

“GUIDELINES FOR ENROLMENT INTO CAREER SERVICES”

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SECTION 1

1.1 Introduction

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The university visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, these comprehensive guidelines have been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Career Services of the University will be available only to a student in accordance with the career services option the student wants to avail and commits to abide by the requirements thereof.

As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). Hence, the students are required to gear up for being a part of placement related activities immediately at an early stage of their program.

1.2 Aim of the policy

- i. To apprise students regarding the rules and regulations for Enrolment into the Career Services and subsequent processes.
- ii. To regulate procedures regarding taking part in placement processes and offers arising out of the same.
- iii. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the university.
- iv. To lay down provisions, procedure and process for accepting Job/Internship Offers.
- v. To lay down guidelines for joining of students and related rules in terms of penalization and benefits.

1.3 Applicability

These guidelines shall be effective for all diploma, under-graduate and post-graduate programmes as mentioned below:

- i. Applicable for students enrolled in stand-alone regular programs.
- ii. Applicable for students in integrated/dual degree programmes.
- iii. Applicable for the International students enrolled in respective programs as categorized above.
- iv. These guidelines are not applicable for students enrolled in ODL/Online, Part-time, M.Phil., Ph.D., and Certificate programs.
- v. These guidelines will be effective till the last day of teaching of the respective student's final term.

Note:

- i. A dual-degree student who did not opt for career services in the lower degree will be allowed to register for career services now during the higher degree, after paying the prescribed Professional Enhancement Programme (PEP) fee of the higher degree of graduating batch year as communicated through UMS for respective graduating batch year.
- ii. A student, who completed the qualifying norms during the lower degree, or opted for career services with lower degree or was debarred or exited from placements ~~services~~ during lower degree, will be allowed to register for the placement services in the higher degree due to continuing dual degree or change of programme by paying prescribed PEP fee against higher degree for the program as communicated through UMS for respective graduating batch year.
- iii. If a dual-degree student registers for career services during lower degree with assumption of exiting from dual degree but later decides to continue with dual degree, for such students the career services' policy of actual passing out batch (higher degree) will be applicable and will be required to pay the prescribed PEP fee again for the higher degree.

1.4 Abbreviations:

- AMCAT – Aspiring Minds' Computer Adaptive Test

- CGPA – Cumulative Grade Point Average
- CPE – Centre for Professional Enhancement
- CTC – Cost-to-Company
- CV – Curriculum Vitae
- DCS – Division of Career Services
- GD – Group Discussion
- JD – Job Description
- LPA – Lacs per annum
- LPU – Lovely Professional University
- MOOC – Massive Open Online Course
- ODL – Open and Distance Learning
- OJT – On-Job Training
- PEP – Professional Enhancement Program
- PID – Placement ID
- PPO – Pre-Placement Offer
- RMS – Relationship Management System
- SOP – Standard Operating Procedure
- TPC – Training and Placement Coordinator
- UMS – University Management System
- FTE – Full Time Employment

SECTION 2

2.1 Eligibility and Debarment

2.1.1 Enrolment: All students with minimum current CGPA of 5 are eligible to register for Career Services by paying applicable Preparatory Sessions Fee (PEP Fee) (Non-Refundable) as communicated through UMS for respective graduating batch year.

Students having less than the minimum CGPA mentioned above will be blocked for registering from placements until they secure a minimum CGPA mentioned above. In this case, career services registration will be enabled immediately for these blocked students as and when their CGPA improves. Any delay in terms of opportunity start date shall be responsibility of the concerned student.

2.1.2 Temporary Debarment: For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 4 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. Temporary Debarment status will be updated generally at following instances:

- i. During Mid-Term Exams.
- ii. After End-Term Exam Results
- iii. After Summer Term Results

PEP Activities may not be scheduled for Temporary Debarred students.

2.1.3 Permanent Debarment: Student may be permanently debarred from career services in light of certain decisions or disciplinary actions. A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage and the PEP fee paid/due would be non-refundable/non-reversible/non-adjustable against any other fee head.

