



नेताजी सुभाष प्रौद्योगिकी विश्वविद्यालय NETAJI SUBHAS UNIVERSITY OF TECHNOLOGY

A STATE UNIVERSITY UNDER DELHI ACT 06 OF 2018, GOVT. OF NCT OF DELHI

(Formerly Netaji Subhas Institute of Technology)

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PLACEMENT POLICY & GUIDELINES 2023- 2024

The role of Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here. The placement season will be conducted in hybrid mode; the mode of process for each company has been left to the decision of the company. Like last year, some companies will conduct their process in online mode, some offline while others may opt for hybrid mode.

1. Classification of Company

A. Each company is categorized as Dream or A++ and sub-categorized into TECH, NON-TECH and CORE. The category of each company is decided by the Training and Placement Cell as per the below mentioned Criteria.

For Tech:

- Dream Category ≥ 13 LPA
- A++ Category < 13 LPA

For Non - Tech:

- Dream Category ≥ 7 LPA
- A++ Category < 7 LPA

For Core:

- Dream Category ≥ 6 LPA
- A++ Category < 6 LPA

B. Furthermore, the companies are divided into 3 subcategories:

- **Tech**
- **Non-Tech**
- **Core** (Mechanical, MPAAE, Instrumentation, Electrical, Electronics , Civil and Biotechnology)

If a student is placed in a specific sub category, he/she cannot apply for any different subcategory even in a higher category company. For example, if a student is placed in a Non-Tech company of A++ category, he/she will not be allowed to appear for Tech or Core company of Any category even if the cap is satisfied. No requests will be entertained to change the sub category once any offer is accepted by the student in a particular category.

Tech	Non - Tech	Core
<ul style="list-style-type: none"> • Dream Category ≥ 13 LPA • A++ Category < 13 LPA 	<ul style="list-style-type: none"> • Dream Category ≥ 7 LPA • A++ Category < 7 LPA 	<ul style="list-style-type: none"> • Dream Category ≥ 6 LPA • A++ Category < 6 LPA
<p>If a student is placed in an A++ Tech Company offering < 13 LPA. He/She is restricted from applying in other Categories (Non-Tech and Core)</p> <p>He/she can only apply for further Dream Tech opportunities, If and only if they satisfy the cap criteria of the Tech company.</p>	<p>If student is placed in an A++ Non-Tech Company offering < 7 LPA. He/She is restricted from applying in other Categories (Tech and Core)</p> <p>He/she can only apply in further Dream Non-Tech opportunities, If and only if they satisfy the cap criteria of the Non-Tech company</p>	<p>If a student is placed in an A++ Tech Company offering < 6 LPA. He/She is restricted from applying in other Categories (Tech and Core)</p> <p>He/she can only apply in further Dream Core opportunities, If and only if they satisfy the Cap Criteria of the core company.</p>

**** T&P will also release cap criteria along with all necessary details of the company. Students who have received offers will be permitted to sit in further opportunities based on the Cap Criteria.**

2. Eligibility Criterion:

- A student can participate in the placement process of a company subject to the following conditions:
 1. He/ She meets the requirements/eligibility criteria specified
 - a. By the company and
 - b. By the placement policy
 2. Once a student is selected/ made an offer by Dream Company, he/she is restricted from applying in the campus placement process until and unless he/she satisfies the CAP criteria.
- Students who get an on-campus placement opportunity, must accept the offer within 24 hours and submit a duly filled undertaking.

