



# CAREER SERVICES STUDENT MANUAL

**2020-2021**

**From the desk of Vice Chancellor**

I am glad that our Career Services & Outreach (CSO) Team under the guidance of Prof. (Dr.) Sanjay Goel, Director - Institute of Engineering and Technology (IET) has compiled the *Student Manual* for Career Services at JK Lakshmipat University.

JK Lakshmipat University is committed to extend cent-per-cent career services support to all its eligible students provided each and every one of them adheres to the basic norms developed by the University for the purpose.

Thanking the CSO Team and its leader, I wish all the students concerned a rewarding career ahead.

(Dr. R.L. Raina)  
Vice Chancellor

**CAREER SERVICES MANUAL**

Internships and placements for any Institution are important parameters which reflect on the academic rigor and overall development of the student of the Institution. These serve as motivating factors for prospective students to seek admission in a particular Institution.

Career Services Manual intends to map the internships & placements activities of the University. This manual provides blueprint to the students about the activities specifying academic and career goals. The academic and career goals underscore the advantages of credit associated with the internship and the seriousness required by students in the internship and placement activities. To handle both the goals, this manual explains the policy processes of internship and placement.

Institute of Engineering and Technology offers two internships PS-I and PS-II for B.Tech students, internship and industrial projects for M.Tech students. Institute of Management offers Summer Internship Program (SIP) for BBA / B.Com / MBA. Each internship is associated with suitable credits as per curriculum.

For placement of the students, the placement manual will enable the placement activities to be conducted in a disciplined and transparent manner. This will assist and enhancing the quality of placements.

## CAREER SERVICES AND OUTREACH - TEAM

The Career Services & Outreach (CSO) at JK Lakshmipat University has a basic objective of facilitating placements and internships for all students.

CSO team encourages students to conduct and manage placement related events that strengthen their understanding and relationship with the Corporate world. The CSO team engages itself in organizing assessment tests, trainings and industry visits.

CSO team backs up from the help, support, guidance and cooperation of all JKLU students and fraternity..

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One Alumnus from each Institute

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# TABLE OF CONTENTS

<b>A. Internship</b>	<b>Page #</b>
A1. Introduction	5
A2. Objectives	5
A3. Description	6
A4. Policy	8
A4.1: Sample Guidelines for B.Tech (PS-I)/M.Tech (Internship) students	9
A4.2: Sample Guidelines for B.Tech (PS-II)/M.Tech (Industrial Project) students	11
A4.3. Sample Guidelines for SIP of MBA/BBA/B.Com students	14
<b>Annexures</b>	
I. Letter of Undertaking by the Students	16
II. Student Reporting Form	17
III. Authorization Form	18
IV. Evaluation/Feedback of Interns	19
V. Certificate of Completion	22
<b>B. Placement</b>	
B1. Preamble	23
B2. Process Guidelines	23
B3. Policy	24
<b>Annexures</b>	
VI. Registration Form for Seeking Placement Assistance from JKLU	26
VII. Opt Out Form from the Placement Process of JKLU	27
VIII. Letter of Undertaking by the Students	28

# INTERNSHIPS

## **A1. INTRODUCTION**

The internship provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career. As a part of this process, JKLU offers following internships: **B.Tech.**

PS-I: 4 credits | Duration: 6 to 8 weeks, commence in the month of May.

PS-II: 16 credits | Duration: 16 to 20 weeks, commence in the month of December/January.

### **M.Tech**

Internship: 4 credits | Duration: 6 to 8 weeks, commence in the month of May.

Industrial Project: 16 credits | Duration: 16 to 20 weeks, commence in the month of December/January.

### **BBA & B.Com.**

SIP: 3 credits | Duration: 6 to 8 weeks, commence in the month of May.

**MBA:** SIP: 6 credits | Duration: 6 to 8 weeks, commence in the month of April. (In case of any unforeseen situation like 2020 due to Epidemic, 3 credits can be for WFH mode and 1 credit each for 3 Coursera and based on specific approval).

## **A2. OBJECTIVES**

The aim of the internship program is to provide the student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience.

**B.Tech. - PS-I / MBA, BBA & B.Com - SIP:** The objectives of this program is to provide the students an understanding of working of corporate world in various functions associated with an Industry/Organization. The general nature of PS-I / SIP assignments is of study and orientation.

