

Delhi Skill and Entrepreneurship University
Students Placement Policy



DSEU

Crafting Excellence

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Delhi Skill and Entrepreneurship University Placement Policy

DEFINITIONS

This policy document guides the recruitment and selection process for the placement of students of Delhi Skill and Entrepreneurship University (DSEU). Following terms (indicated in UPPER case) have been used as defined below, unless stated otherwise:

BRANCH	The branch of Diploma, UG, PG and PhD Program in which the student is enrolled. (For example, Diploma in Architecture, Diploma in Chemical Engineering, B.Tech in Mechanical Engineering, Master of Computer Application etc.)
CGPA	Cumulative Grade Point Average
CPT	Campus Placement Team
CTC	CTC means Cost To Company. The Salary package offered by the Organization.
DEPARTMENT	Academic unit of the University offering any Diploma/UG/PG program
JOB DESCRIPTION (JD)	The document shared by the organization communicating details about work profile and pay package offered.
ORGANIZATION	The organization offering placement opportunities to the students.
ORGANIZATION REGISTRATION	Registration by the students for expressing interest in participating for the selection process by a visiting organization.
OFF-CAMPUS PLACEMENT	Job offer to a student from an organization other than On-campus placement.
ON-CAMPUS PLACEMENT	Job offer to a student from an organization visiting the University.
PLACEMENT PROCESS	Process of selection of students by an organization offering placement opportunities.
REGISTERED STUDENT	A DSEU student registered with the CPT.
STUDENT	A student enrolled in any full-time program offered by Delhi Skill and Entrepreneurship University (DSEU)
UNIVERSITY	Delhi Skill and Entrepreneurship University (DSEU)

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1.0 Introduction

The DSEU Students Placement Policy has been carved to create a win-win situation for DSEU and our placement partners. The policy is intended to facilitate DSEU regular students to avail equal opportunities of placement and internship. Though DSEU extends all support to ensure that students are given opportunities to get connected with the industry partners for suitable placements, there is no guarantee for the same. The DSEU team continuously endeavours to ensure that the university emerges as the most favoured destination for recruiting organizations. This is possible only with the whole-hearted support of all students. So, students are expected to understand the Placement Policy and follow it strictly. In the best interest of the DSEU students, some policy changes may be incorporated from time to time.

2.0 Objectives of Placement Policy

The Placement policy of DSEU aims to ensure a positive experience and successful outcome for all stakeholders. Following are the main objectives of DSEU Placement Policy: -

- a. To provide equal opportunities of internships and placements to DSEU students;
- b. To help in suitable placement of maximum number of students;
- c. To help DSEU students in getting competitive pay packages;
- d. To set transparent processes related to the internship and placement of DSEU students.
- e. To provide good placement platform to the recruiting organizations at various DSEU campuses

3.0 Scope of Placement Policy

This policy applies to all students of the University registered with the Placement cell of DSEU campuses for placement and/or internship. It is applicable to the regular full time students of Diploma, UG programs, PG programs and beyond. In this context this policy encompasses:

- student registration for placement/internship assistance;
- processes related to aiding for placement/internships;
- processes related to facilitation of interaction between students and companies in context of placement and/ or internship

This policy does not apply to:

- internships/ project/ industrial engagements outside the approved curriculum of the program;
- off-campus placement and internship
- Short-term skilling courses and DSEU Projects

Note: DSEU Students Placement Policy though assists students for their suitable placement, it does not guarantee placements.

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4.0 Placement Process

4.1 Student Registration

All final year students shall be eligible to participate in the recruitment and selection processes for their placement. Students will be compulsorily required to register themselves for participation in the placement processes by providing his/her details in prescribed format along with registration form, CV (online/offline as directed) for the registration to the Campus Placement Team. If any student doesn't register with the Campus Placement Team it will imply that he/she is not willing to participate in the placement/internship process.

The Campus Placement Team may monitor the information provided by the students throughout the recruitment/placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the process. In addition, this may also invite disciplinary action against the student.

4.2 Eligibility Criteria

All final year students of the University will be eligible to register for the placement with the campus placement team irrespective of his/her academic credentials, subject to participation in the pre-placement activities like workshops, mock interviews, preparatory test series, if any conducted. However, the final eligibility to participate in the recruitment and selection process of a particular organization will be decided by the organization. Campus placement team/Central team of the university have no role on eligibility criteria set by the organization.

The CGPA cut-off criteria for various recruitment drives will be set as per the directions of the concerned organizations and no inquiry will be entertained on lowering the cutoff. It will be the final decision of the organization that will be considered while setting the CGPA criteria and the placement teams will not play any role in deciding the same.

