

TEZPUR UNIVERSITY

NAPAAM, TEZPUR – 784028

TRAINING & PLACEMENT CELL (NON-ENGINEERING)

CODE OF CONDUCT

Training & Placement Cell (Non-Engineering) will be the nodal agency for coordinating all Pre-placement Training and placement-related activities of the Schools of Sciences, Humanities, and Social Sciences & Management Sciences.

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

ELIGIBILITY & REGISTRATION

Pre-placement Grooming programmes and campus placements are provided to all Tezpur University students. All students who expect to graduate from the university by the end of the academic year (31st May) and actively seek employment may register for campus placements. Registrations for placements will be open during 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 with respect to Training & placement:

1. All the final year Students of the University are eligible to register for placements. Only registered students are eligible to participate in the placement activities.
2. Registering with the T&PC does not guarantee on-campus placement to all students but placement assistance will be provided to all (information regarding different career openings) even after completing their courses.
3. **Backlogs:** Students having two or more course backlogs are advised not to register for placements. Such students are advised to improve their academic performance and register after the semester examinations.

4. Registered students will be getting training programme details, placement notices and other related announcements through their registered email or Departmental Student Coordinators.
5. It will be the sole responsibility of the students 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 final.
8. All the registered students for placement can attend all grooming sessions organised by the T&P Cell
9. Students need to update their database through their respective faculty coordinators immediately after the declaration of their semester results clearly stating their semester and aggregate marks. If there is any change in email addresses, Phone Nos., etc., the T&PC shall not be responsible for any mismanagement/miscommunication due to an invalid or incomplete database.
10. Students giving wrong data/information during the placement process will be debarred/blacklisted from the placement activities for the rest of the academic year.
11. The T&PC, Departmental Faculty Coordinators and Student Coordinators will handle all the queries regarding training and placement activities.

RESUME

12. Students are expected to follow the standard resume template or the resume template available on 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 to take part in the placement process 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 prior to the scheduled time. 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 in the recruitment process of that company.
16. If the PPT is conducted via virtual mode, applied students need to join online streaming of PPT.
17. Students must be formally dressed whenever they participate in any interaction with a company. Formal clothes for men include a formal shirt, trousers, and leather shoes. Formal clothes for women include either a pair of Salwar-Kameez (no bunge) or a 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. It is mandatory for a student to appear for remaining part of the placement process of a company if he/she has been shortlisted. Otherwise, students' registration will get cancelled automatically.
19. Students should seek all clarifications such as the 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 participate in the placement process after applying for a job because of an emergency. The student must inform directly to T&P Cell via email at least 24 hours in advance.
21. A student applying for any job/ internship position is bound to undergo the entire selection process unless rejected midway by the organisation. Any student who withdraws deliberately during the selection process will be considered 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 before the placement process via email) will be deemed as absent. Absenteeism at any time will lead to the student's suspension 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 misbehaviour by the student will lead to the 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, 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.
28. Late comers for Aptitude test/GD/ Interview may not be allowed entry.
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 the internship period) or the deadline set by the company, whichever is earlier.
32. The offer of PPO and its acceptance shall be through the placement office only.
33. Once a student accepts PPO, he / she shall not be eligible to participate in the placement process.
34. Any student 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 certificates to such students.**

35. **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 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 the announcement of the results.

36. Students will be allowed to have a **single job offer only**. However, already placed Students may allowed to appear for an **on-campus PSU recruitment process**. Once a student bags a job offer from PSU, he/she will not be allowed to participate in any other campus recruitment process.

37. Students receiving job which offer with CTC less than 4Lacs can participate in the recruitment process of another organisation if more than 60% of the registered students of her/his batch (programme) are placed on campus.

38. **Offer Acceptance:** The students should inform the acceptance of the offer within 24 hours (on the day following the release of an offer).

39. **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 such as submitting documents lies entirely with the student. This office will not be able to resolve any problems that may arise with respect to offers made directly to the student by the organisation.

40. **Wait listing Policy:** Students receiving multiple offers on the 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. Wait-listed students will fill vacant slots adopting the same procedure as above.

41. Students who secured and accepted on-campus/pool campus/virtual mode/ off-campus job offers should disclose this information to T&PC. All the students must submit the softcopy of the

offer letter to the placement office immediately after receiving it. *(It is mandatory for university to keep the offer letters of all the students who have placed off-campus/ pool campus/ virtual mode as proof, and university won't disclose the terms and conditions mentioned in the offer letter if it is a confidential document.)*).

42. If a student is offered a second job, he/she must give a letter of regret to the company which offered the first job and a letter of acceptance to the second.
43. If the student decides not to join the company and 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 must also submit a copy of that letter to T&P Cell.
44. **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 Intend to T&P Cell**
 - c) **If a shortlisted candidate doesn't participate selection process of a PSU and does not join the organisation.**
 - d) **If any campus placed candidate quit the organization without informing the company authority.**
45. Candidates must make sure that all the communication to the recruiter must be through the Placement Cell until he/she joins the organisation.
46. If any recruiter is not ready to allow the selected candidate 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.
47. 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.
48. 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 tests carefully.

49. All communication from the students to the Training & Placement Cell will take place via email to the Student Coordinator, marking a copy to the Placement Officer (deena@tezu.ernet.in), Faculty Coordinator and Head of Department/Centre and tuplacement@gmail.com.
50. 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.

