



Standard Operating Procedure (SOP)

Career Services & Industry Connect (CSIC)



**PRESIDENCY
UNIVERSITY**



Standard Operating Procedure (SOP) CAREER SERVICE AND INDUSTRY CONNECT

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**PRESIDENCY
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PART A

Career Service and Industry Connect- Overview



PRESIDENCY UNIVERSITY



OVERVIEW

Presidency University, Bangalore, is an NAAC 'A' accredited institution, renowned for its commitment to quality education and holistic student development. Established in 2013 by the Presidency Group of Institutions, it is an emerging leading educational institution in India. With a focus on innovation, research, and experiential learning, the University attracts students seeking both academic excellence and personal growth.

Offering a wide range of programmes in computer science, engineering, management, law, design, media, science, commerce, liberal arts and allied health sciences, the University blends theoretical knowledge with practical application. The experienced faculty ensures a dynamic and supportive learning environment. The University prepares students for global careers, emphasising discipline, integrity, and adherence to its values and regulations. Every student is encouraged to uphold these standards and contribute to the University's esteemed legacy. Presidency University has earned numerous recognitions, including the QS-I Gauge Gold, ranking 6th in the Times Engineering Institute Survey, and Best University of the Year (South) by ASSOCHAM.

Presidency University ensures that students are best served when provided the widest range of career options and that individuals should be allowed to decide for themselves which career path to follow, including choosing a major, finding internships and full-time employment. Presidency University assists students in selecting a major, choosing a career, and finding internships and full-time employment. It also provides employment data, employer information, and salary information for various careers to assist students and alumni with employment decisions.

This will ensure that-

- Maximum number of students get on-campus placement
- Deserving candidates can have the opportunity to start their career with their preferred company.
- The quality standards of the jobs offered are consistently maintained.
- The team works according to the defined processes to achieve the common objective

Presidency University has established a 'Career Service and Industry Connect Office' which maintains and develops regular contact/linkages with employer organizations with a view to assess their current and changing needs, as also their human resource requirements. The Career Service and industry Connect Office facilitates 'Final Placements' for the graduating students. For "Final Job Placements", the Career Service and industry Connect Office facilitates opportunities for campus interviews with companies/organizations in the related domains. To this extent, the obligation of the University shall be limited to providing 'job placement assistance' only and not "placement guarantee". Students when called for interviews at off-campus locations will be



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required to bear their travel/other expenses. The University will have no financial liability in this regard. In discharge of its activities, the Career Services Office may be assisted by “Student Placement Representatives” (Pre-final Year – Operational Activities and Final Year – Market Research and Industry Information) formed by a committee comprising its respective Department Head, Faculty Placement Representative (FPR) & Career Service and industry Connect Office through a process of nomination at the beginning of the academic session. Nominated faculty placement representative from respective branches will be diligently working with CS & IC team during the progress of placement activities and will be jointly associated in capturing the feedback from the industry (as per his/her availability during the feedback session), post any campus event. For off campus drive the same may be organized through Tele/Skype conference. Team CS & IC will be responsible for disseminating all the information well in time, upon receiving the information in hand. The office promotes continuous student-faculty interaction, focused study tours/industrial visits, summer internships, industry-based projects, and innovative project work. The broad activities of the CS & IC include:

- a. Organizing Summer Internships
- b. Organizing Industrial Visits
- c. Coordinating Final Placements
- d. Liaison with Industry bodies and think tank organizations
- e. Organizing experience sharing Seminars
- f. Conducting L&D (Learning & Development) activities.



I. TERMINOLOGIES

- I. **The Career Services and Industry Connect (CS&IC) department** at Presidency University is responsible to organise and conduct Industrial Tours, Summer Internship and final placement for all the eligible students of the University.
- II. **Learning & Development (L&D):** The department works closely with the Learning and Development (L&D) team, which is responsible for providing and managing job-related training for individuals. The L& D department is responsible for developing the workforce's capabilities and practical skills with roles including everything from the design and management of learning programmes to practical delivery of training.
- III. **Placement Assistance** is given by CSIC which supports students to prepare for the Interviews with major companies, Career Counselling, provides guidance on writing resume, filling job applications etc.,

II. SCOPE & APPLICABILITY

This SOP is applicable to all academic programmes which are offered by the University. The following outlines the implementation:

- **Student Assessment:** Students will be assessed in accordance with the relevant academic regulations.
- **Credit Requirements:** Students who have fulfilled the credit requirements and successfully completed their programmes will be awarded their graduation certificates.
- **Campus Placement Eligibility:** Students in their final academic year are eligible for campus placement opportunities. However, the university may also choose to offer placement opportunities to students undertaking entrepreneurial projects and alumni.

