



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 PLACEMENTS, INTERNSHIPS AND APPRENTICESHIP

(This Policy is made in accordance with Section VIII (i) of the Regulation on Career Services and Industry Connect)

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PRESIDENCY UNIVERSITY

POLICY ON PLACEMENTS AND INTERNSHIPS

(Under Section VIII (i) of the Presidency University Regulation on Career Services and Industry Connect)

1. PREAMBLE

The Training and Placement Department (TPD) of Presidency University is committed to provide employment opportunities to students as per their knowledge, skills and capabilities matching the expected roles and responsibilities of industries. The University strives to extend all possible support to provide right internship, apprenticeship and employment opportunities to our students to fruitfully pursue their interests. It endeavours to achieve the best possible placement outcomes to meet the expectations of all the stakeholders. In order to achieve the best possible results for all, the University, recruiting organizations, all students are expected to understand the Policy on Placements and Internships and follow it strictly.

The Policy on Placements and Internships is applicable to all students registered for the campus placements and is to be followed during the entire duration of the placement season.

The Training and Placement Department of PU only acts as the facilitator for on-campus/off-campus, for placements as well as internships and apprenticeship. Registration for the campus placement or internship or apprenticeship does NOT guarantee a placement or an internship or an apprenticeship. Students not interested in placement are advised not to register for placement.

2. SHORT TITLE AND APPLICATION

- i. This policy shall be called the “**Presidency University Policy on Placements, Internships and Apprenticeship**”.
- ii. This policy shall come into effect from the date of approval by the Board of Management of Presidency University.

3. EXTENT AND APPLICABILITY

This policy applies to all interested students of the University registered with TPD for placement or internship or apprenticeship. In this context this policy encompasses:

- Student registration for placement/internship/apprenticeship assistance;
- processes related to providing assistance for placement/internships/apprenticeship, including pre-placement training;
- processes related to facilitation of interaction between students and companies in context of placement or internship or apprenticeship.


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This policy does not apply to:

- internships/ apprenticeship/ project/ industrial engagements outside the approved curricula of the program;
- off-campus placement / internship / apprenticeship / industrial engagements

4. ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the TPD of the University and the students seeking placement and internship assistance from it. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are integral part of the work culture of the University.

4.1. Roles and responsibilities of TPD

The TPD shall be responsible for:

- i. Arranging for apprenticeship, pre-placement training to students;
- ii. Ensuring that appropriate procedures are in place to support this policy;
- iii. Contacting and inviting companies for placement and internship;
- iv. Liaising with University's academic departments, centres, and various administrative units to ensure implementation of this policy;
- v. Maintaining a contact list of nominated members from faculty/staff and students involved with the placement and internship matters;
- vi. Ensuring proper communication between various parties involved in student placement, internship and apprenticeship activities;
- vii. Having regular reviews of adherence to the University Policy on Placements and Internships and to ensure it is documented and periodically updated as per requirements.

4.2. Roles and responsibilities of students

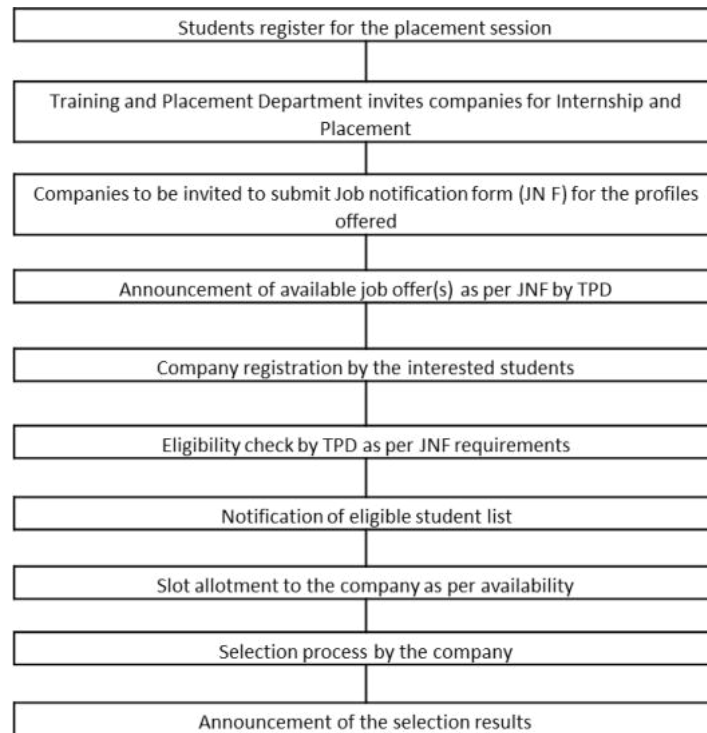
The student shall be responsible for:

- i. Understanding and adhering to the University Policy on Training and Placements/ Internships and apprenticeship;
- ii. Providing all necessary and relevant information to the TPD as and when required and in a time bound manner;
- iii. Keep their conduct at the highest level possible of the professional standards and not detrimental to the goodwill of the TPD, University and/or the industry;
- iv. Attending mandatory sessions as declared by the TPD regarding skill enhancement/ briefing related to placement, internship and apprenticeship;
- v. Attending mandatory session as declared by the industry offering placement/ internship/apprenticeship/project work.


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5. PLACEMENT PROCESS

The placement process for the session shall begin in the month of April/May every year. Job Notification form shall be made available to the companies offering placements. The process flow for the typical placement/internship/apprenticeship shall be as under:



6. STUDENT REGISTRATION

All students who are eligible to participate in the placement session and wish to avail assistance in securing placement or internship are required to register themselves with the TPD as per notified schedule. It is mandatory to register with the TPD if any student wishes to participate in the placement/internship/apprenticeship process. This registration with the TPD is not mandatory for every student and has to be done only if a student wishes to avail placement/internship/apprenticeship assistance. However, in case a student opts not to register himself/herself at the beginning of the session, he/she shall not normally be allowed to participate in the on-campus placement and internship drives.

All candidates need to provide their contact and academic information to the TPD for the master resume as per prescribed format. Inability to provide required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus placement/internship/apprenticeship assistance.

The TPD may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the

placement process. In addition, this may also invite disciplinary action against the student.

All full-time students of the University who fulfil the following criteria are eligible to seek placement assistance by registering with the TPD, if he/she:

6.1. Eligibility criteria for School of Engineering students

- Minimum 6.5 CGPA (minimum 60%) marks in B.Tech program.
- Students with backlogs are not eligible for campus recruitments.
- The students should have a minimum 75% attendance in academic classes
- The students should have a minimum of 5.5 CGPA for upto last semester to be eligible for training session and 80% in all training sessions for getting Placement eligibility.
- Eligibility for individual company depends on their recruitment criteria.

6.2. Eligibility criteria for School of Management students

- Minimum 5.5 CGPA (minimum 50%) marks in MBA course.
- Students with backlogs are not eligible for campus recruitments.
- The students should have a minimum 75% attendance in academic classes and 80% in all training sessions for getting Placement eligibility.
- Eligibility for individual company depends on their recruitment criteria.

6.3. Invitation to companies for campus placement drives

- i. The Placement team will share the Job description and schedules for on campus / off campus recruitment schedules with all eligible non-placed students through SuperSet placement software platform, with a copy to the Faculty Placement Coordinators and the Department Head.
- ii. A student will get the opportunity to attend the recruitment drives of maximum 15 recruiters.
- iii. Those who are not able to secure placements even after attending 15 such drives, will have to opt out.
- iv. 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. Student would not be eligible for participating in new or ongoing process, except his/her Dream Company. However, in cases where more than one process have concluded and the results declared subsequently, and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice & convey the CSD, the company the student would be joining.
- v. To facilitate the chances for all students, one student is allowed one offer.
- vi. If a student is selected in a Dream company, he/she has to surrender the previous offer. The student will not be allowed to go for another dream offer.
- vii. All communications to corporates by students to be mandatorily routed through CSD only.

