



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

REGULATIONS & POLICY ON CAREER SERVICES AND INDUSTRY CONNECT

(This Regulation is made in accordance with Section 35 of the Presidency University Act)

**November 2022
[Version 2.0]**

[As Approved at the 21st Meeting of BOM held on November 11, 2022 and ratified by the BOG at its 21st Meeting, held on November 16, 2022]


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PART A

Regulations on Career Services and Industry Connect

PRESIDENCY UNIVERSITY

REGULATIONS ON CAREER SERVICE AND INDUSTRY CONNECT

(This Regulation is made in accordance with Section 35 of the Presidency University Act)

I. PREAMBLE/BACKGROUND

The University ensures that students are best served when provided with 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. The 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.
- To maintain the quality standards of the jobs offered
- To ensure that the whole team works according to the defined processes to achieve the common objective

II. SHORT TITLE AND APPLICATION

- i. This document shall be called the "Presidency University Regulations on Career Services and Industry Connect".
- ii. This document shall come into effect from the date of approval by the Board of Management of Presidency University and ratified by appropriate higher bodies.

III. EXTENT AND APPLICABILITY

This shall relate to all programs of study which are offered by the University for which:

- Students will be assessed through various mechanisms.
- Completion of courses carrying a specified number of credits is required for an award of the University degree.
- Campus placement is meant generally for the students of final year of a program of study; however, university may decide to offer it to students under entrepreneurial projects or graduates of an earlier batch (if they choose to).

IV. DEFINITIONS

- i. **"Career Services and Industry Connect" (CS & IC)** means that all departments are responsible to organize and conduct the Industrial Tours, Summer Internship and the final placement of the eligible students of the University;
- ii. **"Learning and Development (L&D)"** a field of work that focuses on providing and managing job-related training to individuals. It will be responsible for developing a workforce's capabilities and practical skills with roles including everything from the design and management of learning programmes, to practical delivery of training.

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- iii. **“Placement Assistance”** where the University helps the students to prepare for interviews with major companies, career counselling, provides guidance on writing their resume, fills out job applications etc.;
- iv. **“Training & Placement Officer (TPO)”** means training and placement officer of Presidency University responsible for industry connect, to interface between the recruiting company and the students.

V. CAREER SERVICES AND INDUSTRY CONNECT OFFICE

- i. The University has established a ‘Career Services and Industry Connect Office’ which shall maintain and develop regular contact/linkages with employer organizations with a view to assess their current and changing needs, as also their human resource requirements.
- ii. The Career Services and industry Connect Office shall facilitate ‘Final Placements’ for the graduating students.
- iii. For “Final Job Placements”, the Career Services and industry Connect Office shall facilitate opportunities for campus interviews (including at Off-Campuses) with companies/organizations in the related domain.
- iv. To this extent, the obligation of the University shall be limited to providing ‘job placement assistance’ only and not “placement guarantee”.
- v. Students when called for interviews at off-campus locations shall be required to bear their travel/other expenses. The University will have no financial liability in this regard.
- vi. 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 of its respective Head of the Department, Faculty Placement Representative (FPR) & Career Service and industry Connect Office through a process of nomination at the beginning of the academic session.
- vii. 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.
- viii. 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.
- ix. 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 Office include:
 - a. Organizing Summer Internships
 - b. Organizing Industrial Visits
 - c. Coordinating Final Placements
 - d. Liaisoning with Industries and ‘think tank’ organizations
 - e. Organizing experience-sharing Seminars
 - f. Conducting L&D (Learning & Development) activities.
- i. **Summer Internships:**
 - a) The Summer Internship Program offers a unique and rewarding corporate exposure to our budding pool of talent. While gaining professional work experience, and completing



relevant academic coursework, students go through six to eight weeks of real-world work experience during their internship placement.