4.3 Expected behaviour of students

- a. Students are expected to behave with the organizations in courteous manner and should not argue with the recruiters and maintain decorum in all circumstances.
- b. Students must carry their I-cards at all times during interviews and screening/selection tests. No one would be allowed to enter the test/interview venue without the I-card.
- c. All students should follow the instructions issued by the CPT/Central Placement team from time to time.
- d. They should not discuss with the recruiters regarding selections/selection process/offer letters etc.
- e. If any student faces behavioral problems from the recruiters side, s/he should inform about the same to the CPT immediately.
- f. Students should be seated 10 minutes prior to the start of recruitment process.
- g. Students must carry a complete file with a few copies of CV, original certificates (If Possible) and copies thereof while appearing for the interview.
- h. No mobile phones are allowed in the test/interview room. So, students should refrain from carrying one into such venue.
- i. Dress Code: Students must wear formal dress during recruitment process.

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4.4 Sharing of Job Description and Registration of Students for organizations' Recruitment Drives/Processes

Once an organization shows interest in the placement process for DSEU students, they will share job description (JD) along with pay package offering and eligibility criteria. The same will be shared with the students through email and other social platforms. Data of interested and eligible students as per the eligibility shared by the organization, will be collected through registration in the prescribed format from the students. The collected data will be shared with the organization for further processing.

Merely satisfying the eligibility criteria shared by the organization, will not be a parameter for the final selection and so there is no guarantee that eligible students will be selected by the organizations.

4.5 Shortlisting by the Organizations

Organizations will be responsible for shortlisting the resume/profile of students as per their own selection criteria. No inquiry from anyone including students, will be entertained on organizations' shortlisting process. Organizations will be free to shortlist the students on the basis of:

- a. Academic Credentials -
- b. Written tests – Objective/Subjective Tests
- c. Computer based Online/Offline Tests
- d. Viva/Interview
- e. Any other criteria (may or may not be shared with campus/university)

4.6 Slot allotment to the organization

The selection process for placements may be online or offline as per the requirement of the participating organizations. A schedule will be prepared and participating organizations will be allocated appropriate slots for effective time management.

4.7 Selection process by the organization and Result

The selection process will be carried out by the organizations independently. Campus Placement Team will help participating organizations in terms of managing students and providing needed infrastructure and hospitality. The final result will be shared with the students through email and other social media platforms. No inquiry will be entertained on organizations' final result by CPT. If a student is directly communicated about his selection by the concerned organization, it will be the duty of the student to inform CPT within 24 hours of receipt of result.

If a student gets two placement offers, he/she will be required to choose between the two offers within three days of receiving the result of the second company/organization. S/he should communicate the same to the CPT, in writing, otherwise necessary disciplinary action will be taken against him/her including cancellation of both offers and debarment from participating in the further recruitment and selection processes for placement.

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5.0 Restriction on number of offers

In order to provide equal opportunity and accommodate maximum students, principle of 'One Student One Offer' will be followed with the following exceptions:-

- a. A student who has been selected only by participating in the recruitment/placement process of another at 'X' CTC by any organization may go for one upgradation organization offering '2X' CTC or more.
- b. A student placed with salary package 'X' CTC can apply for second placement for an organization with '1.5X' CTC or more, provided 80% of the students are placed. However, Campus Placement Team may allow students to participate for second placement process in exceptional circumstances.

6.0 Off-Campus Placement

Any student who gets an off-campus placement opportunity from any organization must inform CPT within five working days.

7.0 General Guidelines for students

- a. Those students who don't wish to participate in the placement process at any point of time, must inform CPT immediately.
- b. Students are solely responsible for submitting/updating their contact information such as mobile number, email ID, and address to remain fully updated about the placement process and get timely communication from the organizations as well as CPT.
- c. If any student gets selected by the organization after completion of selection process and he/she rejects the offer after selection, the said student will be considered as 'placed student'.
- d. The CPT/Central Placement team will not be responsible, if any organization withdraws offers from the selected students at any point of time.
- e. In case of international placements, the CPT/Central Placement Team is not liable for any VISA related issue.
- f. Using any unfair means during selection tests (online/offline) will lead to cancellation of registration for that particular recruitment drive.
- g. In following cases, strict punitive action as decided by the CPT, including debarment from participating in next two recruitment drives, may be taken against the faulty students:
 - i. If a student registers for participating in the recruitment drive of an organization but does not attend the presentation or any further rounds of the organization or reaches late for the selection process of the organization;
 - ii. If a student misbehaves with placement coordinators/university staff/organization executives during the selection process
 - iii. Strict action (including debarment from participating in further recruitment drives) will be taken, if any student shows non-sincere attitude to organization officers/officials in the following manner:
 - iv. Tells the organization that he/she doesn't want to join the organization post accepting the offer.
 - v. Speaks negatively about the organization/university.
 - vi. Lays down conditions to join the organization.
 - vii. The student approaches the organization executive without proper channels

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- h. Students should fully disclose any disability not mentioned before which may affect the placement.

8.0 Tentative Annual Time-lines

Activities		Period
Students' Registration with CPT		15 th September
Pre-Placement Trainings in collaboration with Industry Partners	Preparation of Resume	August-September
	Communication Skills	September - November
	Mock Interview	September - November
	Group Discussion	September - November
Campus Drives		October onwards

References:

1. IIT Delhi Students placement policy
2. DTU Placement Policy
3. MNIT Placement Policy
4. LNMIT Placement Policy

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