III. PROCESS OF FACILITATION

- **Day 1 Slot:** Leading IT service recruiters (mass recruiters) are scheduled to conduct their recruitment processes during the months of September and October each year, within a designated period referred to as the *Day 1 Slot*.
- **Subsequent IT Recruiters:** All other IT service recruiters are invited to participate in the campus recruitment process following the conclusion of the Day 1 Slot, i.e., after October each year.
- **Core Company Participation:** Core sector companies are scheduled to be invited post-January, with certain exceptions made based on strategic considerations and institutional discretion.
- **Preferential Slot Allocation:** Companies that have consistently participated in campus recruitment over the past three consecutive years will be given priority in slot allocation as a mark of continued engagement and collaboration.



IV. ACCEPTANCE OF AN OFFER

- Students are required to carefully review the job description and the specified skill requirements for each role prior to applying for any recruitment process.
- By virtue of the selection, a student has to accept the offer.
- Upon receiving the offer letter, the student is expected to join the organisation on the date specified by the employer.

OFFER TYPES

Type of Offer	Salary Package
Super Dream offer	7 to 10 LPA
Dream Offer	4.5 to 7 LPA
Regular Offer	3.5 to 4 LPA

Summer Internships

- Every academic year, students are required to undergo a 6- to 8-week summer internship with reputed organisations. These internships offer valuable corporate exposure, bridging academic learning with real-world application.
- The Office of CS & IC, along with faculty from relevant domains, ensures that all students are provided opportunities to experience professional work environments and corporate culture.

Industrial Tour:

As part of the programme curriculum, students participate in **industry visits** to gain practical insights into organizational operations. These visits aim to familiarize students with the industrial landscape, promote interaction with professionals, and facilitate knowledge exchange through direct engagement.

L&D (Learning and Development) Training:

- The **Office of Corporate Services & Industry Connect (CS & IC)** conducts structured **Learning and Development (L&D) programmes** aimed at enhancing students' employability and preparing them for successful placement outcomes.
- To ensure holistic growth, each student receives close mentoring from the beginning of their academic journey. This includes focusing on their overall personality development and career readiness in addition to their academic performance.
- The L&D programmes actively bridge the gap between academics and practical workplace application. They train students in holistic development, workplace expectations, and essential interview skills and etiquette.



- d) Every new student receives basic instruction in soft skills and communication. To strengthen and hone these crucial abilities, graduating students go through an extensive pre-placement training program.

The L&D program is conducted for a period of 4 years for all the students of all courses. The subjects covered are:

Presidency of Engineering & Computer Science & Engineering

Sl. No.	Semester	Objective
1	Semester 1 & 2	To instil confidence, encourage self-discipline, and lay the foundation for lifelong professional practices.
2	Semester 3, 4, 5 & 6- Aptitude Course	To develop speed and accuracy in solving aptitude questions and to build a foundation for placement-oriented assessments.
3	Semester 7 – Preparedness for Interview Course	To prepare students for real-world interviews, build confidence, and present themselves as polished, job-ready professionals.

Presidency School of Commerce

Sl. No.	Semester	Course offered
1	Semester 1 & 2	Foundational Course: Soft Skills
2	Semester 3	Aptitude Course
3	Semester 9	Preparedness for Interview Course



Presidency School of Law

Sl. No.	Semester	Course offered
1	Semester 1 & 2	Foundational Course: Soft Skills
2	Semester 4/5	Aptitude Course (only for 1 semester)
3	Semester 5	Preparedness for Interview Course

Presidency School of Information Science

Sl. No.	Semester	Course offered
1	Semester 1 & 2	Foundational Course: Soft Skills
2	Semester 3	Industry Relations
3	Semester 4	Aptitude Course
4	Semester 5	Preparedness for Interview Course

Presidency School of Media Studies

Sl. No.	Semester	Course offered
1	Semester 1 & 2	Foundational Course: Soft Skills
2	Semester 3	Industry Relations
3	Semester 4	Aptitude Course
4	Semester 5	Preparedness for Interview Course