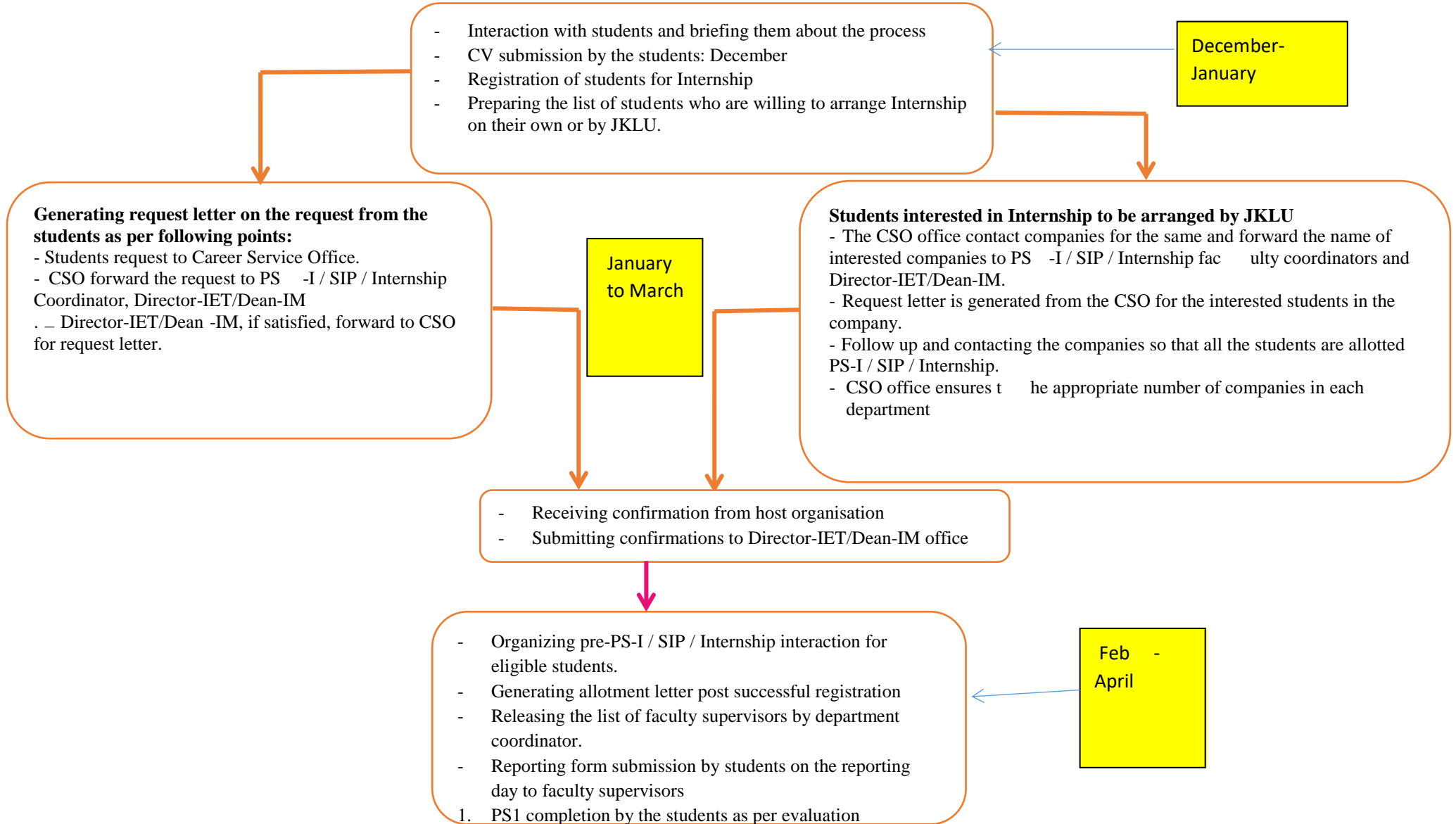
**B.Tech. - PS-II / M.Tech - Internship & Industrial Project:** The objective of this programme is to provide the students, an opportunity to work on live projects of corporate world in various fields. During this programme, they will work on real world applications of their curricula.