- viii. Students involving in disciplinary issues during placement drives hampering the process or creating a negative impression about the company or the University, Director Placement will have the authority to debar the student on the spot for the current and future placement activities and ask him to leave the venue immediately.
- ix. Students not participating in the campus drive will not be allowed to be in the area where the placement process is being conducted.
- x. If a student wishes to exit from the placement process at any point of time after enrolment to Placements, he/she may exit by writing a letter to the Placement Department through their respective Schools.
- xi. Students' grievances handling: Students having any kind of grievances related to his or her training and placement may give in writing to the Placement Director/Manager/Placement Executive 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 normal situation, the committee shall meet in 15 days' time to discuss the grievance and conclude on the subject. The final outcome will be communicated to the student through the Dean/Head of Dept of respective School/Dept.

7. PRE-PLACEMENT OFFERS (PPOs)


Pre-Placement Offers are to be routed ONLY through the Placement department. Any student receiving a PPO is required to report it immediately to the Placement department. All students who have already received a PPO and accepted it would also be required to report the same to the Placement department. Such students, who have already received and accepted a PPO shall not be allowed to further participate in the placement process, except for 'Dream Company' option. This applies to the offers by companies that are not participating/ unlikely to participate in the placement process.


A student who receives a PPO and does not inform the Placement department on the same may be debarred from further participating in the placement process and the company will be notified of the same.

8. OFF-CAMPUS PLACEMENT OFFERS

The students who have not registered for placement assistance from the University can seek off campus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the TPD, so that the company can be officially invited to the campus.

Any off-campus placement offer to a student must be informed to the TPD by the student immediately.


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9. DREAM-COMPANY OPTION

- i. University follows 'One Student–One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process.
- ii. In case a premium company comes for placement after a candidate is selected earlier by another company, with a package of more than 1.5 times the previous company, the student will have option to avail one 'Dream Offer' with a maximum of 2 attempts.
- iii. If the student gets a job offer from the Dream-Company, the student will have to leave the previous offer. The student will not be allowed to go for another dream offer.
- iv. In case the student is unsuccessful in securing the job offer with the 'Dream-Company'. The student may get another chance for exercising Dream-Company option after 80% of registered students of his/her batch/branch have secured a job offer. Any deviation from this policy under extraordinary circumstances will be dealt on case-to-case basis.
- v. Student is permitted to choose Dream Option Company ONLY before joining the 'regular offer' company. After joining the 'regular offer' company, the student is NOT eligible to apply for Dream Option.

10. INTERNSHIPS

Internships are integral part of professional education and present budding professionals, with much needed exposure to real-world practice of concepts that they study within the portals of the University.

- i. In case a student gets an offer from a Company, he/ she has to make a decision within two working days and inform the Faculty Placement Coordinator and the Placement Department in writing.
- ii. A company makes offer of 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 dream offer category only after the rejection of internship offer.

11. CODE OF CONDUCT

All students should conform to a behaviour that is fitting the highest levels of professional conduct across all of their acts:

- i. high ethical standards;
- ii. not in deviation from the standards/ code of conduct adopted by the profession;
- iii. Use language and actions that are acceptable in the presence of peers, subordinates and/or supervisors.
- iv. not in deviation from the code of conduct as adopted by the university.
- v. not detrimental to the reputation of the university/TPD / company.
- vi. not negatively influence chances of selection of other students.


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Any deviations from the above will be treated as a case fit to be considered as an incident of misbehaviour and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring the student from participation in the placement process.