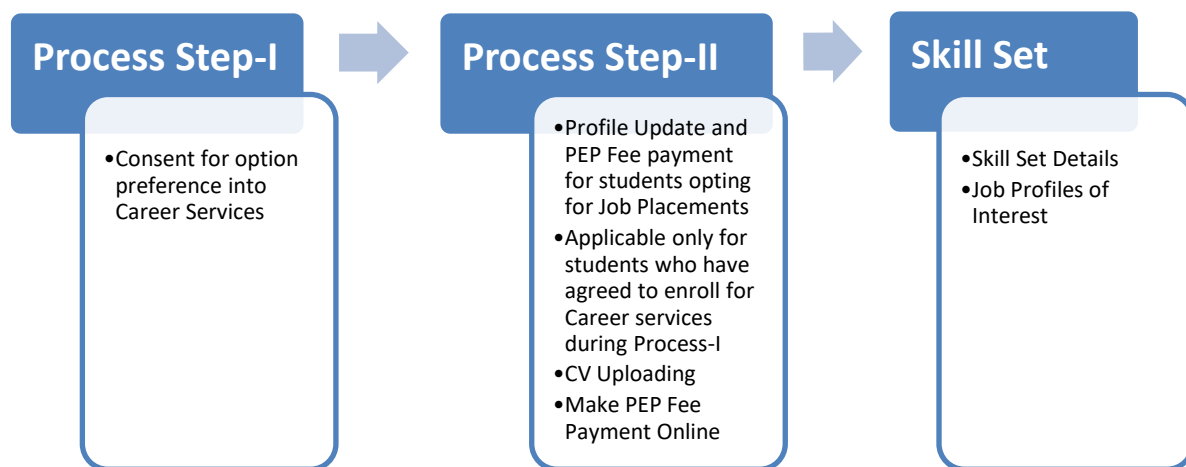
2.2 Registration Process

Student may follow the following pathway for Career Services Registration:

- *UMS Navigation > Placement Services > Career Services Registration*

The registration process will take place in 2 steps:

- **Process Step-I:** Consent for option preference into Career Services
- **Process Step-II:** Profile Update and PEP Fee payment for students opting for Job Placements



The registration is considered complete only after Process Step-II is successfully completed with PEP fee payment.

2.2.1 Process Step-I Details: Consent for option preference into Career Services

In this step, student will be asked for his/her consent & choose a preferred option for enrolling into Career Services support from university.

- Select Expected Course Completion Year.
- Read these Guidelines for enrolment into Career Services.
- Select the Career Option of your interest to register:
 - Register for *Job Placements*
 - Register for *Government Jobs Preparedness*

- c. Register for *Higher Studies Preparedness*
- d. Register for *Entrepreneurship Preparedness*
- e. Register for *Research Preparedness*
- f. Register for *Social Services preparedness*
- g. Register for *Sports preparedness*

Choosing “**Job Placements**” will require the student to select the appropriate program/discipline with which he/she is going to graduate in selected year. For categories/disciplines (e.g. M.Tech students) where the students get to choose between *Companies* option or *Teaching* option, the students opting for *Companies* will be eligible to participate in placement drives of both Companies profile as well as Teaching profile but the students opting for *Teaching* will not be eligible to participate only in Teaching profile recruitment drives and not in Companies profile recruitment drives.

Choosing “**Higher Studies**” will require to further select the options of exams like in India (GRE/GMAT/GATE etc.) or abroad (IELTS/TOEFL etc.) for which the students seek support in preparation for higher studies.

Choosing any of the other options shall not present further multiple specific sub options.

- iv. The students selecting Job Placements option will be routed to Process Step-2 after this step, whereas for the students selecting any of the other options, the registration process shall be considered completed at this step itself.
- v. Student interested to seek university support in preparing for other options such as “Higher Studies, Entrepreneurship, Government Jobs, Research, Social Services, Sports, etc.” may select corresponding option instead of “Job Placement”. These students will not be allowed to sit in university facilitated campus recruitment drives for placement/internship etc. Registration process for these students will be completed at this step itself.