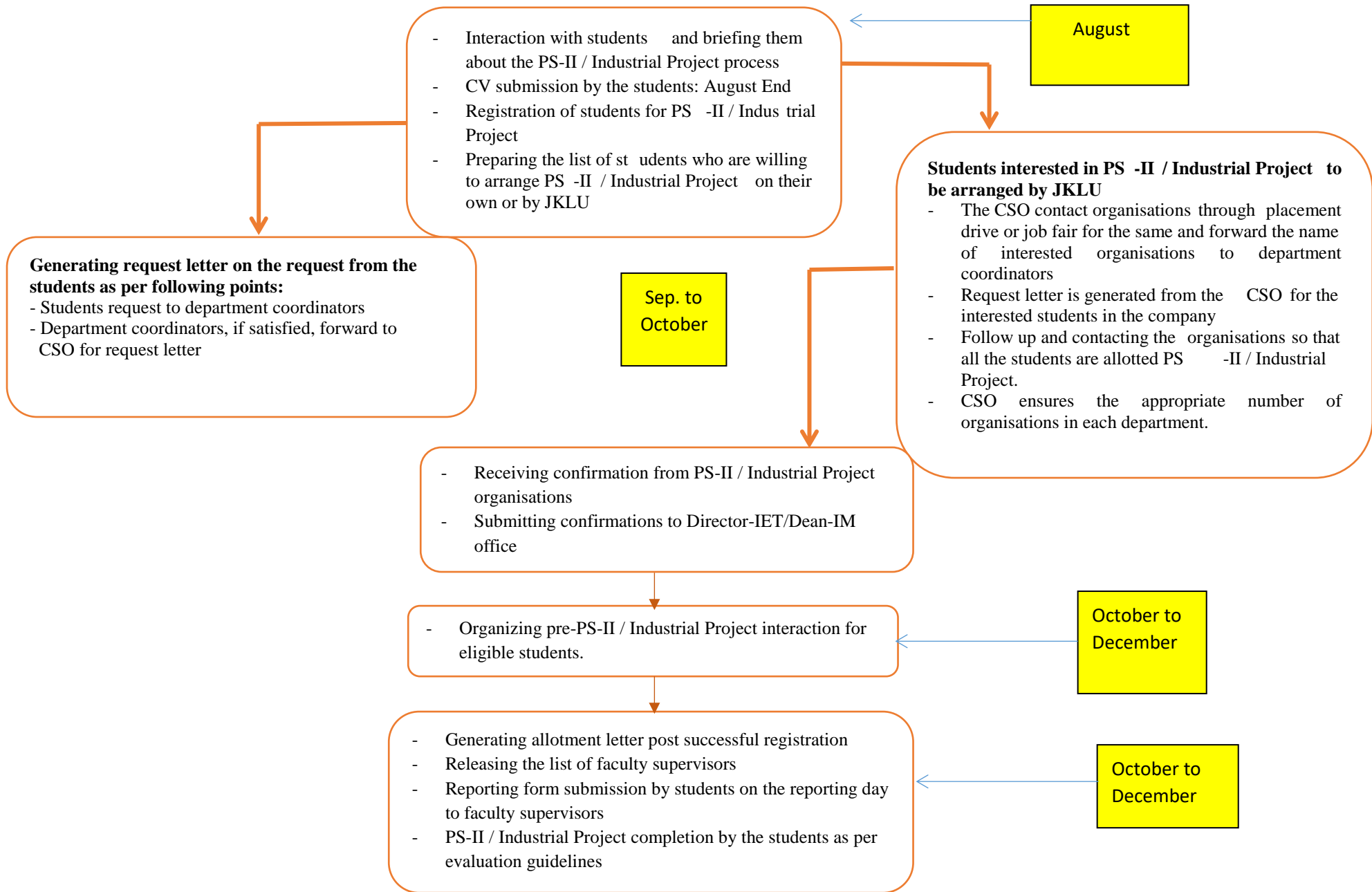
The expected outcomes achieved by the student at the end of the internship:

1. Apply theoretical concept in live projects.
2. Integrate theoretical knowledge with the application of technical skills involved in professional environment.
3. Closely understand and participate in business operations and decision making process.
4. Work under the guidance and support of industry mentors to become industry ready professionals.