3. Category Policies

- T&P will internally see the size of the batch placed, frequency and CTC offered by the company to decide cap criteria.
- In case of an on-campus offer, all the organizations having, 13 LPA and above in case of Tech company (Software development etc.), 7 LPA and above in case of Non-Tech (Product Analyst, Sales, Marketing, Business Development, Consultant etc.), and 6 LPA and above in case of Core (related to ICE, MPAA, Mech., Bio Tech. etc.) will be considered under the DREAM category. Students should make their choices to appear in the companies carefully as no request to change the cap will be accepted by T&P.
- Placed Students will be allowed to sit for further opportunities based on the Cap Criteria set by T&P only after 75 percent of the batch has been placed.
- (Non-Tech) E.g. a student has got an offer from a Company having 5 LPA CTC. Now, if another firm comes at a later stage with 11LPA & Cap criteria is set to be 6LPA, then all the students having Package below or equal to Cap criteria (in this case 6 LPA) will be eligible to appear for the opportunity.
- (Tech) E.g. a student has got an offer from a Company having 8 LPA CTC. Now, if another firm comes at a later stage with 15 LPA & Cap criteria is set to be 8LPA, then all the students having Package below or equal to Cap criteria (in this case 8 LPA) will be eligible to appear for the opportunity.

- (Core) E.g. a student has got an offer from a Company having 4 LPA CTC. Now, if another firm comes at a later stage with 8LPA & Cap criteria is set to be 5 LPA, then all the students having Package below or equal to Cap criteria (in this case 5 LPA) will be eligible to appear for the opportunity. If a student receives an offer from a Tech company, then they cannot apply for Non-Tech or Core companies and the same will be true for Non-Tech and Core companies.

4. PPO Policies

In case of an on-campus offer, all the organizations will be having:

1. **13 LPA and above in case of Tech company (Software develop etc.)**
2. **7 LPA and above in case of Non-Tech (Non tech related Analyst, Data Science, Business Developer, consultant etc.)**
3. **5 LPA and above in case of Core (core related ICE, MPAE, Mech., Bio Tech. etc.)**

will be composed under the DREAM category. You should make your choice to appear in the companies carefully as no request to change the cap will be accepted by T&P.

If the candidate has been offered a PPO from a DREAM company, he/she will NOT BE ALLOWED to sit in the placement session 2023-2024 except for Tech Subcategory.

EXCEPTION:

- For a Tech role, In case the PPO is less than or equal to 10 LPA, the student will be allowed to sit in the placement season 2023-2024 for the first two Month only for Tech profile role.
- In case the PPO is greater than 10 LPA or less than or equal to 13 LPA ($10 \text{ LPA} < \text{PPO} \leq 13 \text{ LPA}$), the student can reject the PPO ahead of receiving it and sit for DREAM companies by submitting the Rejection form (given below) with Undertaking (attached in the mail) to T&P cell by 16 JULY 2023.

LINK to the form for PPO Rejection: <https://forms.gle/mJqn8qU6QjNkRhtv9>

5. Subject Drop Criteria

- Kindly refer below table regarding Subject drop policy for B.Tech/M.Tech/MBA/BBA/B.Des:

<u>Courses</u>	<u>No. of subjects allowed to drop for respective courses</u>
B.Tech	A student from B.Tech can drop up to a maximum of any 2 subjects (8 credits).
M.Tech	A student from M.Tech can drop up to a maximum of any 1 subject (4 credits).
MBA	A student from MBA can drop at most 4 credits and 1 subject. Note: Request to drop 2 subjects of 2 credits will not be entertained.
BBA	A student from BBA can drop at most 4 credit and 1 subject. Note: Request to drop 2 subjects of 2 credit will not be entertained.

M.SC	A student from M.SC can drop at most 4 credits and 1 subject. Note: Request to drop 2 subjects of 2 credit will not be entertained.
B.Des	A student from B.Des can drop up to a maximum of any 2 subjects (8 credits).

NOTE:**

- zero credit foundation electives such as yoga, sports, NPTEL are neither included in no. Of active backlogs nor counted in drop subjects for placement opportunities.
- The students are therefore requested to not include these subjects and only drop subjects with credits while calculating their Cgpa after drop.
- Furthermore, please note that this rule is applicable only for placements.
- If anyone has active backlogs and tries to drop the subjects, this will not be counted in the active backlog (Only valid For Training & Placement).
- A student can drop at max 2 active Backlog.
- Even if a student doesn't have an active backlog, then he can also drop 2 subjects having the lowest grade point.

