

TEZPUR UNIVERSITY

NAPAAM, TEZPUR – 784028

TRAINING & PLACEMENT CELL (ENGINEERING)

CODE OF CONDUCT

Training & Placement Cell (Engineering) will be the nodal agency for coordinating all Pre-placement Trainings and placement related activities of School of Engineering.

IMPORTANT: Training & Placement Cell reserves the right to change any or all the rules about Placements. Any grievances must be brought up to the notice of the office of Training & Placement Cell for resolution.

ELIGIBILITY & REGISTRATION

Preplacement Grooming programmes and Campus placements are the facility provided to all students of Tezpur University. All students who expect to graduate from the University by the end of the academic year (31st May) and are actively seeking employment may register for campus placements. Registrations for placements will be open during the month of August and Placement cell will notify the details through the faculty/student coordinators of each department/centre. Students seeking final placement opportunities can register by submitting the google form.

The following rules will be enforced during the present Training & placement season:

1. All the final year Students of the University are eligible to register for placements. Only those students who have registered are eligible to participate in the placement activities.
2. Registering with the T&PC does not guarantee on-campus placement to all but provides placement assistance (information regarding different career openings) even after completion of their courses.

3. **Backlogs:** Students having 2 or more course backlogs are advised not to register for placements. Such students are advised to improve their performance and register after the semester examinations.
4. Registered Students will be getting training programme details, placement notices and other placement related announcements through their registered email id or through department Student Coordinators.
5. It will be the sole responsibility of the student to keep track of various deadlines and adhere to the same while applying for companies. DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCE.
6. Students may not be allowed to participate the campus recruitment process if he/she is found involved in any in-disciplinary activity or engaged in malpractices or under academic probation.
7. The eligibility criteria imposed by the visiting organisation will be the final.
8. All the registered students for placement can attend all grooming sessions organized by the T&P Cell
9. Students need to update their database through their respective faculty coordinators immediately after the declaration of their results of each semester clearly stating their semester and aggregate marks. If there is any change in E-mail addresses, Phone Nos., etc., the T&PC shall not be responsible for any mismanagement / miscommunication due to invalid or incomplete database.
10. Students giving wrong data/information during placement process, student will be debarred/blacklisted from the placement activities for the rest of the academic year.
11. All the queries regarding training and placement activities will be handled by the T&PC, Departmental Faculty Coordinators and Students Coordinators.

RESUME

12. Students are expected to follow the standard resume template or the resume template available in the University Training & placement webpage for preparing the resumes.
13. The details of the resume must be genuine, and any student found violating this rule will not be allowed from the placement for the rest of the academic year.

14. Students must submit their resumes to individual companies well before the deadline.

Resume once submitted cannot be modified. **DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCE.**

PRE-PLACEMENT TALKS

15. Notices of the Pre-Placement Talk (PPT) will be shared with the students in advance. Students should occupy the venue 15-minutes before the scheduled start of the PPT. Students interested in a particular company, must attend its PPT without fail. Attendance will be taken and only those students who have attended a particular PPT will be eligible to participate the recruitment process of that company.

16. If the PPT conducts via virtual mode and applied students need to join online streaming of PPT by Recruiter.

17. Students must be formally dressed whenever they participate in any sort of interaction with a company. Formal clothes for men include formal shirt and trousers, and leather shoes. Formal clothes for women include either a pair of Salwar-Kameez (no bunge) or formal shirt and trousers. Ties and other formal accessories are optional. T&P Cell reserves the right to restrict or prohibit the use of any accessory that it finds improper.

18. A student who applies for a particular position and gets short-listed for the same, it automatically becomes mandatory for the candidates to appear at the next course of the recruitment process. Otherwise, students' registration will get canceled automatically.

19. Students should seek all clarifications such as break-up of the salary offered, job profile, place of work, bond details etc., with the company representatives during the PPT.

20. If a student is unable to attend the placement process after applying for a job because of an emergency, student must inform directly to T&P Cell only via email at least 24 hours in advance.

21. A student who applies for any job/ internship position is bound to go through the entire selection process unless rejected midway by the organisation. Any student who withdraws deliberately during the selection process will be considered as a case of absenteeism.
22. **Absenteeism:** A student not attending the PPT, Test, Interview and any other criterion required by a company after registering and without prior intimation (at least 24 hrs prior to the placement process via email) will be deemed as absent. Absenteeism anytime will lead to suspension of student from the entire placement season.
23. Students should maintain discipline and decorum in every action they take during the placement process. Any student found violating any rules of general ethics and etiquette as deemed by the company or T&P Cell or defaming the Institute will be debarred from the placement process for the entire placement season.
24. Students found cheating or misbehaving during the selection process (PPT/Test/GD/Interview) will be debarred from the placement process. Any kind of misbehavior by the student will lead to debarment of the student from any further placement activity.