### A3. Description:

### PS - I for B.Tech. | SIP for MBA, BBA & B.Com. | Internship for M.Tech





#### **A4. Policy:**

- 1 Students are eligible to avail the Internship opportunity by maintaining 75% and above attendance in internship related activities conducted by Career Services & Outreach department.
- 2 Students are not allowed to change their Internship location without prior permission of PS /SIP/Internship/Industrial Project Coordinator /Dean IM/ Director-IET.
- 3 Any violation of code of conduct experienced by the industry or University will lead to strict disciplinary action. .
- 4 Internship Credits will be awarded only after successful evaluation by the respective department/ programs.
- 5 Before appearing for the internal assessment of PS-II/ M.Tech industrial project, student is required to complete various CSO requirements related to his/her placement.





## Introduction

It is essential to link the theory learnt in the classroom of a University system with the professional world by infusing the reality of the world of work into the educational process. As a part of this process, IET offers two 'credit based structured courses' (PS-I and PS-II) for its B.Tech students. **PS-I is offered for 6-8 weeks after completion of Fourth Semester** and PS-II is offered for 4.0-4.5 months in final semester.

Similarly IET offers two 'credit based structured courses' (Internship and Industrial Project) for M.Tech students. **Internship is offered for 6-8 weeks after completion of Second Semester** and Industrial Project training is offered for 4.0-4.5 months in final semester.

These trainings are extremely beneficial in giving the students an opportunity to re-understand their theoretical knowledge in the context of real life situations.

## Evaluation

1. In order to bring uniformity in evaluation at all the training organization and to minimize subjectivity in evaluation, the institute has adopted a structured continuous evaluation procedure at all training organization.
2. Weightages of different evaluation components:

Supervisor Evaluation	Evaluation Components	Weightage (%)
External Supervisor	Day to Day task Record	30
	Report Content & Presentation	20
Faculty Supervisor	Reporting Activity Fortnightly	20
	Presentation, Viva, Report	30
Total		100

**3. Suggested points to be judged through each evaluation component:**

**3.1 Day to Day Task Record:** The students are required to maintain log book which is used to record daily activities done by them throughout the B.Tech PS-I /M.Tech(Internship) period. It is necessary for students to record all activities that were being conducted every day completely and tidy. Things that should be recorded are as below:

- a. Daily tasks/activities conducted during the training.
- b. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
- c. A brief comment together with formal stamp by supervisor should be carried out every fortnightly.

**3.2 B.Tech (PS-I)/M.Tech(Internship) Report:** Through B.Tech (PS-I) /M.Tech(Internship) report , students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing style. This report is required to be submitted on the day of reporting at the campus for B.Tech (PS-I) /M.Tech(Internship) evaluation. If a group of students is preparing the report on the same topic, faculty supervisor needs to clearly discriminate between the competence levels of different group members.

In other words, every member of the group should get his/her due credit in terms of his/her total contribution to the collective effort. Guidelines and format for writing a B.Tech (PS-I) /M.Tech(Internship) report will be provided by coordinator for the reference of faculty supervisor and students. The assessment of the report will be done by the committee consisting of faculty supervisor and others.

**3.3 Presentation/Viva:** The students need to present their PS-I/Internship report. Through this presentation, the faculty supervisor will be able to evaluate the students on their overall contribution and learning during PS-I/Internship. This presentation will be evaluated by the committee at the campus.

**4. Feedback by External Supervisor:** The evaluation of student by external supervisor will also be done through a feedback form.



# JK Lakshmipat University

## Institute of Engineering & Technology

### A4.2: Sample Guidelines for B.Tech (PS-II) / M.Tech (Industrial Project) students

## Introduction

It is essential to link the theory learnt in the classroom of a University system with the professional world by infusing the reality of the world of work into the educational process. As a part of this process, IET offers two 'credit based structured courses' (PS-I and PS-II) for its B.Tech students. PS-I is offered for 6-8 weeks after completion of Fourth Semester and **PS-II is offered for 4.0-4.5 months in final semester.**

Similarly IET offers two 'credit based structured courses' (Internship and Industrial Project) for M.Tech students. Internship is offered for 6-8 weeks after completion of Second Semester and **Industrial Project training is offered for 4.0-4.5 months in final semester.**

These trainings are extremely beneficial in giving the students an opportunity to re-understand their theoretical knowledge in the context of real life situations. This is also helpful in creating an industry-academia interface and will surely fill the existing gap between academics and industries.