6. Acceptance of an Offer:

- A student who has accepted an offer is expected to join on the given joining date. If a student does not join after he/she has accepted the offer, a penalty will be imposed by the institute or No dues, NoC/degree will not be issued to the defaulters.
- Any complaints regarding attrition received from the company post joining may lead to strict actions from the University against the student. The University will impose a penalty or not issue NOC, No dues and degree/certificates to the defaulters.
- **It is mandatory for students to serve a minimum 6 months of time period at a company after accepting the offer letter and joining if he/she wishes to leave the company, it is important to complete all the formalities including the notice period service as per the company norms. Any complaints regarding attrition received from the company post joining may lead to strict actions from the University against the student. The University will impose a penalty OR would not issue NOC, No dues and degree to the defaulters.**
- **If a student does not accept the offer or does not join the company after acceptance due to pursuing higher studies (MBA, MS, or any UPSC entrance examination) (in India or Abroad), the student needs to inform the placement cell as soon as possible (latest by 15th May, 2024) along with the relevant proofs. No penalty of any kind will be imposed, if the above is reported to the placement office in the defined timeline.**

7. Off Campus Offer:

- Students who have an on-campus offer in a dream category company and choose to accept an off-campus offer will be penalized or No dues, NoC will not be issued to the defaulters as decided by the T&P. Only after paying the penalty will they be allowed to accept the off-campus offer (leading to rejection of on-campus offer).

8. Internship Offer:

- Students who have received a 6-month Internship+FTE will not be allowed to apply in any further opportunities, Whereas Students who have received only a 6-month internship offer from an organization will be allowed to apply for Full-Time Opportunities only after 50% of the entire batch

has been placed. No queries/requests related to this matter will be entertained.

- **ONLY FOR BTECH CANDIDATE:** If a student receives a six-month internship offer, T&P will not issue a NoC and will not be held responsible for maintaining attendance records. But can do a six-month internship, if he/she has completed 162 Credits. Students can take NoC from their respective departments.
- Students interning at an organization that will be visiting the campus for recruitment, under no circumstances are allowed to inform the company officials about the placement schedule (i.e. details about companies visited and companies that will be visiting the campus). Students are advised to contact the POC of that particular company in such a situation.

Below is a detailed description of internship availability (date & duration) for various courses at the university.

Degree	Intern duration	Tentative Dates Intern Duration Course Wise	Full time Joining if you provide PPO or recruitment for full time offer (joining)	Passing year	Remarks The dates mentioned below for the exam and internship are tentative, it all depends on the release of the last date sheet scheduled 10-15 days before the exam.
B.Tech (2024 passing)	6 MONTHS	1 JAN 2024 to 30 JUNE 2024	July 2024	July 2024	6 Month Intern January to June 2024 (Applicable only if he/she has completed 162 Credits.)
B.Tech (2025 passing)	2 MONTHS	24 MAY 2024 to 24 JULY 2024	July 2025	July 2025	2 month Intern 24 MAY to 25 JULY 2024
M.Tech (2024 Passing)	6 MONTHS	01 JAN 2024 to 30 JUNE 2024	July 2024	July 2024	6 Months Intern January to June 2024
M.Tech (2025 Passing)	2 MONTHS	24 MAY 2024 to 25 JULY 2024	July 2025	July 2025	2 Month intern 24 MAY to 25 JULY 2024
M.Tech (2025)	6 MONTHS	01 JAN 2025 to 30	July 2025	July 2025	6 Months Intern January to June 2025