- b) The Office of CS & IC and faculties from respective domains play an important role in ensuring that all students get an opportunity to experience corporate life and culture through these summer internships.
- c) Students of final year of study are expected to undergo Summer Internships of 6-8 weeks across companies of repute.

ii. Industrial Tour:



- a) Students go for industrial visits to gain practical knowledge about how various industries & organizations operate. The ethos behind such tours is to expose the students to a workplace landscape, meet variety of people thereby encouraging interactions, exchange of ideas and to acquire the knowledge about the basic functionality of a company.

iii. L&D (Learning and Development) Training:

- a) The Career Services and industry Connect Office runs Learning and development training programs that are intended to groom students for better placement and enhance their employability prospects.
- b) Right from the beginning in the University, each student is closely monitored to ensure that there is a significant step-up in their overall personality and approach to their career, rather than a single-minded focus on grades alone.
- c) The L&D program provides the students a platform to bridge the gap between theoretical knowledge of their respective domain and its application. In view of this, they are exposed to the basic requirements of selection at the time of interviews during campus placements and made aware of personality-related aspects which companies expect in an aspirant.
- d) All new students are trained to add sheen to their personality and improve their communication and soft skills. Likewise, all the graduating students are given a comprehensive training capsule to refurbish/brush up their hard and soft skills.

The L&D program is conducted for a period of 2/3/4 years for all the students of all courses. The subjects covered are:

No.	Brief Overview of training programme	Remarks
1	Life Skills Sessions	
	Communication Training (Activity-Oriented Training)	
	Motivational Session Programs	No direct session on motivation, but the activities are quite engaging, fun filled and exciting
2	Quantitative Aptitude- Topic-wise discussion and Mock Tests & Quiz	
	Communication & Self-Management Training (Activity Oriented Training)	Communication Training - 30 hrs, Team Building & Design Thinking - 30 hours
3	Quantitative Aptitude, Logical Reasoning, Verbal Part-Topic wise discussion Mock/Speed Tests & Quiz	launched this semester only in Sem. 6
	Group Discussions, Extempore, Personal Introduction and other modes of presentation for communication	Sem. 5 & Sem. 6


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No.	Brief Overview of training programme	Remarks
4	Mock Drill Sessions (Company/ LMS based) Quantitative Aptitude, Logical Reasoning, Verbal Part-Pattern Specific discussion and Mock Online Test	30 hrs of training with 10 MOCK Drill Sessions online for Aptitude, Logical, Verbal- 30 hrs of Soft Skills Training on GD & PI. It is based on Placement Calendar and is conducted in 7th Sem. primarily.

- e) The initial sessions are interactive sessions to enhance students' understanding on the demands of their respective domains, thereby, improving their employability in the market.
- f) Subsequently, L & D shall Conduct or organise Classes for Aptitude Training, On-line Assessment Tests, Group Discussions, Mock Interviews (GD/MI) and so on.
- g) Each panel for GD/MI consists of three interviewers i.e. a Domain-Specific Professional, an HR Professional and an Internal Coordinator. Each student is made to undergo three/four rounds of GD/MI. L&D helps students to understand and analyse their actual value in the market. Students get an opportunity to be exposed to various aspects that require immediate attention. It enables them to prepare themselves well in advance in the areas which otherwise impede their chances of better placements.

iv. Individual Career Counselling:

- a) Every student has different capabilities and thus need lots of guidance to choose the right career path for himself/herself. A detailed structured report will be provided for all the students to give them an insight of their personality, knowledge level and skills. One to one in-person career counselling session by senior authorities of the University will be organized with the students of pre-final year and final year to help them in choosing the right career path.

VI. GENERAL GUIDELINES

- i. Students must always carry their ID cards during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- ii. 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).
- iii. Students must carry a complete file with a few copies of their resume, passport size photos, Government issued ID card like Aadhaar), original certificates (If required) and copies thereof while appearing for the interviews.
- iv. At the time of appearing for interviews, students MUST carry copies of their resume that was submitted to the concerned company online & NO other resume. Discrepancies in resumes are not appreciated by companies and may become a reason for rejection.
- v. Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The TPO shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the university.

VII. CODE OF CONDUCT

- i. The students will appear for placement drives in proper formal university uniform with neat hairdos.



