



HIMALAYA UNIVERSITY

SCHOOL OF LAW

Recognised By: Bar Council of India

Chiksi, Paliganj, Patna - 801110

Phone: 9031068014, 9031624653

Email: himalayauniv.law@gmail.com

PLACEMENT CELL RULES AND REGULATIONS

1. Preamble

The Placement Cell of the School of Law, Himalaya University is constituted as a dedicated institutional body to facilitate the professional transition of students pursuing LL.B., B.A.LL.B., B.B.A. LL.B. and LL.M. programmes. The Cell acts as an interface between students and prospective employers, including law firms, corporate legal departments, public sector undertakings, NGOs, and other legal organizations. The objective is to ensure that students are equipped with the requisite skills and opportunities to excel in the legal profession, in consonance with the standards of leading law schools.

2. Objectives

- i. To bridge the gap between legal education and the requirements of the legal industry.
- ii. To organize and coordinate campus recruitment for final placements and internships.
- iii. To provide career counselling, skill development workshops, and industry interaction.
- iv. To maintain and enhance the reputation of the School of Law through successful student placements.

3. Structure and Composition

- i. The Placement Cell shall be headed by a Faculty Placement Coordinator, supported by faculty members and student representatives from each programme.
- ii. Student representatives shall be selected based on merit, leadership ability, and commitment to the objectives of the Cell.
- iii. The Cell shall maintain regular liaison with alumni, recruiters, and industry experts.

4. Eligibility for Registration

- i. Only bona fide students of the final year of LL.B., B.A. LL.B. and B.B.A. LL.B., and students of LL.M. shall be eligible to register for placement assistance.
- ii. Students must have a minimum academic score as prescribed by the School of Law or recruiters and must not have any pending disciplinary proceedings.
- iii. Attendance in at least 75% of placement training and orientation sessions is mandatory.
- iv. Registration must be completed within the notified period. Late applications shall not be entertained.

5. Code of Conduct

- i. Students must adhere to a formal dress code during all placement activities and interviews.
- ii. All communication with recruiters shall be routed through the Placement Cell; direct approaches to recruiters are strictly prohibited.
- iii. Students are required to respond promptly to all communications from the Placement Cell and recruiters.
- iv. Any misrepresentation of facts, submission of fraudulent documents, or breach of confidentiality shall result in immediate debarment from the placement process and may attract further disciplinary action.

6. Placement Process

- i. The Placement Cell shall notify students of available opportunities, eligibility criteria, and timelines through official channels.
- ii. Applications must be submitted through the prescribed format and within stipulated deadlines.

- iii. Students may apply to multiple recruiters; however, upon acceptance of the first offer, the student shall be automatically withdrawn from all subsequent placement activities ("One Student, One Offer" policy).
- iv. Attendance at all stages of the recruitment process, including pre-placement talks, group discussions, and interviews, is compulsory for shortlisted candidates.
- v. Students must honor all commitments made to recruiters on behalf of the School of Law. Withdrawal from the process after shortlisting or offer acceptance is strictly prohibited.

7. Training and Development

- i. The Placement Cell shall organize regular workshops on CV writing, interview skills, legal drafting, negotiation, and personality development.
- ii. Guest lectures, seminars, and industry visits shall be conducted to expose students to diverse career avenues in law.
- iii. The Cell shall maintain records of training attendance and performance.

8. Grievance Redressal

- i. Any grievance relating to the placement process must be submitted in writing to the Faculty Placement Coordinator within 48 hours of the occurrence.
- ii. Unresolved grievances may be escalated to the Dean, School of Law, whose decision shall be final and binding.

9. Amendment and Interpretation

- i. The Placement Cell reserves the right to amend these rules from time to time to meet evolving industry standards and institutional requirements.
- ii. In case of any ambiguity or dispute regarding interpretation of these rules, the decision of the Dean, School of Law shall prevail.

PLACEMENT COMMITTEE MEMBERS

S. No.	Name of the Staff	Designation	Role / Responsibility	Contact Details	Email ID
1.	Anupam Kumar Tiwari	Assistant Professor	Convenor	9507991852	anupamkubth0225@gmail.com
2.	Kumar Jyotish	Assistant Professor	Member	7717703112	kumar.jyotish77177@gmail.com
3.	Amrendra Kumar	Assistant Professor	Member	9334595806	amrendra2511@yahoo.com
4.	Shagufta Yasmeen	Assistant Professor	Member	7217696247	shaguftayasmeensiwan@gmail.com



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From,
Dean
School of Law, Himalaya University
Chiksi, Paliganj, Patna - 801110

Subject: Invitation for Registration to carry out Campus Placement Activities at the School of Law, Himalaya University.

Sir/Madam,

As the Dean of the School of Law, Himalaya University, it is my pleasure to extend a cordial invitation for you to participate in our Campus Placement activities. At our institution, we place great emphasis on fostering strong relationships between academia and industry and are committed to conducting a successful Campus Recruitment programme for the academic session concluding in 2025.

The School of Law, Himalaya University offers a variety of programmes at the Undergraduate (UG) and Postgraduate (PG) levels.

We warmly invite you to visit the School of Law and take part in the Campus Placement Drive for the 2025 batch. Kindly register your organization for the placement drive through the attached proforma.

We look forward to your positive response and hope you will consider joining our dedicated team in this valuable initiative.

Please communicate your consent by sending a letter via email to himalayauniv.law@gmail.com or contact us at 9031068014.

Thank you for your time and consideration.

Dean
School of Law
Himalaya University



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Registration Form for School of Law Placement Drive

Company Profile

Company Name:

Company Details:

Company Head Office:

Company Website:

Company HR Name:

Company HR Contact No.:

Company HR Email ID:

Note: Kindly attach the latest Company Brochure with the Email.