



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

POLICY ON EARLY RELEASE FOR PLACED STUDENTS

November 2019
[Version 1.0]

[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on November 9, 2019]


REGISTRAR


Policy on Early Release for Placed Students

BACKGROUND

1. In line with the Policy of the University, Placement Assistance is provided to all graduating students subject to fulfilment of certain eligibility norms. The Placement process, however, commences while the students are in the final semester of their programs.
2. In most cases, students are offered appointment before they actually graduate. However, in some cases, the employer lays the condition of immediate joining while the student is yet to fulfill the academic requirements of the program.
3. The University, therefore, keeping this genuine problem in mind, has framed the "**Policy on Early Release for Placed Students**" under such circumstances.
4. This Policy provide for an Early Release from the final academic semester to enable the student to avail the placement offer and also outlies the process and compliances to ensure the student completes the mandatory credit requirement for the award of the Degree.

EXTENT AND APPLICABILITY

- a) Early Release Policy will apply only to those Final Semester Students who are required to take up full-time job assignment either immediately or at a date well before the official completion of the final semester.
- b) Provided that such students should have received appointment offer letters stipulating the condition of early joining
- c) Provided further that the early release will be subject to satisfactory fulfilment of the norms and conditions laid by the University in this policy.

CONDITIONS FOR EARLY RELEASE

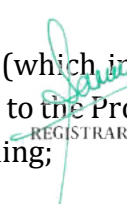

1. Students applying for early release under the provisions of this policy shall have to abide by the following requirements and conditions that:
 - a) They shall appear for the mid-term as well as end-term examinations of the final semester, as and when scheduled
 - b) They agree to weightage of 20% in the mid-semester and 80% weightage in the end-semester exam in lieu of the benefit of internal assessment in the final semester since the attendance criteria will not be fulfilled by them.
 - c) In event of their failure to appear or clear the above-mentioned examinations for any unforeseen reasons, they shall appear in the Make-up Examination and deposit prescribed examination fee there for
 - d) They shall prepare and submit by the prescribed date the assigned dissertation and appear before the Committee appointed for the purpose
 - e) They shall obtain necessary clearances from the Library, Computer Lab, Hostel, Accounts/Finance Department, etc., and shall clear all outstanding dues of the University before being allowed to take up the examinations
 - f) The student shall agree to pay to the University an amount of Rs. 7500/- towards administrative cost of Early Release
 - g) Till the completion of the program and the award of the degree, the student shall abide by all the Rules and Regulations of the University. Responsibility and

consequence(s) of violation of any of the University Rules shall be that of the student concerned.

2. Availing of early release from the University shall be a voluntary act and student concerned shall not hold the University responsible in any manner for any academic loss on account of his/her taking up the job assignment before the official completion date of a program
3. In event of failure to comply with any of the above conditions, a student shall be deemed to have not completed the academic requirements of the program and the University will be within its right to withhold the award of the degree to him/her. Further, such students shall have no right to take Legal or any other recourse in this regard and the decision of the University shall be final and binding
4. A student shall be required to submit a written **Undertaking** to the University on a prescribed format (**Annexure 1**) by way of his acceptance of the above requirements and conditions

PROCEDURE FOR EARLY RELEASE:

- 1.0 The Placement Office shall submit the recommended list of placed students who need to be considered for early release from academic term. The list of students along with the following documents must be presented to the concerned HOD/Dean:
 - a. Request letter from the student seeking early release from the semester
 - b. Copy of the Offer Letter.
 - c. The specific communication from the Company regarding the date of joining for the concerned students. (This information may be specified in the Offer Letter).
 - d. The name and details of the Contact Person in the Company with whom the concerned HOD/Dean may need to communicate on academic related matters as part of the Early Release Program for such placed students.
- 2.0 The Placement Office shall communicate with the Company to provide the details of the Contact person who will be available to communicate with the Academic Department in the University to ensure that the student who has been released early from the academic program will be supported and monitored to complete the academic requirements for the award of the degree.
- 3.0 Clause 1.0 and 2.0 shall also apply in case of a student obtaining direct placement offer from a company through pool campus, off-campus or any other form of recruitment, coordinated either by the Placement Office or through the efforts of the student.
- 4.0 Further, a student seeking Early Release must comply with the following conditions, failing which, the concerned student will not be eligible for the Early Release:
 - a. The students must have paid all the University Fees (which includes Tuition Fee, Hostel Fees and other such Fees applicable to the Program) to the University and must not have any dues outstanding;