2.2.2 Process Step-II Details: Profile Update and PEP Fee payment for students opting for Job Placements.

This step is applicable to and mandatory for only those students who opt for “Job Placement” during Career Services Registration Process Step-I. Alternate Pathway for registration Process Step-II:

UMS Navigation > Placement Services > Placement Portal > Placement Process-2 Registration.

In this step, student will be required to verify (and mark as CORRECT) and update his/her profile and click on *submit* and then pay applicable PEP Fee to complete registration.

- i. While filling the information students must carefully verify / fill all details including:
 - a. Student's Email id and Mobile number
 - b. Parent's E-mail id and Mobile number
 - c. Details of all previous qualifications (Percentage, Batch Year and Board/University, etc.).

Note: In case any of this information is incorrect, student shall approach Examination Record Cell in person or through RMS request, with copies of respective academic certificates for needful correction. Student shall not be able to complete Process Step-II registration without marking all information as CORRECT.

- ii. Linkedin Profile Link
- iii. Study Gap after 10th /12th /Diploma/Graduation etc.
- iv. Upload current CV. (This CV document may also be reupdated later through *UMS Navigation > Placement Services > Placement Portal > Upload CV/Document*)
- v. Click on SUBMIT button to complete Profile Update.
- vi. Upon successful profile update, students would get an Email/SMS with his/her unique Placement ID (PID) and will be required to make online payment of applicable PEP fee after execution of the Process-II successfully. Convenience charges may be applicable as per the service provider.
- vii. Student shall make "Online Payment" of applicable PEP Fee as per program option selected during Process Step-I and complete the Career Services Registration. Students will have a choice to make "full" PEP fee payment at this step or "part" payment of PEP Fee to complete registration process. Students making part-payment will be required to pay balance PEP fee within the timelines already conveyed through UMS.

2.2.3 Skill Set details and Job Profile Preference

After successful registration into Career Services, students will be routed to Skill set interface where they will be required to fill details of the skills that they possess and choose the Job profiles of their interest and skills pertaining to their discipline. The skill set details can be updated,

appended or deleted at any given time, through the following interface even after the placement registration is closed.

UMS Navigation > Placement Services > Placement Portal > Skill Set Polling.

2.3 Registration Timelines

The general registration timeline has been defined for Enrolment into Career Services that shall be separately announced through UMS. Delayed Registration as per the timelines communicated from time to time, would lead to Opportunity Loss in terms of eligibility to participate in campus recruitment drives for placements / internships / projects etc. as well as 3rd party assessments (if any) to concerned students.

Date of payment of PEP fee (if applicable) will be considered as the effective date for completing Career Services Registration.

For students where PEP fee is not applicable, the date of completing Process Step-I shall be considered as the effective date for completing Career services registration.

PEP activities will be applicable to eligible students only after paying PEP fee, as per subsequent university schedule.

2.4 Student contact details and university communication

Students can again update their existing contact details, CV, portfolio, skill set, certifications etc. against Placement Portal profile even after completing registration process, through following interfaces:

- *UMS Navigation > Placement Services > Placement Portal > Portal Navigation > Update Details*
- *UMS Navigation > Placement Services > Placement Portal > Portal Navigation > Upload CV/Documents*
- *UMS Navigation > Placement Services > Placement Portal > Portal Navigation > Skill Set Polling*

It is further advised that:

- i. Students must not change their email address and mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student anytime through placement portal) changes shall be avoided as this information is frequently shared with prospective recruiters by university.
- ii. Keep a decent E-mail ID.
- iii. Students approaching record cell lately or near the deadlines for record correction will themselves be responsible to bear the Opportunity Loss to be imposed on them due to late rectification of academic details by university.
- iv. University shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason. UMS / Placement portal shall be treated as primary source of communication/information.

2.5 Enrolment Fee:

There is no fee for enrolment into Job Placements/Career Services.

However, a certain subsidized amount of PEP Fee (as announced through UMS for respective graduating batch year) is charged from students against various Preparatory activities to be scheduled for students registered for Career Services.

