic Year: _____

Name of Student	_____	**Registration No.**	_____
School / Department	_____	**Program**	_____
Batch	_____	**Semester**	_____
CGPA	_____	**Gender**	_____
Contact No.	_____	**Alternate No.**	_____
Email ID	_____	**Hometown**	_____

A. PLACEMENT & CAREER PREFERENCE

1. Are you interested in receiving placement assistance from the University?

☐ Yes ☐ No

2. If Yes, training is mandatory. Please select your preferred training domain(s):

☐ Technical Training (as applicable to the student's programme and target roles)

☐ Company-Specific Training & Pre-Placement Grooming Sessions

3. If No, please indicate your preferred career pathway:

☐ Entrepreneurship ☐ Government Job ☐ Higher Education

☐ Family Business ☐ Others: _____

B. INTERNSHIP / SUMMER INTERNSHIP PROGRAMME (SIP) DETAILS

Year	Company / Organisation	Location	Duration	Project / Role Title	Remarks
I					
II					
III					
IV					

C. STUDENT DECLARATION

I, _____, hereby declare that the information provided in this form is true and correct to the best of my knowledge. I undertake to comply with the rules, regulations, procedures and instructions issued by the Directorate of Training & Placement, The Apollo University, including the Placement Policy and Out-of-Placement (OOP) Rules enclosed as Annexure-I, as amended from time to time. I understand that non-compliance with the prescribed requirements may affect my eligibility to participate in University-facilitated placement activities.

Date	_____
Student Signature	_____
Parent / Guardian Signature & Contact No.	_____

ANNEXURE-I

PLACEMENT POLICY: ELIGIBILITY, PARTICIPATION & OUT-OF-PLACEMENT (OOP) RULES

1. Placement Registration: Students seeking University placement assistance shall submit the duly completed Placement Declaration & Career Preference Form within the prescribed deadline.

2. Academic & Placement Readiness: Regular attendance in classes, participation in assessments and completion of prescribed mock interviews / placement-readiness activities are mandatory for students seeking placement assistance.

3. Training & Grooming: Students shall attend the training programmes, special classes, company-specific training, pre-placement grooming sessions and other placement-readiness activities organised by the University. A minimum attendance of 85% in placement-related training programmes is mandatory. Students below this requirement may be declared ineligible for placement opportunities.

4. Internship / Industrial Training: Students shall complete the Industrial Training / Internship / SIP requirements prescribed under the applicable academic programme and University regulations.

5. Professional Conduct & Dress Code: Students shall maintain the dress code, professional conduct and interview etiquette prescribed by the University during all training, placement and recruitment activities.

6. Participation in Recruitment Processes: Students registered for placement assistance are expected to attend and actively participate in recruitment processes for which they have confirmed participation, including on-campus and online / off-campus processes facilitated by the University.

7. Attendance at Confirmed Drives: Students must report / log in on time for recruitment processes. Absence after confirmation, without prior approval or a valid reason communicated to the Placement Department, may result in an advisory and/or withdrawal of placement assistance, as per University rules.

8. Three Unauthorised Absences: Failure to attend three confirmed interview / recruitment processes without prior written permission or valid communication may be treated as withdrawal of interest in placement assistance, and the student's name may be removed from the placement database.

9. Communication & Notices: Students shall regularly check official University communication channels, including email, notices and authorised messaging groups, for placement announcements, training schedules, special classes and recruitment drives.

10. Online Recruitment Readiness: For online recruitment processes, students shall ensure reliable internet connectivity, an appropriate device, a standby device where feasible, a professional environment and ready access to required academic / professional documents in soft copy.

11. Placement Opportunity Limit: A registered student may participate in a maximum of ten campus recruitment processes or until receiving the first placement offer, whichever occurs earlier, subject to the Dream Offer and Core Job provisions below.

12. One-Offer Principle: Each student shall ordinarily be considered placed after accepting a regular placement offer. Further participation shall be governed by the Dream Offer / Core Job provisions.

13. Dream Offer: A Dream Offer means an offer with a significantly higher CTC than the student's existing placement offer. A student with an existing offer may participate in another opportunity only when the new opportunity offers a CTC more than ₹2 lakhs higher than the existing package, unless otherwise permitted under the Core Job provision.

14. Acceptance of Dream Offer: Once a student receives and accepts a Dream Offer, the student shall not be eligible to participate in subsequent University placement drives.

15. Core Job Opportunity: A student who has received a regular placement offer may participate in a Core Job opportunity, such as Data Science, AI/ML or Cybersecurity, even if the CTC is equal to or lower than the existing offer, subject to the company's eligibility criteria and the University's placement rules.

16. Closure of Placement Eligibility: Once a student accepts a Dream Offer or is selected for a Core Job opportunity under the above provision, the student shall not be eligible for subsequent University placement drives.

17. Offer Acceptance: Students shall communicate their acceptance / rejection decision within the timeline specified by the recruiting organisation or before the organisation concludes its campus process, as applicable.

18. Internship-to-Employment Conversion: A student receiving and accepting a full-time employment offer through conversion of an internship into a full-time position shall be considered placed.

19. Withdrawal after Acceptance / OOP: A student who accepts a placement offer and subsequently declines to join without an approved and documented reason may be placed under Out-of-Placement (OOP) status and may be subject to action under the applicable University rules.

20. Submission of Appointment Letter: Students shall submit a copy of the appointment / offer letter to the Placement Department promptly after receiving it. Placement secured independently by a student shall also be reported to the Placement Department for institutional placement records.

21. Academic / Career Responsibility: Students are expected to make sincere and sustained efforts towards placement and/or their chosen career pathway and to comply with all academic and professional requirements.

22. Discipline & Ethical Conduct: Malpractice in tests or recruitment processes, misrepresentation of information, misconduct with students, staff or company representatives, or any pending / established disciplinary matter may result in restriction or withdrawal of placement participation, subject to due process and applicable University regulations.

23. Mock Interview & Declaration Form: Non-submission of the Placement Declaration & Career Preference Form within the prescribed timeline or failure to participate in mandatory mock interviews / placement-readiness activities may be treated as an indication that the student is not seeking University placement assistance.

Note: The Placement Department may issue operational instructions, schedules and process-specific guidelines from time to time, consistent with University policies and applicable regulations.

Directorate of Training & Placement
The Apollo University