

CAREER AND COUNSELLING CUM PLACEMENT CELL

PUNJABI UNIVERSITY, PATIALA

PLACEMENT INFORMATION SHEET

The following information regarding placements may be disseminated to all concerned:

1. POLICY REGARDING JOINT CAMPUS PLACEMENTS

- 1.1. Prior to the completion of first round of placements, the students should NOT participate in any pool / joint campus placement drives conducted anywhere outside the University, without obtaining prior written permission from the Placement Cell. In case of shortlisting/selection, the concerned student(s) to intimate the Placement Cell immediately on receiving the information.
- 1.2. The Placement Cell, at its own discretion and keeping in view the general interest of the University, may allow or disallow a student from participation in Joint Campus Placement Activities, held outside the University.
- 1.3. These clauses, however, do not impose any restriction on participation in tests/interviews conducted by any wing of Indian Armed Forces, UPSC or any other Central or State Government Departments.

2. POLICY REGARDING MULTIPLE PLACEMENTS

Normally, any student who gets one confirmed offer or two tentative offers (viz. two simultaneous short-listings with pending confirmation), will not be allowed to participate in the subsequent recruitment activities till all eligible students receive job offers. This clause does not apply in the following circumstances:

- 2.1. In case of a company coming to the campus on the condition of “Open Status”.
- 2.2. Students finding placement through the channels mentioned in clause 1.3 above.
- 2.3. For certain reputed organizations doing business in a particular, specialized stream of engineering/sciences, the Placement Cell may provide “Open Status”, thereby allowing participation of students from the concerned stream, who are otherwise already placed with some mass-recruiter company (viz. with an IT sector organization). In this regard, the following should be noted:
 - 2.3.1. Such decision will be taken individually for the particular company visiting the campus and communicated to the concerned department(s) / students.
 - 2.3.2. For such non-IT students, who are already placed with an IT company, but subsequently find placement in a company related to their field, the previous placement (in the IT sector company) shall stand cancelled.

3. INFORMATION DISSEMINATION

- 3.1. The information from Placement Cell will either be posted on the University’s website or sent through e-mails directly to the students or to the faculty co-ordinators appointed by the respective departments/Placement Cell.
- 3.2. The contact details of Faculty Co-ordinators are given under “Placement Council” link on the webpage.
- 3.3. All communication by students should be directed to their respective faculty coordinators mentioned above. In order to help us work efficiently, students are strongly urged to avoid making phone calls for matters, which can be dealt with through e-mails.
- 3.4. The students are advised to exercise care for their mail-ids (against hacking etc.), which are provided to Placement Cell at the time of database preparation. Care must also be exercised while providing mail-ids to any visiting organization as any spelling mistakes at that stage will lead to unnecessary hassles, which are very difficult to resolve later.

4. CODE OF CONDUCT

- 4.1. **Discipline:** In their own interest and in long-term interest of the University, all students are advised to maintain punctuality and good conduct during the pre-placement talk (PPT) and subsequent placement activities. Students are also warned against any misrepresentation of facts. Failure to comply with the above can lead to exclusion from the placement activities. In addition, the misbehaving student will be liable for disciplinary action against him/her.
- 4.2. **Participation in Pre-Placement Talk (PPT):** All students from the concerned stream(s), regardless of whether they are going to participate in the placement activity of a given company or not; are encouraged to participate in the PPT.
- 4.3. **Participation in selection process:** Once a student gives his/her consent for participation in the recruitment activities of a particular organization, it becomes binding on him/her to participate and maintain good conduct throughout the activity. In case Placement Cell arranges internship training for a student following his/her consent, it would be binding on the student to join the same. Failure to comply with the above will render him/her liable for exclusion from the subsequent placement activities, unless the concerned authorities are convinced regarding genuineness of the reason.
- 4.4. **Dress code:** The following dress code to be observed by students participating in the placement activities (Please note that as on date, there is no authorized outlet for this purpose):

ITEM	DESCRIPTION
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BOYS

Shirt	White
Trousers	Steel grey / Dark grey
Blazer (During winters)	Navy blue
Necktie	Maroon (Optional: with white stripes)
Turban	Maroon
Shoes	Black leather (With laces)
Belt	Black

GIRLS (WESTERN DRESS)

Same as above, plus:
Scarf (Optional) Maroon

GIRLS (PUNJABI DRESS)

Salwar-Kameez	White
Dupatta	Steel grey
Blazer (During winters)	Navy blue
Shoes	Black