- i. The PEP fee includes the subsidized costs of various inputs and the tests conducted by the university along with various 3rd Party Diagnostic and Benchmarking tests like AMCAT, Cocubes etc. (wherever applicable) and other Practice Platforms. University may also hire industry experts to conduct workshops and training sessions which generally invite a huge cost.
- ii. It is mandatory for all the students registering for Job Placements to attend Preparatory activities (tests, contests, classes, input sessions, guest lectures, workshops, mock drives etc. scheduled for them).
- iii. The PEP fee charged / due against student would be non-refundable / non-recoverable / non-adjustable against any other fee head (even after deregistration/debarment/exit from career services at any stage).

- iv. In case student migrates from career option with lower PEP fee to career option with higher PEP fee, student will be required to pay the applicable PEP fee difference. In case student migrates from career option with higher PEP fee to career option with lower PEP fee, fee difference will not be adjusted/refunded/waived-off as university at most of the times have already made payments to external agencies against students enrolled for career services. In either case, change of option will be allowed only once.
- v. **PEP Fee for International Students:** PEP fee will be charged from international student as per the PEP Fee applicable to Indian student of respective program/stream, if the international student is interested to avail PEP activities (while selecting the Job Placement option). International student will complete Career Services Registration Process-I and Process-II by selecting **Job Placement** “with PEP option’ and will be required to pay PEP fee online through Career Services registration interface itself. PEP Fee will not be applicable to the international student, who completes Career Services Registration Process-I and Process-II by selecting **Job Placement** “without PEP option’.

2.6 Placement Kit

The students must maintain a placement kit in prescribed folder containing the following documents and must be available with student from pre-final year/semester itself.

- i. 5 copies of their latest resume duly vetted by their Training and Placement Coordinator.
- ii. 5 passport size photographs with light background (both ears visible).
- iii. All relevant testimonials/certificates in original (and 2 photocopies of each)
- iv. Govt. issued photo-ID proof (original and a photocopy)
- v. A copy of the project report(s)/ trainings/ certifications and reports thereof undertaken by the student during the professional academic program.
- vi. Executive Folder to carry all documents
- vii. Notepad, pen / pencil.
- viii. Most update CV (Generic as well as the CVs relevant to different job profiles), Portfolio snapshots (as applicable)
- ix. Driving License, Pan card, Aadhar Card, Passport etc.

All above mentioned documents must also be available with student in online mode (in mail or Google drive etc.) at all the times to serve emergency calls, if any.

Most updated CV, portfolio link etc. as applicable must also be uploaded by student in Placement Portal from time to time.

2.7 Dress Code

All students registered for Job Placements must follow a prescribed uniform during recruitment process (and any other corporate interaction/event) unless otherwise stated. Defaulters may not be allowed to participate the corresponding activities/events or may also be imposed a monetary penalty as outlined in Section 2.10 (v) and Section 2.14.

- i. Uniform cost shall be over and above prescribed PEP Fee and will vary by program/discipline.
- ii. Uniform cost will be borne by student.
- iii. Students will be informed about the list of vendors (in campus) from where they can procure the uniform by paying requisite uniform charges directly to the vendor.

In addition to the prescribed Dress Code, student must adhere to following general guidelines,

- i. All students must wear University ID card around the neck at all times.
- ii. Neatly cut hair of reasonable size for non-Sikh students. Male students not sporting regular beard are required to come clean-shaven.
- iii. Turban for Sikh students.
- iv. Well-polished Black formal shoes are essential.
- v. Girl students should consider wearing only essential jewellery item(s), if they want to sport any jewellery and only formal footwear. The make-up and cosmetics should be simple, decent and to be kept to bare minimum.
- vi. There are some organizations where having a visible tattoo or body piercing is unacceptable and may eliminate/bar you as a candidate.
- vii. Some companies may also prescribe a dress code (e.g. Hospitality dress-code, Sports-wear, etc.) relevant to the job profile for which the candidates are being addressed. Candidates participating in such processes must adhere to this specific dress code (if any).

2.8 Recruitment Processes

The recruitment process (drive) for a company starts with registration of the students for that drive and culminates with final selection. The process may include several intervening stages/rounds like CV/Portfolio Shortlisting, written/online tests, interviews, GDs etc.

