



DIRECTORATE OF INDUSTRIAL LIAISON NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

STUDENT'S GUIDELINES

FOR INDUSTRY ACTIVITIES BY PROSPECTIVE EMPLOYERS AT NED UET

Throughout the academic year, a number of potential employers conduct events on campus, including recruitment drives, internship information sessions, and guest speaker/mentoring/career counselling sessions. These activities are made available by the Directorate of Industrial Liaison (DIL).

Through the Students's Portal and Flyers/Notices and the Student's Portal, DIL continues to reach out to the concerned Chairperson(s), Class Advisor(s), and Graduating Students.

The following guidelines must be followed for the visiting employer's team to be accommodated for the necessary activity;

1. Graduating students should continually monitor the the **Students Portal**, Flyers on the Notice Boards, and **DIL Notice Board** (including the DIL Web link).
2. In any case, please get in touch with DIL as soon as possible before the planned event if any clarification is needed.
3. The event should only be attended by the disciplines that are required to participate. Choice of discipline(s) is/are the prerogative of the employer.
4. Graduating students are essentially required to bring:-
 - a. **CNIC** (where required by the employer, especially in On-campus hiring)
 - b. **University Card** (**Mandatory**)
 - c. **Updated CV** (Max: 2 Pages) with Photos Separately.
 - d. **Stationary** (Where required; Pen, Pencil, Erasers etc.)
5. Those graduating students, who are eligible to appear in the event, are requested to be present at least 10 minutes before the commencement of the event.
6. **It is expected of graduating students to behave appropriately in the auditorium, video conference hall, or other designated venue throughout the activity. They should refrain from hooting and passing adverse comments, please note this type of behaviour portrays a bad image of the university.**
7. Throughout the session, kindly adhere to the guidance provided by the industry staff representative.

The concerned respected Chairperson(s) and Class Advisor(s) are requested to pay a courtesy visit to the event venue, for networking, to help employers and DIL in accomplishing the above guidelines.