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- b. The student must have passed in all the Courses registered till date, except for the Course(s) registered in the final academic Semester/Term;
 - c. The student must have a CPGA that is equal or more than the minimum CGPA prescribed for the award of the concerned Degree, and
 - d. The student must not have any pending disciplinary cases against her/him.
- 5.0** The documents submitted by the student seeking Early Release will be scrutinized by the concerned HOD/Dean and if the student is eligible and also satisfies the criteria for Early Release from the academic term to enable her/him to join the company as per the terms of the Offer Letter, the Dean shall forward the recommendation for Early Release to the Vice Chancellor for approval.
- 6.0** On the approval of the Vice Chancellor, the HOD/Dean shall issue a Certificate of Early Release along with a copy of the Student Undertaking to the concerned student. Copies of the same shall be forwarded to the Placement Office to be communicated to the concerned Company in which student will be joining, if the submission for Early Release was initiated by the Placement Office (Clause 1.0). If the submission was made by a student, the HOD/Dean shall forward the copy of the Certificate and the Student Undertaking to the contact person in the concerned Company (Clause 3.0)

AMENDMENTS:

The Policy shall be amended from time to time for anomalies, (if any), and to incorporate feedback received from the Stakeholders, through Impact Analysis or from deliberations of the Focus Groups, constituted by the Vice Chancellor.


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PRESIDENCY UNIVERSITY
AFFIDAVIT FOR EARLY RELEASE FOR PLACED STUDENTS

I, _____, s/o _____, (here-in-after referred as Deponent), presently pursuing IV / VIII Semester of _____ programme of the Presidency University, Bangalore (referred as the University) do hereby undertake that:

1. I have been offered full time appointment by _____ and as per the offer of appointment, I am required to join the said organization latest by _____ failing which the said offer may be cancelled.
2. While the University under its 'Early Release Policy' has agreed to release me from the Final semester of my programme to facilitate my taking up the aforesaid assignment, I voluntarily undertake to abide by and fulfill the following conditions as laid down in the said policy of the University:
 - (ii) I shall appear for the mid-term as well as term-end examinations of the final semester, as may be scheduled.
 - (iii) I understand that since I am not attending classes I will not be able to complete my Internal Assessment, and hence I agree to the weightage of 20% for mid semester and 80% for the end semester examinations.
 - (iv) In event of my failure to appear or clear the above-mentioned examinations for any unforeseen reason beyond my control, I shall appear in the Supplementary examination for which I shall deposit the prescribed examination fee.
 - (v) I shall prepare and submit by the prescribed date my assigned dissertation and shall appear before the Committee appointed for the purpose.
 - (vi) Before being allowed to appear in the final semester examination, I shall obtain necessary clearances from the library, computer centre, hostel, accounts department, etc, and shall clear all dues of the University as may be outstanding in my name.
 - (vii) I also undertake that I shall not hold the University responsible for any academic loss to me on account of my taking up the above-mentioned job assignment voluntarily.
 - (viii) I fully understand that any failure on my part to comply with any of the above conditions, I shall be deemed not to have completed the academic requirements of the programme and the University will be within its right to withhold the award of the degree to me. Further, I shall

have no right to take Legal or any other recourse in this regard and the decision of the University shall be final and binding.

(ix) Till the completion of the programme and the award of degree to me, I shall abide by all the rules and regulations of the University.

(x) I agree to pay to the University an amount of Rs. 7500/- towards administrative costs.

(xi) I shall also adhere to:

i. Completion of the prescribed/registered mandatory minimum credits to be eligible for the award of the concerned Degree. These credits may be earned through prescribed MOOCs, Projects, Term Assignments and any other such Academic activities approved by the Department/School given to him/her and report to the concerned faculty member/project guide in the Department/School on the mutually agreed days.

ii. Comply with any academic requirements in terms of reports, submission of progress reports, assignments, communication/meeting with the Faculty In-charge, etc., as may be prescribed by the concerned Faculty member/HOD/Dean.

iii. Solely be responsible for obtaining the necessary leave of absence from the company, to appear in the final examinations and complete other academic requirements as per the University notified schedule.

Place: _____

Date: _____

Name of Deponent: _____

Signature _____

Address _____


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