Recruitment Process may be classified as one of the types as listed below:

- i. *On Campus Placement Drive*: A placement process where whole process or any round of the process is conducted in LPU Campus. It may be possible that some rounds are held outside university premises
- ii. *Off Campus Placement Drive*: A placement process which is facilitated by LPU where the entire selection process is held outside the university campus
- iii. *On Joint/ Pool Campus Placement Drive*: A placement process organized in LPU where students from other institutions also take part. Such placement drives may be declared open to all students irrespective of their registration for placements services but subject to meeting company specific eligibility criteria
- iv. *Off Joint Campus Placement Drive*: A placement process facilitated by LPU but organized in some other institution where students of LPU are also invited to participate
- v. *Job Fair*: Any fair organized in LPU where more than one placement processes are organized same time.
- vi. *Internship / Training Drive*: It is a selection process which leads to generating an Internship offer for student which may or may convert to a placement offer. Depending on nature of program and requirement of prospective recruiter, internship can be:
 - a. 4-6 weeks summer internship
 - b. 2-3 Months internship
 - c. Full-Term internship
 - d. One-year internship
- vii. *Live Projects*: Live Project will be a short duration hiring by a recruiter to help students to gain hands on / practical exposure to Industrial activities with the objective to acquire Learning or getting certified by Industry Experts.
 - a. Duration: can be up to 1 Month.

- b. During Live Project Company may treat the trainee as Support Project Staff only (Not Full Time).
- c. Job Location of Live Project may be inside University Campus or Outside University Campus.
- d. Compensation: Live Project may or may not be stipend based.
- e. Live Project may or may not lead to a PPO.
- f. Pre-on boarding processes as done by companies like TCS (Elite Prog.), CTS, Capgemini etc. for already selected students for full time Employees shall not be treated as Live Projects.
- g. Live Project should not to coincide with Summer / Winter Internship. If this be the case, then Live Project shall be considered and floated as Summer / Winter Internship drive only.
- h. Duty Leaves may be awarded to trainees for the period of their engagement into Live Project.
- i. Example Projects: Market Feasibility Analysis for Launching of Product, Acquiring Practical Exposure to Sales / Marketing Portfolio, Technical Project allocated to selected students as a part of or in addition to regular academics by industry, etc.

Note: Keeping the Company's convenience in view, sometimes when selection process (complete or specific rounds) takes place in any city/town outside university premises, the students may be required to travel and attend the same making their own arrangements (at their own expenses) as per reporting schedule communicated by university/company.

2.9 Types of Offers

- i. *Job Offer* means final selection in a company through a placement drive whose result may be declared either during the process orally or by way of a subsequent communication either made directly to student or mediated through university. The oral communication shall invariably be followed up in writing. Pre-placement offer or a job offer made to a student during university facilitated internship/training or an On-Job Training will also be treated as a valid job offer.

- ii. *Pre-Placement Offer (PPO)* is a job offer made to the student as a follow up or during an internship/training/project etc. done by the student with a company.
- iii. *Independent Offer* is a job offer secured by a student using independent efforts without involvement/facilitation of the university. A student can avail any number of independent offers through Job Fairs, walk-in interviews and from any other source which are not initiated by University but the student must intimate the university (DCS through School TPCs) about the same so that university can appropriately respond to any verification/enquiry from the company. The university shall not verify the credentials of any such student who does not intimate DCS about his/her job offers secured independently and university can take a strict action over this by communicating with the concerned company official which can result in nullification of the offer as well.
 - a. Student already placed through the University are advised to avoid availing independent offers.
 - b. Independent Offers with immediate joining i.e., joining date before completion of degree must be avoided. Prior consent of the University must be taken in such cases through TPCs. Students will not be entitled for any duty leaves / academic benefits or any other drives against independent offers unless otherwise approved.
- iv. *On Job Training (OJT)* is a special privilege created to facilitate the students to gain practical exposure and enhance their career prospects if selected by a company at any stage during final or pre-final semester. The relieving of students under OJT is regulated under the provisions of separate OJT / Internship policy of university. The student selected for OJT is considered placed with respective recruiter and hence is not eligible for any more placement opportunities. For details, refer OJT / Internship policy announced on UMS.
- v. *Internship Offer* is the offer of training/internship which does not confirm job placement of the student with the prospective recruiter. Some internship offers may be converted to PPO subject to individual student performance during internship and company requirements. Students having internship offer may be eligible for further placement opportunities (which do not require immediate joining).