- ii. Students shall carry a professional folder for an interview with necessary items. The things students are required to carry for an interview are as follows:
 - a. A portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
 - b. A good pen or pencil and at least one copy of personal resume and list of references.
 - c. All the testimonials in original and photocopies duly verified and self-attested.
 - d. Students must observe and adhere to all the codes of conduct and rules specified by the TPO. While answering a question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.
 - e. The impact of the behaviour exhibited by the interviewee has, at times reduced the opportunities available for future batches of students. Irresponsible behaviour, such as efforts to “market” oneself, derogatory remarks about other candidates or the University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

VIII.POLICY AND GUIDELINES SUPPORTING THE OFFICE OF THE CAREER SERVICES AND INDUSTRY CONNECT

- i. School-wise Policy on Placements, Internships and Apprenticeship
- ii. Policy on Alumni Association and Engagements
- iii. Guidelines on Educational Tours and Industrial Visits

IX. AMENDMENTS

This regulation will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders (including the recruiting Companies), through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.


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Part - B
Job Placement Policy

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Part-B: I
PLACEMENT POLICY
FOR
SCHOOL OF ENGINEERING & COMPUTER SCIENCE
A: B. Tech

PRESIDENCY UNIVERSITY
PLACEMENT POLICY FOR SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
A: B. TECH STUDENTS

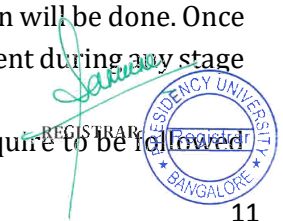
Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking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

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 6.50 CGPA (60%) in B. Tech
2. No active backlogs.
3. Placement Training attendance percentage / Grade:
 - a) B Grade and above Grades in Aptitude & Coding Courses
 - b) VIII Semester Training (Supplementary Training if conducted): Minimum 90% attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals only

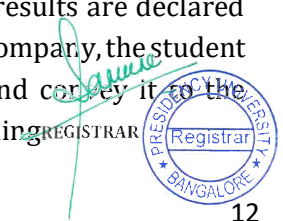
II. General Guidelines for Placements

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 for 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 require 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 of 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.
 - a) 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 (**Page 14**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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



III. Placement through Internship leading to a 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process


1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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


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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 indisciplinary/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 may result in outright removal of my 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 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part-B: I
PLACEMENT POLICY
FOR
SCHOOL OF ENGINEERING & COMPUTER SCIENCE
B: M. Tech

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PRESIDENCY UNIVERSITY
PLACEMENT POLICY FOR SCHOOL OF ENGINEERING & SCHOOL OF COMPUTER
SCIENCE (M.TECH.) STUDENTS

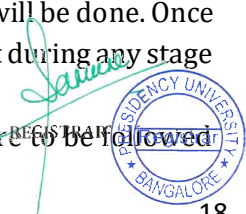
Presidency University's Training and Placement Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking placement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

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 6.50 CGPA (60%) in the Qualifying Degree
2. No active backlogs.
3. Placement Training attendance percentage / Grade (if provided)
 - a) B Grade and above Grades in Aptitude & Coding Courses
 - b) Supplementary Training (if conducted): Minimum 90% attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

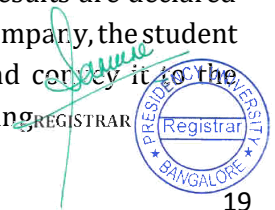
II. General Guidelines for Placements

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 for 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 require to be followed

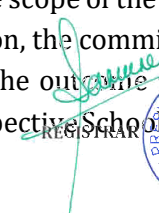


and accepted; no relaxation or deviation is not entertained whatsoever. Round off the CGPA / percentages (e.g., 59.9% is not equal to 60%) is not accepted, rather it may result in the cancellation of the offer. Further, students are requested not to misrepresent the academic details as it would lead 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 of 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.
 - a) 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 (**Page 21**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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/Dent


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 BANGALORE

III. Placement through Internship leading to a Job:

3. 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.
4. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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 supersets on daily basis and prepare meticulously, going through the company's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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 of



other indisciplinary/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 may result in outright removal of my 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 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part-B: II
PLACEMENT POLICY
FOR
SCHOOL OF INFORMATION SCIENCE

PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF INFORMATION SCIENCE STUDENTS

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.