## Objective

The objective of this course is directed towards providing an opportunity to students to experience the world of work, by participating in live projects in industry. Apart from the academic benefits, this also serves to hone their problem solving skills, and build team spirit, initiative, and leadership skills, which makes the eventual transition to the professional world smoother and better. During this course, they will work on real world applications of their curricula through organizational function of their choice.

## Evaluation

1. Weightages of different evaluation components:

Supervisor Evaluation	Evaluation Components	Midterm	FinalTerm
External Supervisor	Day to Day task Record	20	40
	Report Content & Presentation	10	30
Faculty Supervisor	Reporting Activity Fortnightly	08	18
	Presentation, Viva, Report	20	50
	PS-II Coordinator Feedback	02	02
Total		60	140

Suggested points which will be judged through each evaluation component are as follows:

- a) **Day to Day Task Report:** The students are required to maintain log book which is used to record daily activities done by them throughout the practice school project/professional industrial training period. It is necessary for students to record all activities that were being conducted every day completely and tidy so that assessment can be done by supervisor together with the final report. Things that should be recorded are as below:
- i. Daily tasks/activities conducted during the industrial training program.
  - ii. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
  - iii. A brief comment together with formal stamp by supervisor should be carried out every week.

**REPORT:** The B.Tech(PS-II) /M.Tech (Industrial Project) final report is the key elements that will be accounted to evaluate students' performance that had undergo the industrial training. Through this report, students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing format. The presentation of the project should incorporate in detail the formulation of problem, methodology adopted to solve the problem and future aspect of the project. Sample of project report will be provided by B.Tech (PS-II) /M.Tech (Industrial Project) coordinator.

If a group of students is preparing the report on the same topic, faculty supervisor needs to clearly discriminate between the competence levels of different group members, though the leader has the total responsibility of planning, scheduling and implementing the work of the group. In other words, every member of the group should get his due credit in terms of his total contribution to the collective effort. In view of this, there is no basis for giving the same marks to each of the group members for their joint project report.

The students need to present their project report. Presentations are to be considered as equivalent to End-Term Examination therefore, in case of absence during the examination, the rule of absence in End-Term examinations will be applicable.

- 2. Feedback by External Supervisor:** The evaluation of student by external supervisor will also be done through a feedback form.

## Post-Training Activities

Each student will present his project report in presence of panel of examiners. Through this presentation, the faculty supervisor will be able to evaluate the students on their overall contribution and learning during their training. The students will not be allowed to appear for presentation without submitting the final project report authorized/signed by the industry supervisor. The Internship Completion Certificate and the organization's Feedback Form are pre-requisite for completion of the training.

### Additional Guidelines for Internship/ SIP of students during situations like lockdown due to epidemic

While on-site internship with an organization is undertaken in normal situations, wherein above guidelines are applicable. However in the event of circumstances beyond control (such as a forced lockdown during the COVID pandemic in 2020), students can pursue an online internship project as approved by the Institute and each student will be assigned a faculty guide as in case of on-site internship. The basis of evaluation of project will be as for on-site internships.

### **A4.3: Sample Guidelines for SIP of BBA/ B.Com students**

Students will follow the following instructions before leaving for the Summer Internship:

1. Every student has to sign a Letter of Undertaking (Annexure-I)
2. After receiving the confirmation from the respective organization, student has to fill Reporting Form (Annexure-II) containing complete information about the student, company, Industry mentor and faculty mentor. This form will be submitted to faculty mentor and Dean IM office.
3. The students should carry their identity card, copy of the letter/mail received from the organization confirming to undertake summer internship and also carry covering/authorization letter addressed to the industry mentor by faculty mentor (Annexure-III).
4. The Feedback/ Evaluation Form (Google doc) and Internship Completion Certificate should be sent to the industry mentor by faculty mentor with a request to send back the same duly filled, signed and sealed (scanned copy via mail) within 7 days of completion of the Summer Internship Project.
5. Summer internship duration is of 6- 8 weeks commencing in the month of May
6. Do a complete research about the organization before joining. The student should abide with all the rules and regulation of the concerned organization.
7. The students should take initiative in deciding the Summer Internship Project title in consultation with the faculty mentor and the Industry Mentor.
8. The student should keep on updating his/ her faculty mentor about the progress of the Summer Internship project.
9. The student should be punctual every day during internship and seek permission of the industry mentor for the absence.
10. The faculty mentor should have at least three interactions (telephonic/ mail/ personal visit) with the industry mentor during the Internship period preferably in second, fourth and sixth week of the internship period to review the progress of the students and submit the report of their feedback to Placement Faculty Coordinator by 10th July.
11. During the Internship, the student should prepare Summer Internship Project Report based on the following guidelines:
  - Project Title of the Internship (Cover Page)
  - Declaration
  - Certificate
  - Acknowledgement
  - Contents
  - List of Tables
  - List of Figures

- Project Summary
- Industry & Company Overview
- Objectives
- Methodology
- Analysis
- Observations & Discussions
- Recommendations
- References (APA style)
- Appendices

12. Each student must write report individually in their own language (in English). In case two or more students are undertaking the internship in one organization and on the same project, the students should write the report separately by taking the different aspects.
13. Students should prepare three copies of Summer Internship Project Report in hard bound form. One copy of the report should be submitted to the Organization, second copy of the report to the University and the third copy to the faculty mentor.
14. Students must submit the report to the industry mentor of the company after completion of the internship and before leaving the organization.
15. The Internship Completion Certificate and the organization's Feedback Form are pre-requisite for completion of the Summer Internship.
16. Summer Internship carries 3 credits for BBA and B.Com students.

### Additional Guidelines for Internship/ SIP of students during situations like lockdown due to epidemic

While on-site internship with an organization is undertaken in normal situations, wherein above guidelines are applicable. However in the event of circumstances beyond control (such as a forced lockdown during the COVID pandemic in 2020), students can pursue an online internship project as approved by the Institute and each student will be assigned a faculty guide as in case of on-site internship. The basis of evaluation of project will be as for on-site internships.

In such cases for MBA students, the Institute will also identify up to 3 online Coursera, relevant to the project, which the student will need to complete along with the project. 3 credits will be awarded for the project and 3 for the online coursework.

**JK LAKSHMIPAT UNIVERSITY, JAIPUR B.Tech (PS-I/ PS-II)/ MBA, BBA & B.Com(SIP)/M.Tech(Internship /Industrial Project)**

**LETTER OF UNDERTAKING BY THE STUDENTS**

I, \_\_\_\_\_, of \_\_\_\_\_ [ \_\_\_\_\_ ], confirm having received the mail of Internship allotment with \_\_\_\_\_, from the Career Service Office, JK Lakshmipat University, Jaipur.

Further, I shall also report to the host organization as per the duration and time of internship mentioned in Internship manual. I hereby undertake that I will abide by the rules and regulations of the host organization and the JKLU. I understand that I shall be liable for suitable disciplinary action in case of any violation of the guidelines, as well as the host organization's rules and regulations. I will also keep on updating my faculty mentor about the progress of my internship work.

I further undertake all the responsibilities for undergoing the training at my cost and put my best efforts towards successful completion of this internship.

Date:

Signature:



### JK LAKSHMIPAT UNIVERSITY, JAIPUR STUDENT REPORTING FORM

(To be submitted to Director-IET's/Dean- IM's office and Mentors before proceeding B.Tech (PS-I/ PS-II)/ MBA, BBA & B.Com(SIP)/M.Tech(Internship /Industrial Project)

**Details of the Organization:**

Name of the Organization: .....

Address: .....

E-Mail: .....

**Personal Information**

Name of the Student: .....

Student ID: .....

Current address: .....

Ph: .....Mobile:..... E-mail: .....

**For office use:**

Name of the Project Guide: .....

Contact details of the Project Guide: .....

Ph: .....Mobile:.....E-mail .....

Name of the faculty supervisor: .....

Date :

Student's Signature

## JK LAKSHMIPAT UNIVERSITY, JAIPUR AUTHORIZATION FORM

The Project Mentor

.....