2.10 Participation in Drives

- i. A student enrolled and active in career services can participate in a prescribed maximum number of placement drives subject to student meeting drive specific eligibility criteria and the norms outlined in the Section 2.12 and separately announced through UMS from time to time for the respective batch.
- ii. At times company/university may prescribe certain criteria other than eligibility or they may also prescribe score-lines of few bench-marking tests like AMCAT etc. for assessing the students or prescribe their own short-listing methodology which may/may not be disclosed to students. This will be binding for students.
- iii. The eligible candidate may be automatically registered by default for certain drive(s). The student has the option to de-register from the drive through UMS Placement Portal within prescribed deadline stating a valid reason for the same.
- iv. Drives for a student may be classified as “May Attend” or “Must Attend” based on certain parameters as decided by employer or university.
 - a. The student will be automatically registered by default in “Must Attend” drive by university. The student has the option to de-register from the drive through UMS Placement Portal within prescribed deadline stating a valid reason for the same. This shall be subject to the drive deregistration counter limits as mentioned in Section 2.10 (vi).
 - b. For a “May Attend” drive student will be required to register for the drive on his own through UMS Placement portal within prescribed deadline.
 - c. The students who are already pursuing Internships will generally be marked as “May Attend” for further drives, unless any specific constraints are imposed by employer or university.
- v. The final Student Registration status would be taken once the registration deadline expires. Any student whose final status is “registered” will be required to attend the drive. Drive

Defaulters (Type I/II/III) for any reason (unless otherwise approved) will have to bear the misconduct/penalty as mentioned in below.

<i>Drive Defaulters</i>	
Drive Defaulter Type I:	Reporting for drive later than prescribed reporting time announced on UMS or not adhering to prescribed dress code.
Drive Defaulter Type II:	Not attending the drive after having final status as “ Registered ” for the drive.
Drive Defaulter Type III:	Not attending any of the drive rounds for which student is shortlisted
Drive Defaulter Type IV:	Leaving/Withdrawal from a drive after Pre-Placement Talk (PPT).
<i>Penalty Clauses</i>	
Type of Mistake Committed	Penalty/ Consequence
Type-I default (each instance)	Rs 500/-
First Instance of Type II/III default:	Rs 1,000/-
Second Instance of Type II/III default:	Rs 2,000/-
Third Instance of Type II/III default:	Permanently debarred.
First Instance of Type-IV default	Verbal Warning
Second Instance of Type-IV default	Rs 1,000/-
Third Instance of Type-IV default	Rs 2,000/-
Fourth Instance of Type-IV default	Permanently debarred.

- a. *Exception:* Monetary Penalty/fine (Placement Reinstatement Fee) for Type-II default shall not be applicable in case the drive de-registration / registration window is for less than 24 hours duration.
 - b. Approved requests (if any) for waiver of monetary penalty will not lead to reducing instance count.
 - c. Monetary penalty once imposed, will have to be paid, even if the student’s placement status turns to “debarred”. Debarred student will not be reinstated into career services even after payment of Placement Reinstatement fee.
- vi. If a student does not register a minimum no. of recruitment drives for which the he/she was eligible in MUST ATTEND category, it would be taken a case of non-seriousness and the student will be permanently debarred from availing career services.
- a. Engineering - B.Tech (all streams), M.Tech (CSE/IT/ECE/EEE), MBA and MCA: Debarment subject to not registering in more than 10 recruitment drives for which student was eligible.

- b. Engineering - M.Tech (all streams except CSE/IT/ECE/EEE) and all other programs: Debarment subject to not registering in more than 5 recruitment drives for which student was eligible.
- c. Only following types of drives shall be considered to determine the counter limits mentioned above:
 - [On-campus drives (placement), Off-campus drives (placement), On-joint campus drives (placement), Off-joint campus drives (placement), Full Term Internship, One-year Internship] drives with “Confirmed” drive date and marked as “Must Attend” for the respective student.
- d. Limit will apply separately on Internship drives and Placement drives for B.Tech CSE/IT and MBA programs.