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 6.50 CGPA (60%) in the Qualifying Degree
2. No active backlogs.
3. Placement Training attendance percentage:
 - i. Training - I: Minimum 75% Attendance
 - ii. Training - II (if provided): Minimum 90% Attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. 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 for 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 require 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

Round off the
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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 of 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.
 - a) 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 (**Page 28**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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 - 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, as to the company that the student would be joining.
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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.
 15. 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.
 16. 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.
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 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.

III. Placement through Internship leading to a Job:

5. 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.
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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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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.
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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.
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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 with 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.
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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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part-B: III
PLACEMENT POLICY
FOR
SCHOOL OF DESIGN

PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF DESIGN STUDENTS

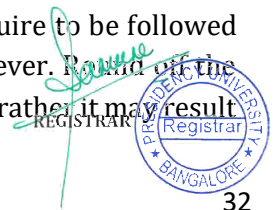
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I. Eligibility Criteria for participating in campus recruitments

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2. No active backlogs.
3. Placement Training attendance percentage:
 - a) Training - I: Minimum 75% Attendance
 - b) Training - II (if provided): Minimum 90% Attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. General Guidelines for Placements

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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 require 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 of 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.
 - a) 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 (**Page 35**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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 s gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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.


REGISTRAR


III. Placement through Internship leading to a Job:

7. 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.
8. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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 supersets on daily basis and prepare meticulously, going through the company's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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 indisciplinary/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 may result in outright removal of my 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 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____


Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part-B: IV
PLACEMENT POLICY
FOR
SCHOOL OF MANAGEMENT


REGISTRAR


PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF MANAGEMENT STUDENTS

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.

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 5.50 CGPA (50%) in MBA
2. No active backlogs.
3. Placement Training attendance percentage / Grade:
 - i. II semester Aptitude Training: Minimum 75% Attendance
 - ii. III semester Aptitude Training: B Grade and above
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. 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 for 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 require 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 of 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.
 - c) 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 (**Page 42**).
 - d) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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.

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.
15. 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.
16. 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.
17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
18. 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.
19. 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.
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 who wish 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.
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.

REGISTRAR



III. Placement through Internship leading to a Job:

9. 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.
10. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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 supersets on daily basis and prepare meticulously, going through the company's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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


REGISTRAR
BANGALORE



other indisciplinary/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 may result in outright removal of my 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 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part B: V
PLACEMENT POLICY
FOR
SCHOOL OF COMMERCE

PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF COMMERCE STUDENTS

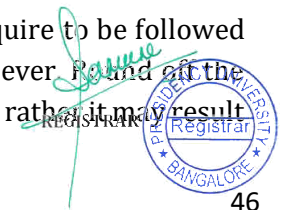
Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking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

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 5.50 CGPA (50%) in the qualifying Degree
2. No active backlogs.
3. Placement Training attendance percentage:
 - a) Training - I: Minimum 75% Attendance
 - b) Training – II (if provided): Minimum 90% Attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. 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 for 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 require 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 of 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.
 - a) 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 (**Page 49**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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.

III. Placement through Internship leading to a Job:

11. 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.
12. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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 supersets on daily basis and prepare meticulously, going through the company's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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


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other indisciplinary/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 may result in outright removal of my 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 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part B: VI
PLACEMENT POLICY
FOR
SCHOOL OF LAW

Same
REGISTRAR
RESIDENCY UNIVERSITY
BANGALORE

PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF LAW STUDENTS

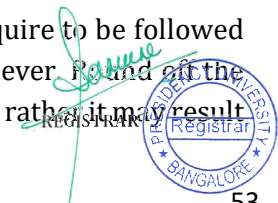
Presidency University's Career Services & Industry Connect Department is dedicated to providing students with employment possibilities that match their knowledge, skills, and capacities to jobs and responsibilities available in the business. Following norms and rules shall apply to the students seeking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

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 5.50 CGPA (50%) in the Qualifying Degree
2. No active backlogs.
3. Placement Training attendance percentage:
 - a) First Training: Minimum 75% Attendance
 - b) Supplementary Training (if Conducted): Minimum 90%
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. 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 for 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 require 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 of 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.
 - a) 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 (**Page 56**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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 s gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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.