Presidency School of Design

Sl. No.	Semester	Course offered
1	Semester 1 & 2	Foundational Course: Soft Skills
2	Semester 3	Industry Relations
3	Semester 4	Aptitude Course
4	Semester 5	Preparedness for Interview Course

Presidency School of Management (MBA)

Sl. No.	Semester	Course offered
1	Semester 1	Personality Development Program - Foundational
2	Semester 2	Aptitude & Industry Readiness Program
3	Semester 3	Preplacement Training

- The initial sessions are interactive sessions to enhance students' understanding on the demands of their respective domains, thereby, improving their employability in the market.
 - Subsequently, L & D shall Conduct or organise Classes for Aptitude Training, On-line Assessment Tests, Group Discussions, Mock Interviews (GD/MI) and so on.
 - Each GD/MI panel comprises three members: a domain expert, an HR professional, and an internal coordinator. Every student participates in three to four rounds of GD/MI sessions.
 - These workshops are led by the Learning and Development (L&D) team to assist students in evaluating their preparedness for the market and focusing on areas which require improvement. Through this process, students gain valuable exposure to critical aspects that require focused attention, enabling them to proactively strengthen skills that might otherwise hinder their placement prospects
- e) **Individual Career Counselling:**
- Recognizing that each student possesses unique capabilities, the University provides structured support to help them make informed career choices. A **comprehensive individual report** is generated for every student, offering insights into their personality, knowledge levels, and skillsets.
 - To further assist in career planning, **one-on-one career counselling sessions** are conducted by senior University authorities for **pre-final and final year students**. These sessions are designed to guide students in selecting a career path aligned with their strengths and aspirations.



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V. GENERAL GUIDELINES

- a) Students must always carry their ID cards during interviews & screening tests. Entry to the test/interview venue will be strictly prohibited without a valid University ID card.
- b) The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by being in touch with the TPO (Training & Placement Officer).
- c) Students must carry a **complete file** when appearing for interviews. This should include:
 - Multiple copies of their **resume**
 - **Passport-size photographs**
 - A valid **Government-issued ID** (e.g., Aadhaar)
 - **Original academic certificates** (if required)
 - **Photocopies** of relevant documents

Failure to carry the required documents may lead to disqualification from the interview process

- d) At the time of the interview, students **must carry only the same version of the resume** that was submitted online to the respective company. Carrying any alternate version is strictly prohibited. Any **discrepancies in the resume** may be viewed unfavourably by recruiters and can lead to **disqualification or rejection** from the selection process
- e) For the convenience of recruiting organizations, **selection processes may be conducted in cities or towns across various states**. Students may be required to **travel and attend these off-campus recruitment drives**.

The **Training and Placement Office (TPO)** will communicate all relevant information received from the recruiting organization to the concerned students. Students are expected to **make their own travel and accommodation arrangements**, unless alternate provisions are made by the University.

VI. CODE OF CONDUCT

i. Dress Code:

Students must appear for all placement drives in **proper formal uniform** with **neatly groomed hair** to reflect professionalism.

ii. Interview Folder and Essentials:

Students must carry a **professional folder** containing the following items:

- a) A **portfolio notebook** with a notepad, pen holder, file pocket, and passport-size photograph, to take notes during the process.
- b) A **good-quality pen or pencil**, along with at least one copy of the **resume** and a **list of references**.



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c) All relevant **original testimonials** and **self-attested photocopies**.

iii. **Code of Conduct:**

Students must strictly adhere to the **rules and code of conduct** prescribed by the Training and Placement Office (TPO). During interviews, students are expected to **maintain decorum**, show **professionalism**, and **refrain from making any derogatory remarks** about fellow candidates, the University, or other institutions.

iv. **Consequences of Misconduct:**

Any form of **irresponsible behaviour**, including self-promotion beyond accepted norms, negative comments, or unauthorized negotiation, will be viewed seriously. Such actions may result in **withdrawal of placement assistance** and can **adversely impact opportunities for future batches**.

VII. POLICY AND GUIDELINES SUPPORTING THE OFFICE OF THE CAREER SERVICE AND INDUSTRY CONNECT

- School-wise SOP on Placements and Internships
- Policy on Alumni Association and Engagements
- Guidelines on Educational Tours and Industrial Visits

VIII. AMENDMENTS

This regulation will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.