2.11 Withdrawal from a drive

A student may be allowed to withdraw from participating in a particular drive (subject to maximum 3 drives as approved by the committee) after attending the pre-placement talk citing valid reasons duly approved by competent authority. Other than that, only in very exceptional circumstances, shall a student be permitted to withdraw from attending the further rounds if shortlisted by the organization at any stage. The student explains in writing (using prescribed application form available at *UMS Navigation > Placement Services > Placement Document Repository*) about the unusual circumstances that require withdrawal same day before leaving from drive venue and competent authority shall review/accepts these if truly exceptional and legitimate grounds for withdrawal. The concerned TPC or the student would be responsible for bringing the case to the competent authority (HD DCS or HOD/COD Backend Operations Cell as a nominee for HD DCS) for necessary approval.

It might be necessary for the student to personally appear before the competent authority/committee to explain his/her reasons for withdrawing from the drive. In case the reasons cited by student are not due to deviation from any prior information about the drive's offer (profile, package, bond etc.), the student shall be treated as a drive defaulter Type-IV as per section T-2. Any student who leaves the process (at any stage) without written request to drive coordinators, shall be treated as drive defaulter Type-III.

2.12 Multiple Offers

“One Student – One Offer” policy: The university shall follow the principle of *“One Student - One Offer”*. Thus, in ordinary circumstances, after the student secures an offer through university facilitated drive, the student will not be eligible to appear in any other recruitment drive. The student is expected to join the company for which he/she has secured the offer through the university.

Under exceptional circumstances, University may allow the student to avail one more offer subject to specific requirements posed by the prospective employers. Batch specific guidelines (if any) shall be available at *UMS Navigation > Placement Services > Placement Portal > Placement Document Repository*. In such case, the students availing multiple offers are required to indicate acceptance of the offer of choice online through *Placement Portal> Portal Navigation> Job Offer Acceptance*.

The candidates pursuing OJT through university offer or independent sources are not eligible for any other subsequent offer (second offer / dream offer).

2.13 Post-Offer Processes for Joining and Reporting in Companies

- i. **Offer Acceptance:** To be updated online through the interface at: *UMS Navigation > Division of Career Services > Placement Portal > Job Offer Acceptance*. The detailed SOP shall be available at *UMS Navigation > Division of Career Services > Placement Document Repository*.
- ii. **Surrendering/rejecting an offer:** In exceptional circumstances (apart from due to multiple offers generated through university facilitated drives), if the student wants to surrender placement/internship offer generated through university, the student will be required to do so in writing (as per the prescribed application form available at *UMS Navigation > Placement Services > Placement Document Repository*) within 3-days of the offer generation. The duly filled application form will be submitted by student to respective School TPC and the student will be required to present his case before a committee for decision. Until the decision on the case is announced by concerned authorities, student might not be eligible for any benefits/relaxation.

- iii. **Joining:** All students who have secured and accepted an offer are expected to join the company invariably. As university had to ensure continued relationships with companies, it is essential to ensure that students indeed report to join at the company where they were offered job by a university facilitated process. In case the student does not join the company, university reserves the right to highlight this default in any or all communication with the company/set of companies. Mostly, companies cross verify the students' academic details with the University, for all such defaulting students University may not verify the credentials. For continued relationship with the University, all students are advised to inform their respective TPCs or Alumni coordinators about their joining status. Students not interested to join the company must apply for offer rejection.