III. Placement through Internship leading to a Job:

13. 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.
14. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

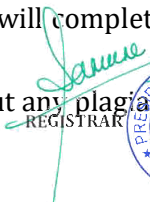
1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the campus recruitment.
3. Students residing in Hostel, are advised to get permission 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 snacks 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

24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. I will make myself available all the time with contact number & the email id given to both the company authorities & placement department officials.
30. 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.
31. I have no physical, health, family, social, financial or religious constraints that hinders my participation in the placement process.
32. I understand that absenting for five consecutive placement drives result in disqualification of enrolment and makes me ineligible for future placement processes.
33. 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 with all the resources necessary, without giving any excuses.
34. 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.
35. I understand that the companies offer jobs outside Karnataka and I am ready to relocate as per the company requirements.
36. I will go through the Job description and other details published in the supersets on daily basis and prepare meticulously, going through the company's website & other resources.
37. I understand that companies may change the job description, salary offered, and other terms & conditions during the process of selection. In this scenario, Placement Department's decision is final.
38. Certain placement processes require completion of tasks / assignments. I will complete these tasks in time and upload the same within the timeline specified.
39. I will participate in all the stages of the placement process ethically without any plagiarism or


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other indisciplinary/illegal acts.

40. 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.
41. 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 may result in outright removal of my candidature from placement and University is entitled to initiate the disciplinary action
42. 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 the documents.
43. 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.
44. 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.
45. 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.
46. 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 the University 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 result in termination from the placement enrolment and initiation of disciplinary action.

Date: _____

Signature of the Student: _____

ID No.: _____

Name of the Student: _____


REGISTRAR 

Part-B: VII
PLACEMENT POLICY
FOR
SCHOOL OF MEDIA STUDIES

PRESIDENCY UNIVERSITY

PLACEMENT POLICY FOR SCHOOL OF MEDIA STUDIES STUDENTS

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.

I. Eligibility Criteria for participating in campus recruitments

1. Minimum 5.50 CGPA (50%) in the Qualifying Degree
2. No active backlogs.
3. Placement Training attendance percentage:
 - i. Training - I: Minimum 75% Attendance
 - ii. Training – II (if provided): Minimum 90% Attendance
4. Additional criteria as mentioned by individual companies
5. Indian nationals Only

II. 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 for 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 require 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~~

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BANGALORE

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 of 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.
 - a) 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 (**Page 63**).
 - b) 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 permitted.
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 from the other ongoing processes.
12. 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.
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, 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, as to the company that the 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 s gets selected in the other company, (s)he can take up the job under the dream option, only if it meets the dream criteria.
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.
 15. 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.
 16. 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.
 17. Once selected in a Dream Company, the student is expected to join the dream company and has to surrender the previously-selected offer.
 18. 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.
 19. 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.
 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 who wish 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.
 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.

III. Placement through Internship leading to a Job:

15. 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.
16. 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.

IV. Dress Code

1. The students need to be in formal dress while attending a placement process or event.
2. For 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 hairdo. Beard should be properly trimmed. Earrings and other piercings should not be worn. Multi-colored hair, visible tattoos are also not allowed.
3. The women's dress code is a decent salwar suit, saree, or a formal trouser-shirt and coat with a scarf. Simple hairstyle without any colors. Heavy jewellery, and perfume to be avoided. Tattoos and piercings (other than a simple earring) to be avoided.

V. Good Practices for Placement Conduct Process

1. It is the responsibility of the student to reach the venue of the placement process on time be it on campus or off-campus or outstation or virtual
2. The student will arrange for his/her transportation and stay during the 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 snacks 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 with 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 supersets on daily basis and prepare meticulously, going through the company's website & other resources.
14. I understand that companies may change the job description, salary offered, and other terms & conditions 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


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other indisciplinary/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 may result in outright removal of my 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 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 the University 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 result 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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