**Division of Career Services – Frequently Asked Questions**

*(Date: 25th July 2017)*

**Q 1. I have updated my profile in placement portal, although I was locked (marked eligible) in some of the placement drives, I’m not receiving any mail or messages for registration.**

Ans. Dear student, you are advised to first confirm and update your contact details (mobile no. and email id) on placement portal. In case they are correctly mentioned on placement portal then post your query again for further cross-verification of your concern at our end.

**Q 2. I need to change/update my phone number/email ID so that I could receive all the messages regarding placements on time.**

Ans. Contact details (Phone no. and email ID) can be updated by students through *Placement Portal > Update Details* menu option*.*

**Q 3. I have recently cleared my reappears/backlogs and my CGPA has been revised please update that on placement portal and register me in upcoming drives.**

Ans. Request through RMS, by clearly mentioning the name of the drive you want to register (Subject to meeting company’s eligibility)

**Q 4. I want to rectify my previous qualifications details in placement portal.**

Ans. You are requested to visit Division of Career and Services with a relevant proof (e.g. mark sheet copy) in Block 32-305 and get it updated on placement portal.

**Q 5. How can I get the information about the upcoming companies for campus placement drives?**

Ans. For update related to upcoming drives, please check Placement Portal regularly or contact your school TPCs.

**Q 6. When will the drive of a particular company be held?**

Ans. For such updates refer Placement Portal and UMS Announcements. All the information regarding the upcoming drives will be provided over the course of time.

**Q 7. I have paid the fees for registering myself to the placements, what extra charges are now imposed on me as “Placement reinstatement fee”?**

Ans. Placement Reinstatement Fee is the fine imposed on student for being a placement defaulter e.g. not attending any drive after registering for it, etc. For other type of defaulter reasons, refer placement policy.

**Q 8. I have paid PEP Test Fee for PEP classes as well as I pay separate fee annually for Hostel/Food fees. By scheduling our PEP classes during Summer Term, university is extending our session and university should give us accommodation as I am paying for the full session. As I have to stay here for PEP classes, why university is asking for extra charges?**

Ans. Kindly refer Admission prospectus PART C, section "Students Residential, Food, Laundry, Public Transport, Vehicle Parking and loan facility" with respect to your query.

**Q 9. What is the minimum CGPA required for attending company placement drives?**

Ans. The eligibility criteria (CGPA, Backlogs) varies from one company to the other. Students are advised to maintain a good academic record (preferably above 6.67 CGPA with no standing arrears) at any given point of time.

**Q 10. I wish to know until when I need to clear all my reappears and backlogs in order to be eligible for in campus placement.**

Ans. It is always suggested to clear your standing reappears/ backlogs as soon as possible since there are some companies which demand candidates with no standing arrears.

**Q 11. I have not opted for placements earlier, but due to some reasons now I want to get myself registered for the same. Is it possible?**

Ans. You may submit your request in writing to your school TPCs or through RMS. In such case you will be liable to pay the compounding (late) fee in addition to applicable PEP fee. The decision on your request will be conveyed to you by concerned authorities.

**Q 12. If I discontinue from the higher degree of dual degree program, can I register for placement service now after discontinuation?**

Ans. You may submit your request in writing to your school TPCs or through RMS. In such case you may be liable to pay the compounding (late) fee in addition to applicable PEP fee. The decision on your request will be conveyed to you by concerned.

**Q 13. My degree is extended further so do I need to register again for placements, to get myself eligible for the upcoming drives.**

Ans. No separate placement registration will be required in this case but you will be considered eligible only for drives to be held for your respective passing out batch (subject to meeting company prescribed eligibility criteria).

**Q 14. I am a pass out student from LPU but not placed yet. I was also not registered for the placements during my program tenure. I want to get myself registered for placements now and sit in the upcoming companies inside the campus. Is it possible?**

Ans. No separate placement registration will be required in this case. You may directly register for the join-campus placement drives being conducted at LPU which are open to students of other colleges as well. For updates regarding such drives, their eligibility criteria and drive registration, you may visit [www.lpu.in/jpd](http://www.lpu.in/jpd) or you may also get such updates through Alumni portal on <http://almuni.lpu.in>.

**Q 15. Is there any documents required to join company besides from Provisional DMC like any passing certificate? If needed, where should I need to apply?**

Ans. You may apply for such documents through *UMS > UMS Navigation > Examination > Request for Certificate option under Examinations.* For any other specific format required by company you may contact your school TPCs.

**Q 16. The company in which I got placed through university is asking for DMC. What should I do?**

Ans. Apply for provisional DMC through *UMS Navigation > Examination > Request for Certificate* and collect it from Block 32-102 window.

**Q 17. I'm placed in a company but I haven't received the joining date/offer letter yet. I would like to get some information on the status.**

Ans. The update on this will be shared with concerned students either by company or by university as and when the details are provided by the company.

**Q 18. If I got placed before the session gets over then do I need to attend my backlog classes?**

Ans. It is mandatory to clear all pending reappears and backlogs by the time of completion of final semester or else, the placement offers might be revoked as your degree might be extended. For more details, contact your school TPCs.

**Q 19. I have a query regarding the Internship/Training/Capstone Report file. Where do I need to report for Internship evaluation?**

Ans. Anything related to your Internship Training/Capstone, you are advised to contact your School TPCs/HODs instead of Placement Cell (DCS).

**Q 20. I need to know the requirements of a company that qualifies for us to do a summer internship like, recognition, no. of Employees, etc.**

Ans. Refer UMS announcements for detailed guidelines of Internship and contact your school TPCs with reference to clarifications.

**Q 21. I want to know the statistics of how many students are registered for placements in my program and how many of them got placed and which all companies visited.**

Ans. Dear Student, this is classified information which may not be shared in writing due to official constraints. You may refer placement portal for such information or contact your school TPCs for an idea of the same for your reference.

**Q 22. Placement data is required by bank to clear my loan application.**

Ans. Dear Student, you are advised to visit Division of Admission, Loan cell in Block-30 (basement) with respect to the needful data requirement.

**Q 23. My End term practical and my drive is appearing on the same day, I was told that my marks would get prorated or else the exam will get rescheduled but there no such information yet being conveyed to us.**

Ans. Exams will be rescheduled or prorated only for the drives where it is already announced through UMS. You may meet your school TPCs in this regard for more clarification.

**Q 24. I have appeared in a certain round of a placement drive but the results are not shared with me yet.**

Ans. All the results or the updates related to the placement drives will be announced on UMS and also the same will be updated in placement portal, so kindly check those on the regular basis.

**Q 25. I got placed in a company but now I have got some reappear after my selection, I doubt if could join the company due to reappear.**

Ans. You are advised to contact your school TPCs with respect to your query. The concerned may look into the feasibility of scheduling reappear exam before the joining date.

**Q 26. I have been placed in a company but I don’t want to join it. Can I sit in another company’s placement drives; if yes kindly open the portal for me.**

Ans. You are required to submit duly filled “Offer Rejection Form” (copy available in placement policy) to your school TPCs for necessary action. The university decision upon your request will be conveyed to you in due course of time by school TPCs. Until then, you will not be allowed to appear in any other placement drive.

**Q 27. How can I deregister myself from placements?**

Ans. You are required to fill the form for EXIT FROM PLACEMENT SERVICES (copy of form available in Placement policy) and submit it to your school TPC for needful action.

**Q 28. I have applied for de-registration from placement classes but still my name is showing up in the list of PEP classes. Please initiate to see the status.**

Ans. You are advised to contact your school TPC (or concerned person to whom you have submitted your request for deregistration) with respect to this status of your request for deregistration from placements.

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