

Delhi Technological University
Department of Training and Placement
Placement Policy/SOP/Rules for 2022-23 passing out batch

1. A student having no job offer can apply for placement in any company visiting the campus provided he/she is eligible as per the eligibility criteria set by the company.
2. A student placed with salary package 'X' LPA CTC can apply for second placement for a company with '1.5X' LPA CTC or as decided by the T&P department, provided 80% of students are placed. However, a student placed in an 'Exclusive' company/PSU cannot apply for a second job. Owing to multiple factors such as brand value, CTC, number of offers given on regular basis etc. 'Exclusive' status can be given to any company by the T&P department and this list may be revised from time to time. The factor 1.5X and 80% can be relaxed only in exceptional case.
3. If PPO is received by any student, he/she must inform the T&P department within 24 hours of receipt of PPO.
4. If PPO is offered by the company, then the student must accept that offer. In an extreme and justifiable case, the student wishes to take part in on-campus placement and not accepting the PPO offered by the company, then his/her request can be considered by the HOD (T&P) only on the merit of the case. In such case, after the approval of his/her application he/she must submit an undertaking that he/she will not sit for companies with CTC less than 1.5 times (or as decided the Head, T&P) of the CTC offered by the company on his/her PPO.
5. A student can appear for Government and PSU organisations on the condition that he/she has total offers less than 2 offers. For eg, if a student gets an on-campus offer and after that the student receives a PPO, the PPO would be considered as a second opportunity.
6. If a student gets two placement offers (including PPO) he/she will be required to choose between the two offers within three days of receiving the result of the company and need to communicate to the T&P department, in writing, otherwise necessary disciplinary action will be taken against them including cancellation of both offers.
7. If a student receives Off-Campus offer, the student will be considered for the on-campus opportunities for companies offering CTC 1.5 times higher than the CTC of the off-campus offer(s) relaxing the 80% placement criteria.
8. All off-campus offers (selection intimation) must be communicated to Head, T&P on Mail ID- placements@dtu.ac.in within 24 hours. Otherwise, disciplinary action may be taken.
9. A student must accept the on-campus internship offer. If a student, due to any reason, doesn't accept the internship which he/she has received from the campus, then the student will be treated at par with the students getting the off-campus placements. [The rule mentioned in point No.7 will be applicable]. However, this rule will not be applicable if the CTC offered by the company (internship) is less than 8 lac.
10. If a student is selected for 6 months internship without FTE offer, then he is deemed to have been placed with notional CTC equal to that offered by the same company. The candidate who has received such internship can participate in only those companies which offers CTC above 'X'.
11. Companies are responsible for shortlisting the resume/profile of students as per their own selection criteria and no inquiry will be entertained on companies' shortlisting process.
12. The CGPA cutoff criteria is set as per the directions of the company and no inquiry will be entertained on lowering the cutoff. It is the final decision of the company which is to be considered while setting the CGPA criteria and the placement team at T&P plays no role in the same.
13. Only one person authorized by the T&P department can edit the resume manager database.

14. Once the acceptance of applications closes on the resume manager, no application would be considered in any case.
15. In case a student applies for a company but does not attend the presentation or any further rounds of the company or is late for the placement process of the company, he/she will be debarred minimum for the next two weeks.
16. Any student who misbehaves with placement coordinators/university staff / company executives during the selection process will be debarred from the placement process for the whole semester.
17. Misconduct/Copying during the written test/online test will lead to debarment for the complete placement session.
18. Data filled on the resume manager, the CV provided will be cross verified on a regular basis. In case of any discrepancy in the data provided or any false claim in the CV is identified, students will be debarred from the whole placement session and necessary disciplinary action will be taken against them.
19. Posting company-related information via social media, or any other platform is prohibited, and necessary disciplinary action will be taken against the concerned student.
20. CR should submit attendance of each branch month-wise to his respective department Placement Coordinator.
21. Any student who fails the attendance criteria set by the university in his/her respective department will be liable for strict action which may include debarment for one semester/cancellation of an existing offer.
22. Strict action will be taken, if any student shows non-sincere attitude to company officials in the following manner:
 - a. **Tells the company that he/she doesn't want to join the company.**
 - b. **Speaks negatively about the company/university.**
 - c. **Lays down conditions to join the company.**
 - d. **The student approaches the company executive without proper channels**

Code of Conduct:-

1. All students sitting for placement process have to follow the following dress code falling which they will be debarred from the placement process of the company:
For summers- Blue formal shirt and formal black trouser/skirt.
And for winters- Blue formal shirt and black trouser/skirt with black blazer and black tie.
2. Always bring hard copy of resume, rough sheets, pen and college ID cards for any company's online test/interviews.
3. Mobile phones and electronic gadgets are strictly prohibited during written/online test. Disciplinary action shall be taken if anybody found guilty.