PLACEMENT PROCESS

25. Students should come for the recruitment process along with hard copies of Updated resume, Passport-size photographs, Photocopies of relevant documents & University ID card.
26. Students are advised to check their mails regularly to get the job notifications and go through the company website and apply only if interested.
27. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the mail / notice boards of Placement Office /Department. Students are expected to be punctual.
28. **LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** may not be allowed to appear for the selection process.
29. Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will not be allowed from the placements for the rest of the academic year.

JOB OFFERS

30. Students will be required to disclose to T&P Cell any pre-placement offers that have been received.
31. Students who have been made pre-placement offers will be required to inform T&P Cell of their decision within 15th August (after successful completion of internship period) or the deadline set by the company, whichever is earlier.
32. The offer of PPO (by the company) and its acceptance (by the student) shall be through placement office only.
33. Once a student accepts PPO, he / she shall not be eligible for participate in the placement process.
34. Students who secured and accepted off-campus job offer should disclose this information to T&PC.
35. Any student found violating the code of conduct will be debarred from the placement process. If a student fails to notify of a pre-placement offer or an off-campus job offer and gets an offer via the university's placement process, then the violation will be notified to both the companies that have made offers. **In such cases, University will not be issuing character certificate to such students.**
36. **MULTIPLE OFFERS:** Each student is eligible for only one job offer.
 - a) If a student receives more than one offer in a session / day and if there is a delay in the announcement of results by some companies, the student is bound to accept the job offer of the company whose results are declared in time.
 - b) If the results are declared on the same session / day, the student may choose from the offers in hand and inform the placement office of his/her choice, within 24 hrs of announcement of results.
37. Students will be allowed to have a ***single job offer only***. However, already placed Students may also be allowed to appear for ***on-campus PSUs recruitment process***. Once a student bags a job offers from PSU, he/she will not be allowed to participate in any campus recruitment process.

38. Student received a job which offered CTC less than 4Lacs, the candidate can participate in the recruitment process of another organization if more than 60% of the registered students of his batch (programme) placed on campus.
39. Offer Acceptance: The students should inform the acceptance of offer within 24 hours (on the day following the release of offer).
40. OFFER OF JOB: Offers received from companies must be collected as per timings in circular / notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. All offers (made by the companies) shall be through this office only. This office will not be able to resolve problems, if any, that may arise with respect to offers made directly to the student by the organisation.
41. **Wait listing Policy**: Students receiving multiple offers on same day will be allowed to choose one of the companies from which they have received an offer. All such students will then be out of the placement process. Vacant slots will be filled by wait-listed students adopting the same procedure as above.
42. The softcopy of the offer letter is required to submit in the placement office immediately after receiving the offer.
43. If a student is offered a second job in any case, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
44. In case the student decides not to join the company and decide to go for higher studies they should inform the company in writing with reasons at least two months before the date of joining, or 31st Day of May (Course completion year), whichever is earlier. They are also required to submit a copy of that letter to T&P Cell.
45. University will not be issuing character certificates and references in the following circumstances: a) If the student accepts the offer and does not join the organisation. b) Not submitting the offer letter/ letter of Intent to T&P Cell c) If a shortlisted candidate doesn't participate selection process of a PSU and does not join the organization. d) If any campus placed candidate quit the organization without informing the company authority.
46. Candidates must make sure that all the communication to the recruiter must be through the Placement Cell till he/she join the organization.

47. If any recruiter not ready to give the selected candidate an opportunity to participate in PSUs hiring process, the selected student needs to give it in writing stating that he/she is not sitting even in the PSU hiring process after accepting the job offer.
48. The T&PC with approval of the competent authority of the University shall have the right to make change(s) to the rules and regulations for campus recruitment from time to time as deemed necessary and appropriate.
49. University will not be responsible in case the organization stop joining of candidates. But University will allow the candidate to reregister for campus placement if there is no technical issue in it.
50. MEDICAL TEST: The Placement office assumes that every selected student will pass the medical test. If there is a rejection at any stage, the student registration will be renewed, and the student becomes eligible again to seek placement through this office. Students should go through and understand instructions related to medical test carefully.
51. All communication from the students to the Training & Placement Cell will take place via e-mail to the Student Coordinator, marking a copy to the Dy. Director (pijush@tezu.ernet.in), Faculty Coordinator and Head of Department/Centre and tuplacement1@gmail.com
52. Students registered in Training & placement activities for the current season may raise any disagreements or concerns regarding the Code of Conduct to their faculty Placement Coordinator within three working days of the final copy of the COC document being made available to them.
53. Declaration Students who are a part of the Placement Process agree to abide by the rules documented in this Code of Conduct. Absence to communicate any such concerns will imply that student accepts the terms of the document, and any failure to abide by the terms may result in disqualification/debarment from the placement process/ may not be issued character certificate along with your degree certificate.

