

## CAMPUS PLACEMENT POLICY - NOVARK.IN

Greetings from Novark Services Private Limited !

- At novark.in, we specialize in bridging the gap between academia and professional aspirations. Our mission is to streamline the transition from campus to corporate by connecting fresh graduates with top employers through meticulously organized placement initiatives.
- We are committed to enhancing the campus recruitment experience for students and recruiters alike, fostering an environment of growth and opportunity. From career counselling to seamless placement procedures, we ensure that every candidate is equipped to embark on a fulfilling professional journey.
- By simplifying processes, reducing time, and promoting meaningful connections, novark.in becomes a strong foundation for success, empowering both students and employers to achieve their goals.

### ELIGIBILITY & REGISTRATION (FOR STUDENTS & INSTITUTIONS)

1. **Mandatory Registration:** All graduating students seeking employment must register for free on novark.in. Placement services are provided exclusively to registered students.
2. **Written Commitment:** Students must submit a written confirmation expressing their intent to participate in the placement process. Failing to attend an interview after expressing interest results in disqualification from future placement opportunities for the academic year.
3. **Discipline Requirement:** Students with records of misconduct at any point during the academic year will be excluded from placement drives.
4. **Eligibility for Placed Students:** Previously placed students are permitted to participate in drives for companies of particular interest.
5. **Final Eligibility:** All eligibility requirements specified by the hiring company or Novark Services are final and non-negotiable.
6. **Mandatory Training:** Registered students must attend any training programs or workshops organized by their Department(s) or Novark Services or Hiring Companies.
7. **Clear Communication:** All placement-related inquiries, including registration, updates, and clarifications, must be directed through the Department's Placement Coordinator OR Head of Department (HOD) OR novark.in.
8. **Document Readiness:** Students should apply early for necessary documents (Passport, PAN, Aadhar, etc.) required by most companies during the onboarding process.
9. **Pooled Placement Drives:** Students may be sent to attend placement drives at other campuses and must inform their parents about location, dates, and times beforehand. All expenses, if any will be managed by students/candidates own-self in this regard.

## **RESUME SUBMISSION**

1. **Timely Submission Requirement:** Students must submit their resumes on time. Failure to do so may lead to disqualification from the placement process.
2. **Accuracy and Integrity:** The resume must reflect genuine information. Providing false details will result in a ban from placements and possible disciplinary action.
3. **Resume Templates:** For guidance, students can use resume templates (Free or Paid) available on novark.in (<https://novark.in/resume-builder/>).

## **PRE-PLACEMENT TALKS (PPT)**

1. **Mandatory Attendance for Workshops:** Pre-final and final-year students must attend workshops and training programs arranged by the Training & Placement Cell OR the visiting company OR Novark Services (if any).
2. **Responsibility for Updates:** It is the student's responsibility to stay updated by checking announcements on the Training & Placement Cell notice boards and on novark.in notices.
3. **Punctuality and Dress Code:** Students must arrive at least 15 minutes before the scheduled start time for PPTs, dressed appropriately.
4. **Clarification of Job Details:** Students should use the PPT to clarify job details, including salary structure, job profile, location, bond terms, etc.

## **EMPLOYMENT FORMALITIES**

1. **Company Requirements:** Selected students must complete all employment formalities as directed by the hiring company, which may include medical exams and office visits.
2. **Offer Letter Coordination:** Offer letters are typically sent to the institute, and students must remain in touch with the Placement Department or Novark Services for updates.
3. **Handling Discrepancies:** Students are responsible for addressing any discrepancies in their offer letters directly with the company, given that certain terms are discussed privately during interviews.
4. **Ethical Conduct:** Students must uphold discipline and ethical behavior throughout the placement process. Misconduct will result in exclusion from further placements.
5. **Withdrawal Notification:** If a student chooses to withdraw from a job offer, they must notify the company, institute, and Novark Services in writing immediately.
6. **Company Responsibility Disclaimer:** The placement team cannot be held accountable if a company withdraws an offer.
7. **Parental Consent for Travel:** For off-campus interviews, students must obtain parental consent and accept all associated travel risks.
8. **Training Attendance Compliance:** Students failing to meet attendance criteria in training sessions will be barred from placement activities.

## **ADDITIONAL GUIDELINES**

- **Final Terms:** All other terms and conditions, not mentioned here, will be communicated at the time of the placement process and must be adhered to by all students participating in the campus recruitment.

## **PAYMENT TERMS**

1. A Flat Professional Service Fee of **₹ 50,000 + GST (Rupees Fifty Thousand Only)** (one-time payment in advance and non-refundable) for institutions to access novark.in premium campus recruitment features (On-Campus / Off-Campus) up to **150 students** participating in the campus placements. Above 150 students, Professional Service Fee will be changed and negotiated. All required expenses for the same will be paid or reimbursed by the Institute in this regard.
2. Institutions are required to complete the payment within 30 days of service activation.
3. All E-payments/Cheques/Demand Drafts should be payable to "Novark Services Private Limited " only. Payment Details will be shared separately.
4. Professional fee & pre-approved cost under all circumstances are non-refundable & non-transferable.
5. This Professional Service Fee is charged only for providing time and arranging the complete process by Novark Team. This is neither related to any recruitment/placement charges nor any costing to complete placement process.
6. Institutions will be responsible for bearing/arranging all required costing for completing the placement process (Regarding On-Campus).
7. Institutions will be charged One-Time Placement Commission of **₹ 10,000 +GST (Rupees Ten Thousand Only)** Per Selected/Offered Students by the employer(s) successfully immediate joining the students by Novark.
8. Any other payment terms related the placement coordinating will be discussed and negotiated.
9. Subject to Guwahati (Assam) jurisdiction.

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This summary provides a complete outline of the policy, covering each area relevant to students' involvement in campus placements. Let me know if there's anything specific you'd like to elaborate on

## **ACKNOWLEDGEMENT**

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This is hereby declared/acknowledged that I, \_\_\_\_\_, on behalf of Institute, have fully understand the terms as set out in the above and I voluntarily accept & agreed the same and we have no objection in this regard.

Full Name –

Signature –

Authorised Seal -

**NOVARK SERVICES PRIVATE LIMITED**

CIN: U74999AS2020PTC020074

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