

DG/Office Order/2025

06 November, 2025

OFFICE ORDER

Placements and Internship Affairs Action Committee (PIAAC)

An Action Committee for Placements and Internship Affairs has been constituted as per the following composition and terms and reference. It should be noted that scope of PIAAC is valid till the concerned student(s) (placed under PIAAC) are awarded the degree in Convocation of DAU Gandhinagar.

Chairs

Joint Placement Convener(s) [UG and PG Programs]

Convener

Head - CPM

Members

Dean (AP)

M.Tech. Coordinator

Dean (Students)

M.Sc. (IT) Coordinator

BTP Coordinator

M.Sc. (DS) Coordinator

UG Convener

M.Sc. (AA) Coordinator

PG Convener

M.Des. Coordinator

Note:

The Committee will be responsible for policy guidelines and implementation strategies for placements and academic internships. The committee will deal with:

- I. All disciplinary matters related to a students' placement, job, and academic internship come under the purview of the committee, including (but not limited to) misbehavior of a student(s) in a company, bad-mouthing about DAU at a company, bad-mouthing about a company at the DAU, doing an industrial internship along with doing Academic Internship under a faculty member (either from DAU and/or from outside University/College/Institute) without informing both the parties, etc.





- II. If any student is found guilty or suspected of violating the placement policy or doing mischievous activities/malpractices in the company process, all such matters should fall under this committee.
- III. Any activities done by the students at the company, which may affect the reputation of DAU and/or affect the employer-university relationship.
- IV. Whenever DAU (including any office bearer, faculty, staff, placement cell) receive a complaint, misconduct, or allegations from a company/Institute/University/College/R&D Lab or any organization related to a student, the respective program convener and coordinator are expected to be present to discuss various disciplinary issues related to the student(s) studying in the concerned program
- V. If any student misbehaves/does any misconduct in the company before getting degree awarded during the convocation at DAU then he/she will be redirected to the Disciplinary Action Committee (DAC) at the discretion of PIAAC.
- VI. Canvassing in any form including misleading information in resume (e.g., CPI, electives, projects, internships, etc.)
- VII. Once the student has accepted an offer through campus placements he/she will have to join the company; failing to which the student(s) will be referred to PIAAC.
- VIII. Minimum 90% attendance is mandatory for the campus placements activities, such as (talks, workshops, lecture series, training sessions, etc.) and if registered in a company for placement drive, it is mandatory to participate in the process of the respective company until and unless a written approval is given by the Placement Cell staff members or its office bearers) failing which the student(s) will be referred to PIAAC.



IX. Consider and decide whether:

- The matter requires any further formal action, or
- The matter is suitable for informal resolution or other action/procedure/punishment and therefore resolved, or
- The matter, if needed, should be redirected to the Disciplinary Action Committee (DAC) for further actions if any.

The punishment for breaching placement policy and/or process can vary depending on the severity of the breach. Some indicative (but not limited to) punishments are defined in this document.

Sr. No	Offense/Breach/Violation	Punishment(s)	Exception
1	Absence from mandatory employability skill sessions (Pre-Placement Tests, Mock GD's (Group Discussion), Technical Boot camps, Interview Preparation Workshops, Training Sessions, Guest Lectures, etc.) for more than 1 day	Ineligible for Day-0 companies for their respective programs	Medical reason with proof
2	Canvassing in any form including misleading information in resume (e.g., CPI, electives, projects, internships, etc.)	Debarred for next 1 company	NA
3	Dress code violation during campus recruitment processes such as Pre-Placement Talks, written tests, or interviews.	Debarred for next 1 company	NA
4	Mobile phone use during placement process including Pre-Placement Talk, Written Test Interviews, etc.	Debarred for next 1 company	NA
5	Engaging in impersonation or proxy attendance during any stage of the company's campus recruitment process (PPTs, written tests, etc.).	Debarred for next 1 company	NA
6	Dissemination of false or misleading information concerning placement activities at DAU during the placement process.	Debarred for next 1 company	NA

7	Failure to attend the placement process of a company after registering for it.	Debarred for next 2 companies	Documented medical reason with verifiable proof
8	Engaging in any direct or indirect communication with company representatives through email, calls, or social media platforms before, during, or after the placement process.	Debarred for next 2 companies	NA
9	Any act of misconduct toward company officials during placement activities (PPTs, written tests, interviews, etc.), irrespective of provocation.	Debarred for next 2 companies	NA
10	Any form of verbal or written misconduct toward Placement Cell representatives or Student Placement Cell members (SPC).	Debarred for next 2 companies	NA
11	Engaging in unlawful or prohibited activities connected to placement processes, either on or off campus	Debarred for next 2 companies; possible referral to DAC	NA
12	Use of unfair practices during company assessments, including possession of unauthorized devices or attempting tests from locations not approved by the Placement Office.	Debarred for next 3 companies	Exceptions may be granted for documented medical reasons, overlapping on-campus internship schedules, or ongoing international internships that prevent attendance on the specified test date.
13	Any interference in official placement procedures, including manipulation of slot schedules, lobbying with the placement cell, or dissemination of false information about student selection process.	Debarred for next 3 companies	NA



Dr. Bhanu Prasad



14	Unauthorized disclosure of company-specific information such as CTC, recruitment schedule, or process details to representatives of other organizations.	Debarred for next 4 companies	NA
15	Forgery, impersonation, or misuse of another person's identity during company processes, tests, or interviews.	Debarred for next 4 companies	NA
16	Participation in, or association with, any financial misconduct or fraudulent activity at the company.	Ineligible for placement; Referred to DAC, and the concerned faculty body for further action including possible denial of future reference letters or recommendations for employment or internships.	NA
17	Gender-related complaint received from company	Same as 16	NA
18	Posting defamatory or inappropriate content about the company or DAU on social media during SI/WI/J.	Same as 16	NA
19	Declining a job offer obtained via the campus placement process.	Ineligible for further placement	NA
20	Defaming the University or Placement Cell during the placement process or while pursuing an internship.	Same as 16	NA
21	Leaving the internship (Summer/Winter) before completion without prior written intimation or approval from the Placement Office.	Referred to DAC, and the concerned faculty body for further action including possible denial of future reference letters or recommendations for employment or internships.	NA



22	Unethical practices reported by the company—such as leaving immediately after training, misconduct, or lack of commitment—during internship or job tenure before award of the degree.	Same as 21	NA
23	Any act of indiscipline or misconduct during the internship period, if reported by the company before the degree is awarded.	Maybe referred to DAC at the discretion of PIAAC	NA

Note:

1. PIAAC may impose a monetary fine based on the severity of the offence. Such fines may be deducted from the student's caution deposit.
2. A dedicated ledger titled "*PIAAC Fine*" will be maintained under DAU's bank account and all collections will be utilized solely for DAU placement activities.
3. **Appeals:** Students may submit a single appeal to the Director General within two weeks of receiving a decision from PIAAC, supported by documentary evidence. The Director General's decision shall be final and binding.
4. Any other offence not listed above shall be equated by PIAAC to the closest relevant category (**Offense/Breach/Violation**) based on its nature and circumstances.



T. Bandyopadhyay
Prof. (Dr.) Tathagata Bandyopadhyay
Director General

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Director General
DAU, Gandhinagar