**Sub: Student Evaluation – Internship Project**

Dear Sir / Madam,

We thank you for offering Internship to our students of \_\_\_\_\_ program, Batch ....., Roll No & Name ..... in your esteemed organization.

We request you to evaluate the project work done by the student and provide feedback through Google link, will be shared in due course of time by faculty mentor.

We once again thank you for your cooperation.

Best regards,

Yours Sincerely,

(Faculty Mentor)

Email id:

Mob. No.

**JK Lakshmipat University- Jaipur**  
**Evaluation/Feedback of Interns**

1. Email address \*

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2. Name of the Student \*

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3. Company Name with Location \*

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4. Project Mentor Name \*

---

5. Day to Day Record of Task \* *Check all that apply.*

Regular

Occasional

Irregular

6. Please evaluate this student intern on the following items by checking the appropriate rating. \* *Mark only one oval per row.*

	Excellent	Good	Average	Need Improvements
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behaved in a professional manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrated critical thinking and problem solving skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energetic and Enthusiastic for his internship work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal relation & Team work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership, Decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability and dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Overall how do you rate your experience with the intern?

- Excellent
- Good
- Average
- Need Improvements

8. Would you suggest your organization to have tie-up with Institute of Engineering & Technology, JK Lakshmipat University, Jaipur for placements? \* *Check all that apply.*

YES No

9. Would you recruit/recommend intern for placement opportunity? \* *Mark only one oval.*

Yes

No

10. Are you interested in providing Internship to students for next batch also? \* *Check all that apply.*

Yes

No

11. Any additional Remark for the student

---

**To Whomsoever It May Concern**

This is to certify that Mr / Ms ----- student of \_\_\_\_\_ program JK Lakshmipat University, Jaipur has undertaken training in our organization from ----- to ----- on the Project/Work titled ----- under my guidance. To the best of my knowledge, this report represents the actual work/study done by the student.

I wish him/her all success in life.

**Signature of the Project Guide**

Name of the Project Guide

Designation

Address of the Company

Date

# Placement

## **B1: Preamble**

The placement for any Institute is an important parameter which reflects on the academic rigor, overall development of the student and ranking of the Institute. It also serves as a motivating factor for prospective students to seek admission in a particular Institute.

The placement manual will enable the placement activities to be in discipline and transparent manner. This may also assist in enhancing the quality of Placements. The Manual should be reviewed and suitably modified periodically.

## **B2: Process Guidelines**

The activity schedule with timeline for MBA/ B.Tech./BBA/BCom. students are as follows:

### Activity

### Timeline

#### **1. Formation of Placement Committee – IM/ IET**

**August**

Placement committee should consist of the following:

- Asst Director – Development
- Manager – Career Services & Outreach
- Executive – Career Services & Outreach
- Placement Faculty coordinators
- Department Coordinator applicable for (IET)
- Students (Atleast one student per branch/ Program)
- One alumnus from each institute

The number of students of Placement Committee will depend on the size of the Batch/ Program. The Director IET will act as a University Chair for Placement Committee and Head of Career Advisory Services will be the Co-Chair for it.

- |  |                      |
|--|----------------------|
| 2. CV submission by students -   | Last week of August. |
| 3. Employability assessment and training sessions  | August               |
| 4. Placement drives  | September onwards    |
| 5. Engagement with Recruiters / Industry Experts / Alumni:<br>Engagement with <b>Recruiters / Industry Experts / Alumni</b> could be through the following activities:   |                      |
| <ul style="list-style-type: none"><li>• Guest Lectures</li><li>• Summits</li><li>• Specific electives to be taken by recruiters</li><li>• Workshops</li><li>• Member of the committee for Course content review</li><li>• Mock interview sessions</li><li>• Industry visits by faculties / students</li><li>• Placement assistance</li><li>• Live Projects</li><li>• Career counseling</li><li>• Sponsorships / monetary contribution to the institute</li></ul> |                      |