Passing)		JUNE 2025			
M.Sc (2025 Passing)	2 MONTHS	24 MAY 2024 to 24 JULY 2024	July 2025	July 2025	2 month Intern 24 MAY to 25 JULY 2024
B.Design (2024 Passing)	6 MONTHS	01 JAN 2024 to 30 JUNE 2024	July 2024	July 2024	6 Months Intern Jan. to June 2024
B.Design (2025 Passing)	2 MONTHS	24 MAY 2024 to 25 JULY 2024	July 2025	July 2025	2 Month intern 24 MAY to 25 JULY 2024
MBA (2024 Passing)	4 MONTHS	01 JAN 2024 to 30 APRIL 2024	June 2024	June 2024	4 Months Intern Jan. to April 2024
MBA (2025 Passing)	2 MONTHS	24 MAY 2024 to 25 JULY 2024	June 2025	June 2025	2 Month intern 24 MAY to 25 JULY 2024
BBA (2024 Passing)	4 months	01 JAN 2024 to 30 APRIL 2024	June 2024	June 2024	4 Months Intern Jan. to April 2024
BBA (2025 Passing)	2 Months	24 MAY to 25 JULY 2024	June 2025	June 2025	2 Month intern 24 MAY to 25 JULY 2024
MA (2024 Passing)	2 Months	24 MAY to 25 JULY 2023	June 2024	June 2024	2 Month intern 24 MAY to 25 JULY 2023

9. Penalty Structure

- Any student who violates the rules & regulations laid down by the Training & Placement Cell will be penalized with a penalty depending on the extent of the breach of policies.
- Students are strictly advised against below mentioned actions as it will lead to his/her debarment from the placement season. The T&P cell reserves the discretion to determine the extent of ban imposed.

Actions
Failure to appear in PPT session after registering for an opportunity without valid justification
Data fudging while registering for an opportunity
Backing out from Process after registering for a company without valid reason
Backing out from Interview after clearing the test without valid reason
Misbehaving with T&P official or Placement Committee
Misconduct in tests/interviews

- It will also be the sole discretion of the Training & Placement Cell to determine ban for any other violations apart from those listed above which are in direct breach of the rules & regulations.

10. Rules & Regulation:

- If any student is found interacting with the HR or any other executive of the organization, he/ she will be removed from the placement portal.
- All the information shared through e-mail/portal or any other mode should be kept confidential and sharing any such information with anyone will lead to ban from the placement season.
- No student is allowed to disclose the details of the placement session (commencement of the placement session, details about other visiting companies) during their interview, or later to the company's executive (s). Strict action will be taken against the defaulters.**
- No student is allowed to post **any details about their internship/placement offers or PPO on LinkedIn, Facebook or any other social media till the month of March 2024**. Strict actions will be taken against the defaulters and offers can also be revoked in this case.
- The T&P Cell reserves the right to take a set of following action(s) against those students who are found in violation of placement rules.
 - Cancellation of one or more offers.
 - Temporary removal from the placement portal as decided by T&P.
 - Debarment from the entire placement season.
- Students must be **formally dressed and report before time** whenever they participate in the recruitment process of any company.
- Only registered candidates would be allowed to sit for the process, requests to register after the deadline will not be entertained. The students should register in the time frame allotted for the

registration.

- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- If there are any issues from the recruiter's side that students face, the students are requested to kindly inform the T&P Office immediately and mail T&P.
- If for whatever reasons the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would be banned from participating in the further placement processes. Regular absenteeism may lead to imposition of permanent ban from the complete placement season.

Please read these policies carefully and follow all the instructions. All these rules are for seamless placement drives, and they are created to encourage maximum batch placement.

For all matters not covered by the above regulations, the T&P Cell will use its discretion to take appropriate decisions. The decision taken by T&P Cell shall be binding on all students.

Further, all students are requested to first approach the Placement Coordinators in case they have any genuine issue.

If the issue stands unresolved then you can reach out to the Placement officials in the Training and Placement cell.

- 1) Mr Rajesh Rawat**
- 2) Prof. MPS Bhatia**

In case of an Emergency, Mr. Rajesh Rawat is reachable at +91 9810472670, +91 9205475078

T&P Wishes All the Students to All The Best For Upcoming Placement Season and future Endeavors.