

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 15

Dated : 06.02.17

NOTIFICATION

Sub: **Placement policy.**

As approved by the Board of Governors, IKGPTU in its 64th meeting held on 28.12.2016 vide agenda item no. 64.20, the policy on Placement of students studying in main campus, other campuses and affiliated institutes/colleges has been approved. The same is enclosed for information and necessary action of all concerned.


Registrar

Encl: **Placement Policy**

Endst. No. IKGPTU/Reg/N/16-23

Dated: 06.02.17

1. Secretary to VC- for kind information of Vice-Chancellor
2. Dean (P & EP)
3. Dean (R & D)
4. Dean (Academics)
5. Controller of Examinations: To put in Colleges login IDs
6. All Heads of Teaching Departments of the University
7. DR (ITS): For uploading on website
8. File Copy


Registrar

Computer Section, IKGPTU
Receipt No. 14/19
Dated 07/02/17

I K Gujral Punjab Technical University

Placement Policy

Vision

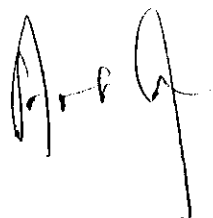
To equip students with the cutting-edge skills and acquaintance to evolve as thinkers, leaders and valuable human resource.

Mission

- Employability enhancement of students through finishing schools.
- To create an environment that motivates and support placements.
- To encourage students to think independently out of the box to meet expectations of the global economy.

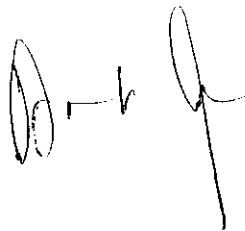
Role of University

1. University will organize atleast one Training Placement Officer's meet every semester.
2. University will tie up with various industry associations to enhance the number of student placements.
3. University will provide the list of finishing school organizations for a pre -placement preparation of students.
4. University will inform students about latest job opportunities in various sectors through University website.
5. In case of a huge number of openings or in case of region specific employment opportunities, University will conduct zone wise joint campus placement drive(s) of the company as per their requirement.
6. University will constitute a grievance redressal committee at the beginning of every year to address the issues related to placement.
7. University will constitute an anonymous feedback system for industry, colleges, University campuses and students to continuously improve the system.



A. For Associated Colleges

1. Colleges will set up a Training and Placement Cell as a separate section in their premises.
2. Colleges will appoint at least one regular person designated as Training & Placement Officer (TPO). Colleges will also identify Training Coordinator(s) at the department level who will coordinate all the related activities with the centralized placement cell of the colleges and University campuses.
3. Colleges will provide a link of T&P cell on their website which will be updated regularly and it will also be evaluated as one of the components of Academic Audit done by the university. Colleges will upload a placement brochure on the said link in which information about the university will be given before the details of the colleges.
4. Colleges will share the data of the final year students in the desired format (issued by the university) by August 16 every year.
5. Colleges will share the information of their joint campus placement drive(s) in a pre-notified format by the university and submit the same to Corporate Relations & Alumni office, IKG- PTU at least 10 days prior to the date of the event. In case of solo placement drive(s), colleges will submit the result of the selected students within 15 days of the event.
6. Colleges will submit the updated placement record in the predefined format to University quarterly.
7. Colleges will also facilitate the students who are interested to pursue higher education in coordination with the HoD of the concerned department(s) or also get facilitated to be entrepreneurs by the IEDP coordinator of their colleges and through IED office of the IKG PTU
8. TPO will develop a separate set of data of those students who are interested into placements and who are interested to pursue higher education/ Entrepreneurship.
9. Colleges will ensure the participation of interested students in the placements and related events through their Training & Placement Officers.
10. TPO or concerned departmental T&P coordinator will accompany the students during joint campus placement drive(s) organised by the University.
11. Colleges will establish alumni cell and coordinate with departmental coordinators to keep an updated database. Annual alumni meet will be held every year at colleges.
12. Colleges will encourage their alumni to register them at University alumni web-portal.

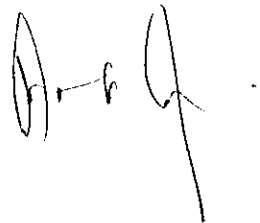


B. For Students

1. All eligible students can participate in the placement process and related events.
2. Student will submit a written declaration stating their intention for participation in the placement events to be organised by University or college or submit a declaration that he/she is interested into higher studies or some other business venture and will not required any placement assistance.
3. Eligible (*eligibility as laid by company/ organisation which is recruiting*) student will be allowed to participate in all the Joint Campus Placement Drive(s) till he/she receives a Job offer.
4. A student will convey His / Her decision about (acceptance or rejection) within the time period stipulated by the company.
5. Selected student will submit the copy of offer letter to the T&P cell of their colleges.
6. A student who gets one job offer from the joint campus placement drives will appear for further placement drive(s) subjected to the following conditions:
 - Student who gets one gets one job offer from any joint placement drive should give due consideration to appearing in any further placement drive because accepting a second job offer will invalidate the first job offer received.
 - Once a student bags two job offers in joint placement drives he / she will be allowed to appear in any further placement event only if there is an increase of INR 50,000/- or above in CTC.

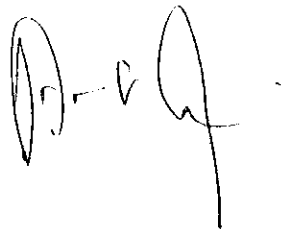
Student Discipline

- a) Student will be debarred for the subsequent recruitment processes if HE/SHE fails to participate in the event after giving consent of participation in consecutive three campus placement drives.
- b) Strict action will be taken against students providing false information in their CVs.
- c) Student will maintain decorum in all interactions with company officials such as Pre Placement Talk, written exam and appear in formal cloths etc.



C. For Companies/ Industries

- 1 Companies will be requested to generate a waiting list also for every event along with final offers.
- 2 Companies will be requested to be in touch with the placement volunteers and staff at all the times during the event and strictly contact placement officer or concerned officer for any kind of correspondence with the selected students.
- 3 While circulating any information directly to the students, college placement office should be kept in loop.
- 4 Any in disciplinary action by the student(s) / college(s) towards the company will be handled at University level.

A handwritten signature in black ink, consisting of a stylized 'A' followed by a 'Q' and a long vertical stroke.