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Part-B: IA
Standard Operating Procedure (SOP)
for
Presidency School of Engineering &
Computer Science
B. Tech.



PRESIDENCY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE (B.TECH.)

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	Minimum 6.50 CGPA (60%) in B.Tech.
Backlogs	No active backlogs
Placement Training scores	B Grade and above Grades in Aptitude & Coding Courses
Placement Training attendance Percentage	Minimum 90% attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of four consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the fifth consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 59.9% is not equal to 60%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic



details as it would lead to their blacklisting from the placement process and may attract disciplinary action.

8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 20 companies. Those who are not able to secure placements even after attending 20 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process, except in his/her Dream Company option.
 - a. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - b. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first. Subsequently, if (s)he gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.
16. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no



- provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
17. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
 18. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
 19. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously selected first offer.
 20. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
 21. Dream options shall cease from the date of joining specified by the company through the early joining process. It applies to all the selected students irrespective of their acceptance and joining status.
 22. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
 23. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
 24. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
 25. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Dean, School of Engineering.
 26. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.



Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.



Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and requisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for five consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.



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17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part-B: IB
Standard Operating Procedure (SOP)
for
Presidency School of Engineering &
Computer Science
M.Tech.



PRESIDENCY SCHOOL OF ENGINEERING & SCHOOL OF COMPUTER SCIENCE (M.TECH.)

Presidency University's Training and Placement Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	Minimum 6.50 CGPA (60%) in the Qualifying degree
Backlogs	No active backlogs
Placement Training scores (If provided)	B Grade and above Grades in Aptitude & Coding Courses
Placement Training attendance Percentage	Minimum 90% attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of three consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the fourth consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 59.9% is not equal to 60%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract



disciplinary action.

8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 10 companies. Those who are not able to secure placements even after attending 10 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process, except in his/her Dream Company option.
 - a. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - b. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first. Subsequently, if (s)he gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.
16. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.



17. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
18. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
19. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously selected first offer.
20. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
21. Dream options shall cease from the date of joining specified by the company through the early joining process. It applies to all the selected students irrespective of their acceptance and joining status.
22. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
23. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
24. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
25. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Dean, School of Engineering.
26. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.



Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for four consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

ID No.: _____

Signature of the Student: _____

Name of the Student: _____



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Part-B: II
Standard Operating Procedure (SOP)
for
Presidency School of Information Science



PRESIDENCY SCHOOL OF INFORMATION SCIENCE (BCA & MCA)

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	Minimum 6.50 CGPA (60%) in the Qualifying degree
Backlogs	No active backlogs
Training 1	Minimum 75% attendance
Training II (If provided)	Minimum 90% attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of three consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the fourth consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.



8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 10 companies. Those who are not able to secure placements even after attending 10 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
 - a. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - b. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
16. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
17. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to



disciplinary action.

18. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
19. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
20. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
21. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
22. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
23. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) / Dean, School of Engineering.
24. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to



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be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in` taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for four or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part-B: III
Standard Operating Procedure (SOP)
For
Presidency School of Design



PRESIDENCY SCHOOL OF DESIGN

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	Minimum 6.50 CGPA (60%) in the Qualifying degree
Backlogs	No active backlogs
Training I	Minimum 75% Attendance
Training II (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of two consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the third consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.
8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode



for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.

9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 5 companies. Those who are not able to secure placements even after attending 5 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
 - a. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - b. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
16. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
17. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation

would lead to disciplinary action.

18. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
19. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
20. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
21. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
22. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
23. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) / Dean, School of Design.
24. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.



Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for three or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
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Part-B: IV
Standard Operating Procedure (SOP)
For
Presidency School of Management



PRESIDENCY SCHOOL OF MANAGEMENT

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for participating in campus recruitments

Criteria	Eligibility
Academic Credentials	Minimum 5.50 CGPA (50%) in MBA
Backlogs	No active backlogs
II semester Aptitude Training	Minimum 75% Attendance
III semester Aptitude Training	B Grade and above
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. It is the duty of students to declare their area of specializations at the time of enrolment for placements in the Superset software platform. They can choose a maximum of two specializations and a minimum of one specialization as per their choice for job purposes. Once chosen, the declaration cannot be changed thereafter.
4. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
5. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of four consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the fifth consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
6. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this one-time break period cannot be split into two halves.
7. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
8. The Eligibility Criteria as provided by the recruiting companies required to be followed and



accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 59.9% is not equal to 60%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.

9. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
10. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
11. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
12. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
13. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
14. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
15. A student will get the opportunity to attend the recruitment drives in a maximum of 20 companies. Those who are not able to secure placements even after attending 20 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
16. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process, except in his/her Dream Company option.
 - i. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - ii. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first. Subsequently, if (s)he gets selected in the other company, (s)he can take



up the job under the dream option, only if it meets the dream criteria.

17. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
18. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
19. **Dream Option:** Students placed in a company and accepted the first offer are permitted to avail one Dream Offer subject to
 - a) Have registered one Career Choice specialisation as a preference with the CSIC department and
 - b) Placed in a company and accepted the first offer.

20. Dream Options for the students with First Job Offer in their Career Choice Specialisation

In case a premium company visits for placement in any specialisation with a salary package more than 1.5 times the previous company, the student will have the option to avail the Dream Offer. Student can avail maximum of two chances to avail the dream job.

- **For the students with First Job Offer Not in their Career Choice Specialisation**
- **Dream Job Profile in Non - Career Choice Specialisation:** In case a premium company visits for placement in any Non - Career Choice specialisation with a salary package more than 1.5 times the previous company, the student will have the option to avail the Dream Offer. Student can avail maximum of two chances to avail the dream job.
- **Dream Job Profile in Student's Career Choice Specialisation:** In case a company visits for placement with any salary package in student's Career Choice Specialisation, the student will have the option to avail the Dream Offer. Student can avail multiple chances to avail the dream job.

21. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously selected first offer.
22. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
23. Dream options shall cease from the date of joining specified by the company through the early joining process. It applies to all the selected students irrespective of their acceptance and joining status.
24. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
25. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement



activities and ask him to leave the venue immediately.

26. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.

27. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Dean, School of Management.

28. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the summer internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after summer internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.



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6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for five consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part B: V
Standard Operating Procedure (SOP)
For
Presidency School of Commerce



PRESIDENCY SCHOOL OF COMMERCE

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	5.50 CGPA (50%) in the qualifying Degree
Backlogs	No active backlogs
Training I	Minimum 75% Attendance
Training II (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of three consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the fourth consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this one-time break period cannot be split into two halves.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 58.9% is not equal to 59%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic

details as it would lead to their blacklisting from the placement process and may attract disciplinary action.

8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 10 companies. Those who are not able to secure placements even after attending 10 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process, except in his/her Dream Company option.
16. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - a. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets



selected first. Subsequently, if (s)he gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.

17. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
18. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
19. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
20. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously selected first offer.
21. Dream options shall cease from the date of joining specified by the company. It applies to all the selected students irrespective of their acceptance and joining status.
22. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
23. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
24. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
25. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the concerned Faculty Placement Representative (FPR) /HoD.
26. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the summer internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.



2. If a company makes an offer after summer internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for four or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of the candidature from placement and University is entitled to initiate the disciplinary action



PRESIDENCY UNIVERSITY



19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part B: VI
Standard Operating Procedure (SOP)
For
Presidency School of Law



PRESIDENCY SCHOOL OF LAW

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	5.50 CGPA (50%) in the qualifying Degree
Backlogs	No active backlogs
Training I	Minimum 75% Attendance
Supplementary Training (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. It is the duty of students to declare their three area of specializations at the time of enrolment for placements in the Superset software platform with one area of interest. Once chosen, the declaration cannot be changed thereafter.
4. Firms when they come for placements, may select students for **internships** that may be converted as Full time employment based on performance during the internship period.
5. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
6. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of two consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the third consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.



7. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this one-time break period cannot be split into two halves.
8. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
9. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Rounding off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.
10. It is the prerogative of the recruiting company to determine the venue, date, time, and mode for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the days including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.
11. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
12. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
13. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
14. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
15. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
16. A student will get the opportunity to attend the recruitment drives in a maximum of 5 companies. Those who are not able to secure placements even after attending 5 such opportunities (inclusive of those chances from where he/she absented from), will be



considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.

17. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
18. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
19. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
20. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
21. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
22. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
23. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
24. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
25. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
26. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
27. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) or the HoD / Dean, School of Law.
28. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive



of the Placement Office through the Faculty Placement Representative (FPR) and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for three or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of the candidature from placement and University is entitled to initiate the disciplinary action



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19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part-B: VII
Standard Operating Procedure (SOP)
For
Presidency School of Media Studies



PRESIDENCY SCHOOL OF MEDIA STUDIES

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	5.50 CGPA (50%) in the qualifying Degree
Backlogs	No active backlogs
Training Scores	Grade B and above
Training I	Minimum 75% Attendance
Training II (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of two consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the third consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.
8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode



for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.

9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
11. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
12. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
13. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case, a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
14. A student will get the opportunity to attend the recruitment drives in a maximum of 5 companies. Those who are not able to secure placements even after attending 5 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
15. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
16. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
17. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
18. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.
19. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
20. In case a premium company comes after a candidate gets selected with a package of more than



1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.

21. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
22. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
23. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
24. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
25. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) / Dean, School of Media Studies.
26. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

Placement Through Internship Leading to Job:

1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.



Good Practices for Placement Conduct Process

4. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
5. The student will arrange for his/her transportation and stay during campus recruitment.
6. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
7. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
8. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
9. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
10. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
11. The student is not supposed to roam around away from the placement venue as long as the drive continues.
12. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for three or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



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Part-B: VIII
Standard Operating Procedure (SOP)
For
**Presidency School of Liberal Arts &
Sciences**



PRESIDENCY SCHOOL OF LIBERAL ARTS & SCIENCES

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	5.50 CGPA (50%) in the qualifying Degree
Backlogs	No active backlogs
Training Scores	Grade B and above
Training I	Minimum 75% Attendance
Training II (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of two consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the third consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.
8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode

for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.

9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
 - I. During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
 - II. While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable.
11. Students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case, a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
12. A student will get the opportunity to attend the recruitment drives in a maximum of 5 companies. Those who are not able to secure placements even after attending 5 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
13. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
 - I. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - II. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
14. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.



Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.

15. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
16. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
17. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
18. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
19. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
20. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) / Dean, School of Media Studies.
21. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

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1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.



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3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.



Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for three or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and



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gestures.

18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____



**PRESIDENCY
UNIVERSITY**



Part-B: IX
Standard Operating Procedure (SOP)
For
Presidency School of Allied Health
Sciences



PRESIDENCY SCHOOL OF ALLIED SCIENCES

Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement assistance.

Eligibility Criteria for Participating in Campus Recruitments

Criteria	Eligibility
Academic Credentials	5.50 CGPA (50%) in the qualifying Degree
Backlogs	No active backlogs
Training Scores	Grade B and above
Training I	Minimum 75% Attendance
Training II (If provided)	Minimum 90% Attendance
Nationality	Indian Nationals Only
Additional requirements	As mentioned by individual organisations

General Guidelines for Placements

1. It is the responsibility of the students to make desired and dedicated efforts for his/her placements.
2. The students are responsible to ensure that the data with the placement office is correct and accurate.
3. The Placement team shall share the Job description and schedules for on-campus/off-campus/virtual recruitments with all eligible non-placed students through the Superset software platform, with a copy to the Faculty Placement Representatives (FPR) and the Department Head.
4. It is students' obligation to proactively take part in all the placement drives; an eligible student can remain absent in a maximum of two consecutive companies. However, he/she should inform the Placement Officer in writing citing the reason of absence and should obtain an approval. If any student remains absent for the third consecutive company, (s)he will be debarred from the placement process for an entire year. His/her name will not appear in the eligible student's list for the remaining companies during the subsequent part of the placement year.
5. With a prior written approval, a student may take a one-time break from the placement process for a maximum of two weeks with prior application and approval based on valid, genuine reason and proof. However, this is a one-time break period and cannot be split.
6. It is the Placement Department that determines a particular job description as mandatory or optional. The concerned students are expected to accept this classification. For optional job descriptions floated, interested students shall register within the time specified. No extension of time or manual registration will be done. Once registered, there is no provision for the withdrawal or to remain absent during any stage of the process.
7. The Eligibility Criteria as provided by the recruiting companies required to be followed and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 63.9% is not equal to 64%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead to their blacklisting from the placement process and may attract disciplinary action.
8. It is the prerogative of the recruiting company to determine the venue, date, time, and mode

for the placement selection process, in consultation with the placement department. The interviews may be conducted on any of the weekdays including Saturday, Sunday, and holidays and also any time of the day. Also, the selection process may vary for different candidates for the same job profile. The company may offer the job directly by scrutinizing the resume of some of the candidates.

