

To
All HODs/Directors of All Institutes
University of Lucknow

Subject: Further strengthening of our Placements/Internships/Capacity Building

Dear Sirs/Madams,

With the permission of the Hon'ble Vice Chancellor, I request you all to kindly be advised on the following points for further strengthening of our placements/internships/capacity building.

1. Please make a Placement and Training cell (if not done so far) of your respective Departments / Institutions which must be shown in your Department section of our website.
2. Inform the undersigned in advance for any drive to be conducted as this will help you to be guided for not undertaking any unruly/ unwanted /unregistered placement activity. We can help to guide your students for the particular drive as to how to get through it successfully, if you so desire.
3. After each placement/internship (if paid) drive is conducted, you are required to provide the data (only in the prescribed Performa given hereunder) to the undersigned immediately for uploading on the central placement data. This is mandatory.

Year	Name if the student placed with contact details	Male/female	Program graduated from (mention subject)	Designation	Name of the Employer and company with contact details	Pay package at appointment
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- Please send the offer letters copy. In case not willing to share the letters, it will be presumed the HOD/Director is in possession of the Offer letters and will be provided, if required .
 - Upload in the Placement and Training Cell of your respective departments in the same format. Photos can also be placed.
4. Please provide the placement data of your respective Depts/Institutes for the session 2022-23 to the undersigned latest by 10.08.2023 failing which we presume that no placement has been done so far.
 5. This must continue for any placement/internship (paid only) done at your level.
 6. You are also advised to Warn the students and the Companies that Placements in LU are provided without any charges. Anyone-the student or the company- found in any financial involvement during any process or any point of time will be liable of strict disciplinary action.

As our placement and internship data is already overwhelming, a small co - operation from all will help in making our University, one of the top institutions in providing placements, internships and counseling. You will appreciate that projections of our endeavors in the right manner and right time is the only way to build the strongest brand of any Institution.

Thanking you,
Yours faithfully,
Prof. Madhurima Lall
Director, CPC