



KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY

Technopark Phase 4 Campus

Training and Placement Cell

The DUK Placement Cell provides comprehensive assistance to students in areas such as Placements, Internships, Industrial Visits, Placement Training classes, and other Industry Institute Interactions. To accomplish 'Academia-Industry Interaction,' DUK Placement Cell shall organise a platform for university students to interact with professionals from various industries. The main objective is to get the best internship and placement opportunities for all interested and eligible students.

The following are the members of the Placement Committee.

- Faculty Chair- Placements
- Placement Coordinator from each school- 5 nos
- Placement Officer
- Student Placement Coordinator
- Representative from each postgraduate specialisation (Students shall democratically elect the students' representatives to the placement committee.)

Process of enrolling on the Placement Cell

- During the first semester, the Placement Cell will collect students' data through a registration link. Students who do not complete the registration process will not be considered for the placement drive. From admission 2024 onwards, interested students should register with the Training and Placement cell by submitting a hard copy, duly signed, in the format provided.
- All final-year students at DUK are eligible to participate in the recruitment process for placements through the Placement Cell, except for those who are not interested in placements or have plans for higher education or entrepreneurship.
- To become eligible for placement, a student must satisfy the following conditions
 - He / She must be recommended by the Chair of the respective schools for registration with the Placement Cell.
 - He / She must attend the training sessions (internal/external) conducted by the Placement Cell. Each student must maintain a minimum attendance of 95% in the training sessions conducted by the Placement Cell; failing which, his/her name will not be registered for placement.

- The Chair of the Schools is to forward the names of the eligible students for placement to the Placement Cell, with due consideration of the following aspects.
 - Academic performance of the student
 - General behaviour in and outside the classrooms
 - Attendance
 - Any other reason they consider a disqualification
- One faculty member from each school will be the coordinator of Academia-Industry Linkages and will coordinate the placement activities of the respective schools with the placement cell. All communications and data shall be through the respective faculty coordinator, with the approval of the chair

School	Co-Ordinator Academia-Industry Linkages/ Placement activities
SoCS	Dr. Preetam Mukerjee
SoDS	Dr. Ashwin VS
SoI	Dr. Athira K
SoE	Dr. Jose Joseph
SoDiHLA	Dr. Shanujas V

Preparatory Committee for Placement Drives

SI No	School	Faculty for Technical and Industry Connect
SoCS	Cyber Security	Dr. Preetam, Prof. Merajudeen, Dr. Tony Thomas
	Machine Intelligence	Dr. Asharaf, Dr. Sumit, Dr. Sinnu
	MTech CS	Dr. Asharaf
SoDS	DA Computational Science	Dr. Manoj, Dr. Sishu Sankar Muni
	DA	Dr. Ashwin VS
	DA Bio AI	Dr. Sherin, Dr. Anoop Ayappan
	DA Geoinformatics	Dr. Radhakrishnan
SoI		Dr. Athira, Dr. Sooraj
SoE		Dr. Alex, Dr. Jose
SoDHLA		Dr. Satheesh Kumar, Dr. Shanujas V
Soft Skills and Mock Interviews		Dr. Shanujas, Prof Pradeep, Prof David

- Those students intending to pursue higher studies or setting up entrepreneurial activities should inform Placement Cell about opting out from placement-related activities. Their names shall be removed from the placement process. They will not be permitted to appear in the placement process subsequently.

Norms to be followed

1. All students must participate in all campus recruitments without objection unless the company mentions any specific condition or criteria.
2. Students with backlogs may not be allowed to participate in the recruitment/placement drives.
3. A student who has already secured a placement in a regular company will not be allowed to appear in a second company.
4. A student should not back out from the placement process of a company once she/he gives her/his name for taking a test or interview for the company. The student may try to obtain as much information as possible about the company from the concerned companies' websites or other reliable sources.
5. Once a student receives the offer letter, she/he is expected to sign and return the offer letter within two days of receipt. The Placement Committee can decide on the action to be taken in case a student delays signing and returning the offer letter.
6. Students may be permitted a second offer to improve upon an earlier request in hand under the following conditions:
 - All the students who have registered for placement have been placed
 - The placement committee is convinced that every student has had a *fair chance* to appear for interviews
 - The placement committee is convinced that no other students will lose their opportunity because of the second offer.
 - If the student wants to attend the selection process of a dream company.
7. The Placement Committee reserves the right to decide on the criteria to permit students to opt for a second offer.
8. If the company that selected some students cancels the selection later for any reason, then the Placement Committee can decide to permit the concerned students to attend future campus interviews taking place from that point in time.
9. Internships are mandatory for all students in the second year/final semester to be carried out either in an industry or at a DUK research office. If a student wishes to intern at DUK under the guidance of faculty members from DUK, this information shall be communicated to the Placement Cell during the second semester for MTech and the third semester for MSc/MBA Programs.
10. Students carrying out internships in a particular company (arranged through the institute) will not be allowed to discontinue halfway and join another one unless otherwise, the Placement Committee is satisfied with the reasons put forward by the concerned students. Prior information regarding this needs to be provided to the Placement Officer/Placement Committee by the student.
11. If a student has applied or submitted their CV to be forwarded by the institute to a company and is short-listed for an interview, and she/he is unable to attend the interview, the student would be considered not placed if she/he provide in writing stating the reasons for not attending the interview and the placement committee accepts the same.

12. If a candidate misbehaves with the officials of a visiting organisation and feels that this is likely to affect the placement of the rest of the candidates, then the concerned student is liable to be penalised/dropped from further placement activities as decided by the placement committee.
13. Any action by a student that amounts to breaching the conditions laid out in the placement policy or affects the good relationship of the institute with a company may result in the removal of that particular student from the placement process.
14. DUK Placement Cell reserves the right to change the policy from time to time for the larger benefit of the students and to be sensitive to actual market realities. In the event of any dispute, the VC's decision will be final and binding.

DUK Training and Placement Cell
Faculty Chair- Placements