### B3: Policy

1. General Eligibility Criteria



- a. Registered students of JKLU who are expected to complete their graduation by 2021.
  - b. The student does not have any backlog on the date of Placement Registration.
2. The last date to register for placements is August 30th, 2020. Students need to fill career opportunity form (Annexure- VI) and share their soft copy of updated CV in standard format with career services department at [placement@jkl.edu.in](mailto:placement@jkl.edu.in) for IET and BBA/ B Com and to [Shounak.biswas@jkl.edu.in](mailto:Shounak.biswas@jkl.edu.in) for MBA before August 30th, 2020. All unregistered students will be considered opted out from the placement process.
3. If a student decides to opt out from the selection process at any time of the final year, then he/she should submit the placement opt out form (Annexure- VII) to the Placement Cell.
4. Already placed student will remain eligible to avail additional placement opportunities in case the CTC offer is at least 30% more than his / her last offered CTC.
5. The decision to apply or not, by the eligible students will purely be their own. However, if any eligible student decides not to apply to three companies in continuation, without prior approval, he/she will be debarred from the placement process of the Institute.
6. It will be mandatory for all short-listed students to appear for the selection process/interview. Any withdrawal / no-show, without approval will debar the student from placement assistance of the Institute.
7. Attendance in pre-placement talks, personality development, preparatory classes (including mock interviews) and employability tests being conducted throughout their course duration is compulsory for all the students. Minimum 75% of attendance is mandatory else student will be considered disqualified for the placement support activities.
8. Career Services & Outreach Department will be sending all communication related to placement through email only. It is onus of every register student to check their email regularly and comply with announced deadlines. No late applications / requests will be entertained.
9. If needed, screening of students can be done by the Career Services & Outreach department on the basis of CGPA, Assessments result, attendance in CSO department's activities.
10. The student must strictly follow the guidelines of placement.

**JK Lakshmipat University, Jaipur**  
**Registration for seeking Placement Assistance from JKL**

1. Name of the student :
2. Email ID :
3. Phone No. :
4. Parent's Email ID :
5. Parent's Phone no. :
6. Stream :
7. Roll No. :
8. Contact No. :
9. Mail Id :
10. Internship (PS -I/ SIP) Company Name :
11. Internship (PS -I/SIP) Report Topic :

**Declaration:** I am interested in seeking Placement assistance from JKL. I will follow all the rules and regulations of Career services department especially the following:

1. The decision to apply or not will purely be mine. However, I decide not to apply to three companies in continuation, without prior approval, I will be disqualified from the placement support of the Institute.
2. It is mandatory for me to appear for the selection process/interview, if I get shortlisted. I will be debarred from placement assistance of the Institute in case of any withdrawal / no-show without prior approval.
3. Minimum 75% of my attendance is mandatory in placement led activities such as, pre-placement talks, personality development, preparatory classes (including mock interviews) and employability tests being conducted throughout the course duration, else I will be debarred from the placement support activities.
4. Career Services & Outreach Department will notify all communication related to placement activity through email. It is my onus to check regularly these emails and comply with the announced deadlines. If I fail to do so then my application / request will not be entertained.
5. If I do not follow other placement rules (Annexure-VI) of Career services department, department has the right to debar me from Placement assistance.

**Signature**

**Date:**

**JK Lakshmipat University, Jaipur**  
**Opt out form from the Placement process of JKL**

1. Name of the student :
2. Phone No. :
3. Email ID :
4. Parent's Phone No. :
5. Parent's Email ID :
6. Stream :
7. Roll No. :

I confirm to opt out of the Placement process of JKL. The reasons are as follows:

- (i) Higher studies. I wish to pursue higher studies at ----- (ii)  
Wish to start my own enterprise. Brief details -----
- (iii) Wish to join family business \_\_\_\_\_
- (iv) Wish to explore / arrange final Placement by myself \_\_\_\_\_
- (v) Preference for Govt. Job / PSU. \_\_\_\_\_
- (vi) Subject to acceptance by authorities -----

**Signature**

**Date:**

**JK LAKSHMIPAT UNIVERSITY, JAIPUR B.Tech (PS-I/ PS-II)/ MBA, BBA & B.Com (SIP)/ M.Tech (Internship  
/Industrial Project)  
LETTER OF UNDERTAKING BY THE STUDENTS**

I, \_\_\_\_\_ student of \_\_\_\_\_ program, Batch \_\_\_\_\_, Roll No. \_\_\_\_\_, confirm that I have read all the guidelines of Placement and Internship Manual. I understand and will abide by the guidelines/ rules mentioned in the manual.

**Signature:**

**Name:**

**Date:**