2.14. Misconduct and Penalty

Misconduct is any act on part of the student which may be covered under one or more of the following:

- i. Registering for a process and then skipping it or arriving late for the process or not following the prescribed norms of dressing. This would also have a monetary penalty as described in Section 2.10 (v).
- ii. Leaving the process at any stage other than immediately after Pre-Placement Talk (Limited to 3 Instances) unless otherwise permitted. This would also have a monetary penalty as described in Section 2.10 (v).
- iii. Interacting with company officials unless otherwise permitted or trying to establish contact with company officials.
- iv. Sending any communication/request to company officials/company either directly or indirectly through parents/siblings or any other acquaintances with a view to seek concessions/information/influence decision etc.
- v. Disobedience of any directions or general instructions.
- vi. Not following the decorum during or after the process.
- vii. Misbehavior with any company officials or university officials involved in the process.
- viii. Criticizing or adversely commenting about the LPU or any part/process thereof in any media/public/social media or before company officials.

- ix. Making derogatory remarks for Company/University/DCS Officials/batch mates.
- x. Not attending the Preparatory sessions, tests, workshops, or any other activities scheduled for student in general or specific to a recruitment process.
- xi. Misusing/violating provisions of duty leave in any form. This would result in permanent debarment from placements and might invite other disciplinary action as well.
- xii. Doctoring the content in the resume against correct and verifiable information.
- xiii. Using mobile phones or other electronic gadgets in the vicinity of Test Venue/GD/Venue/Interview/any other stage of recruitment process.
- xiv. Approaching Company Officials for revaluation of any recruitment step/process.
- xv. Telling Company officials that the student does not want to join; during the placement drive in the midway process even when the things were clarified in the Pre-Placement talk and the student was having an option of quitting the process there and then.
- xvi. Deliberately jeopardizing any other student's chances of getting selected.
- xvii. Negotiating salary with Company officials; unless the announcement/notice specifies that the salary is negotiable.
- xviii. Cheating / using unfair means / deliberately underperforming during any stage of the selection process.
- xix. Non-submission (or delayed submission) of the assignments / projects / case study / any other documents / reports etc. sought by the prospective employer as a part of the selection process.
- xx. Unprofessional ambience around the candidate esp. during online assessments.
- xxi. Getting adverse student feedback from the employer post-joining for internship/OJT/FTE.

These are the general guidelines, depending upon severity of the issue/misconduct the consequences may vary and can also lead to expulsion.

2.15 Exiting Career Services

Exiting Career Services means that the student is no longer interested in availing the Career Services of the University. If a student wishes to exit from career services provided by the University, he/she needs to cite the valid reasons, through the following interface:

UMS Navigation > Placement Services > Exit from Career Services.

Decision on student's request for exit from placements will be given by 10 working days (as per SOP available at *UMS Navigation > Division of Career Services > Placement Document Repository*) of application, and shall be subject to the due consent of student's parents.

Student shall continue attending PEP activities until the request for Exiting Career Services is duly approved.

2.16 Refund/Reimbursement/Adjustment/Waiver of PEP Fee

Upon debarment or exiting from career services at any point of time, the student (whether placed or not-placed) will not be entitled for any refund/reimbursement/adjustment/waiver of PEP Fee already due/paid against his/her fee account.

Note: If the student who registered for Job Placements with part payment of PEP Fee and later gets debarred or takes exit from Job Placement support or switches his career services preference to any other options (higher studies, entrepreneurship, etc.), the Balance PEP fee will also be made due against the student fee account later by the university.

2.17. Do's and Don'ts

- i. It is advised that students must maintain a minimum 7 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.
- ii. Go for Internships with good organizations/companies.
- iii. Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.
- iv. Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.
- v. Strengthen your aptitude and reasoning abilities.
- vi. Vet your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.
- vii. Avoid frequently updating your phone no. and/or email id against your placement profile.
- viii. Ensure that your academic details on placement portal are always updated to most recent status.
- ix. Regularly update your CV on placement portal.

- x. Regularly update your skill sets on placement portal.

2.18 Disclaimer:

- i. Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.
- ii. The terms and conditions in the policy may be reviewed from time to time and may be modified by the university as per the situation and demands. The university reserves the right to change/ modify any point of the guidelines as deemed appropriate by the University.
- iii. In case of any issue arising out of these guidelines and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.
- iv. For more clarity on any aspect of these guidelines, students are advised to visit School Career Guidance Cell and meet their School Training and Placement Coordinators (TPCs).
- v. Students are required to carefully read these guidelines and related policies before opting the Career Services.