12. GENERAL GUIDELINES

- i. It is the responsibility of the student to make desired and dedicated efforts for his/her placements
- ii. It would be the responsibility of the student to ensure that the data with the placement office is correct.
- iii. The students need to be in formal dress while attending a placement process or event.
- iv. For men, dress code will be trouser, 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.
- v. For women dress code can be a decent ladies suit, saree or a formal trouser shirt and coat with a scarf. Simple hair style without any colours. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.
- vi. 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 out station.
- vii. The student will arrange for his/her transportation and stay during campus recruitment.
- viii. The student needs to reach the venue minimum 15 minutes before the given time.
- ix. Many a times the recruitment process stretches till late night, the students need to make his /her own transport/stay arrangements.
- x. Students residing in Hostel, are advised to get permission from the concerned Hostel Authority, in writing, before attending the interview, and advised to return back soon after the completion of the process. If the process extends beyond the stipulated time, the student has to communicate to the concerned hostel authority.
- xi. Every student should carry his/her file containing four copies of resume, all certificates with photocopies, passport size photographs and stationary items like pens, pencils, stapler with pins, glue-stick etc.
- xii. It is mandatory for eligible students to wear the University Identity card and carry the Aadhaar Card (or any other Government ID proof) for the process.
- xiii. The student should also carry water bottle, cool drink bottle and a few snacks like biscuits, chips or dry fruits to use in case he/she feels hungry.
- xiv. The student is not supposed to roam around away from the placement venue as long as the drive continues and is completed.

- xv. Strict discipline is to be maintained during the placement process. Any misbehaviour will lead to immediate disqualification for the entire placement season and disciplinary action will be taken against the student.
- xvi. The student must submit a copy of the appointment letter within two working days to the Faculty Placement Coordinator and to the Placement Department.

13.AMENDMENTS

This policy 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.

ANNEXURE-1



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

PLACEMENT SESSION (20XX-XX)

JOB NOTIFICATION FORM

ABOUT ORGANIZATION

Date: _____

Name of the organization : _____

Website : _____

Organization type* : _____

*Private sector/ Start-up/ Govt. owned/ Public sector/ MNC (Indian)/ MNC (Foreign)/ other

Industry Sector#: _____

#1. Analytics 2. Consulting 3. Core (Technical) 4. Finance 5. IT 6. Business Development 7. Sales & Mktg. M 8. Management 9. Other (pls. specify)

JOB PROFILE

Job Designation: _____

Job Description: _____

Tentative date of joining: _____

Place of posting: _____

DEGREE/ DISCIPLINE OF STUDENT REQUIRED

Program Branch/ Specialization (please highlight the required branch)

PROBABLE NUMBER OF POSITIONS YOU ARE SEEKING TO FILL : _____

CANDIDATE REQUIREMENT (please specify, if any)

CGPA or % requirements: _____

Medical requirements: _____

Any other requirement: _____

REMUNERATION PACKAGE DETAILS

(Please also provide detailed breakup of the salary as an annexure. All fields are mandatory)

<u>Program</u>	<u>Profile</u>	<u>Basic</u>	<u>HRA</u>	<u>Other</u>	<u>Gross</u>	<u>Take Home</u>
				(perks/bonus, etc.)		



*Performance based bonus should not be declared as part of Gross/CTC but to be indicated in others section.

*Any amount to be disbursed later than the end of first 12 months should not be a part of Gross/CTC

Company Accommodation provided: Yes No

(Please tick whichever is applicable)

Service Agreement required Yes No

If yes, duration of agreement (in months):

Do you pay a differential pay package for NIT's when compared with other institutes? (Please tick whichever is applicable) Yes No

SELECTION PROCEDURE

Preferred dates for campus visit: _____

No. of executives visiting the campus: _____

No. of rooms required for GD/PI/Test: _____

Pre-placement session required: Yes No

Technical presentation by visiting executives: Yes No

Aptitude Test : Yes No Duration, if any: _____ minutes

Technical Test : Yes No Duration, if any: _____ minutes

Group Discussion : Yes No

Personal Interview : Yes No No. of Rounds : _____

Provision for waitlist : Yes No

Final offer/ selection to be announced: Same day Later, but no further interviews

Later, after next stage of interviews

CONTACT INFORMATION

Contact Person : _____

E-mail Address : _____

Contact Address : _____

Mobile No : _____

Phone : _____

Fax : _____

Kindly enclose company literature such as Annual Report, House Journal, Product Catalogue, Poster, Advertisement etc. for reference

Signature : _____

Not required if sent by email

Name : _____

Designation : _____

Please ensure that the completed form along with the detailed breakup of salary/perks is sent by email/post to the following address at the earliest:

<CSO ADDRESS>