9. It is imperative upon students to equip themselves with all the resources like a laptop, uninterrupted power supply (UPS) and internet connection with good bandwidth, formal clothing, copies of updated resume, notebooks, and pen as may be necessary for the effective participation in the training, placement drives or any other meetings.
10. The students are responsible to reach the venue of the placement process on time may it be on campus or off campus or out station or virtual. They will take part in the placement processes by following all specific guidelines provided either by the company or the specific placement officer.
 - During the physical placement drives, students are expected to be present at the venue at least 15 minutes in advance with the appropriate dress code as mentioned in the clause no. IV of this document.
 - While in the virtual placement drive, the relevant students are expected to log in to the relevant link shared at least 15 minutes in advance using the laptop / desktop computers from the noise-free place without any interruption from others. The use of smartphones is not acceptable students are expected to be available for telephonic interviews and accept the phone calls when (s)he is on the list of the active placement process. In case, a company reports regarding the non-acceptance of their phone call, the concerned student(s) will automatically be excluded from the subsequent placement processes with immediate effect, including the other ongoing processes.
11. A student will get the opportunity to attend the recruitment drives in a maximum of 5 companies. Those who are not able to secure placements even after attending 5 such opportunities (inclusive of those chances from where he/she absented from), will be considered as placed and will have to opt out. However, based on discretion of the Assoc. Director (CS & IC) such students may be given more chances towards the later part of the placement process provided recruiting companies are still available.
12. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing, or offer letter. The student would not be eligible for participating in a new or ongoing process.
 - i. In cases where more than one process has concluded and the results are declared on the same day and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice and convey it to the placement cell, the company student would be joining.
 - ii. In cases where more than one process has concluded with the announcement of selection being delayed, students are bound to take up the company where (s)he gets selected first.
13. To facilitate the placement opportunities for all students, one student is allowed one offer. Once selected in any company, students are bound to accept the job offer made. There is no provision to decline the offer and continue in the placement process. Also, accepting the first offer will only make the students eligible for the Dream Attempts.



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14. Placed students should refer to the selection notice and refrain from attending placements (even if their name appears in the shortlist/ applied list). Any violation would lead to disciplinary action.
15. In case a premium company comes after a candidate gets selected with a package of more than 1.5 times the previous company, the student will have the option to avail of one Dream Offer, with a maximum of two attempts only. However, the dream option is available to only those who have accepted the first offer. Refusal to accept the first offer results in termination from the subsequent placement process.
16. University has an Early Release Policy. According to which students selected in a company shall join the company on the date specified by them, which is well before the conclusion of the academic program being pursued and are bound by the On-the-Job Training policy of the school.
17. All communications to companies by the students are to be mandatorily routed through the Placement department only. Reaching out to a company directly for which the placement process is going on is considered to be an act of indiscipline and disciplinary action will be initiated.
18. Any act of indiscipline during placement drives will hamper the process and/or create a negative impression about the company or the University. In such case, the Assoc. Director (CS&IC) will have the authority to debar the student immediately for the current and future placement activities and ask him to leave the venue immediately.
19. Students participating in the specific campus drive only will be allowed in the area where the placement process is being conducted.
20. Students wishing to exit from the placement process at any point of time after enrolment to placement process, may exit by giving in writing a letter to the Placement Department through the Faculty Placement Representative (FPR) / Dean, School of Media Studies.
21. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Assoc. Director (CS&IC) /Manager/Executive of the Placement Office and the same shall be addressed if the grievance is as per the Placement Policy. If the grievance is not in the scope of the policy, it shall be referred to Placement Committee and in a normal situation, the committee in 15 days shall discuss the grievance and conclude on the subject. The outcome will be communicated to the student through the Dean/Head of Dept. of respective School/Dept.

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1. In case a student gets an offer from a Company where either he/ she has done the internship or an offer of internship leading to job needs to decide within two working days and inform the Faculty Placement Representative (FPR) and the Placement Department in writing.
2. If a company makes an offer after internship to the student, he/she is required to accept the offer. In case the student does not want to accept the offer, he/she will be eligible for the dream offer category only.

Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For the men, the dress code will be trousers, full sleeves plain shirt, tie, formal coat, and formal leather shoes with socks. The hair should be combed without any spikes or any other kind of fashionable anomaly. Beard should be properly shaved. Earrings and other piercings should not be worn. Multi-coloured hair, visible tattoos are also not allowed.
3. The women's dress code can be a decent salwar suit, saree, or a formal trouser-shirt and



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coat with a scarf. Simple hairstyle without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time may it be on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during campus recruitment.
3. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned authority.
4. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport-sized photographs, and stationery items like pens, pencils, stapler with pins, glue-stick, etc.
5. Eligible students must carry a University Identity card and AADHAAR Card (or any other Government ID proof) for the process.
6. Mobile phones or electronic gadgets will not be allowed into test centres/venues. Students while taking online tests should not open any tabs other than prescribed by the company. Any malpractice will lead to disciplinary action.
7. Physical placement processes may stretch for longer hours and students may carry cool drinks and a few edibles like biscuits, chips, or dry fruits to refresh and remain energetic.
8. The student is not supposed to roam around away from the placement venue as long as the drive continues.
9. The student must submit a copy of the offer letter/letter of Intent within two working days to the Faculty Placement Representative (FPR) and the Placement Department.

Annexure-A

Student Undertaking for Availing Placement Service

1. I am truly interested in` taking up my career in the industry through the support of Placement Department of the University. I have no alternate career plan like higher studies or starting up on my own. Also, no intent of attending the placement drives just for the experience. I affirm that being offered the job, I will accept and join the company without any hesitation.
2. I have already informed my parents and guardians about my participation in Placements, its policies, requirements, risks & consequences involved and they have permitted for the same. I will participate and interact with the placement department and company officials autonomously. Parents / guardians have agreed for the same.
3. I will act proactively in responding to the requests to upload or handover any data or resume & certificates by the placement department or company officials.
4. I will participate in all the trainings and perquisite meetings scheduled without fail and request for no excuse. I understand that it is mandatory to have attendance in these events above the specified cut-off percentage, failing for any reason results in disqualification from the placement.
5. I have or can avail all the resources like laptop, uninterrupted power and internet connection of good bandwidth, formal clothing etc. necessary for the effective participation in the trainings, placement drives or any other meetings.
6. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
7. I will participate in the drives as per the placement policy wholeheartedly with full preparation, delivering the best performance. I understand that partial or passive participation is considered as absent from the drive. Judgement about the same by the Placement Department is final.
8. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
9. I understand that absenting for three or more consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
10. I understand that different companies have different selection processes. Also, same company can have different selection process for different roles or students. I will not question the selection process and participate acquiring all the resources necessary without giving any excuses.
11. The selection process may be conducted during any time of the day and may be extended late in the evening or even on weekends and holidays. I understand the same and participate in these processes without any objection.
12. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
13. I will go through the Job description and other details published in the superset on daily basis and prepare meticulously, going through the company website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & condition during the process of selection. In this scenario, Placement Department's decision is final.
15. Certain placement processes require completion of tasks /assignments. I will complete these tasks in time and upload the same within the timeline specified.
16. I will participate in all the stages of the placement process ethically without any plagiarism or other illegal acts.
17. During my participation in the placement process, I will follow all the communication etiquettes with the company officials, interview panel and others projecting positive image of the University. The communication channels include email, telephone, as well as postures and gestures.
18. I or my parents or relatives will not approach or influence the company officials directly or indirectly for any reason. I understand that it is a serious offence that result in outright removal of



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- the candidature from placement and University is entitled to initiate the disciplinary action
19. I will remain punctual, responsive throughout the placement process of any company, joining meetings well in advance, picking the interview or other calls, filling the details and uploading of the documents.
 20. I understand the importance of placement drives that require physical presence in the University/ Company/other college may be with short notice & will assure my participation.
 21. I understand that my travel, stay and food related expenses are to be borne by me in case, part or complete placement process is conducted outstation.
 22. I understand that some companies ask for early joining. In this scenario, I will join the company and meet both the official and university academic responsibility concurrently.
 23. I understand that the placement is a service that is just a facilitation between the students and the company to the best possible extent and can't be held responsible for the changes in the job offers made or revoking of the selection.

I have read all the above points, accept them and follow the same. During the entire placement year, I will act accordingly to bring good name to me and the university. I understand and agree that any violation of the above terms & conditions results in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____

Rajanukunte, Yelahanka, Bengaluru 560 119