



University School of Information, Communication & Technology
Guru Gobind Singh Indraprastha University
Dwarka, Sector - 16C, New Delhi- 110 078

TRAINING AND PLACEMENT CELL,USICT

PLACEMENT POLICY

Ref. IPU/USICT/TPC/2025/162

Date:21.02.2025

1. Introduction

Training and Placement Cell ,USICT is playing an active and vital role in connecting our students with prospective employers. Our objective is to look for a **100% placement** of all interested and eligible USICT students. We follow policy of "One Student One Job". TPC USICT comprises of TPO, Assistant and Students Placement coordinators, who lead a team of dedicated placement representatives from various courses of study. **TPC USICT** coordinates various activities related to the career of the students along with the industrial training and visits. **TPC USICT** organizes Personality development workshops, mock interviews, group discussions, and Application-based Hackathons.

2. Placement Rules and Regulations

2.1 Eligibility:

TNP Cell, USICT would facilitate training and placement services to its students fulfilling the below mentioned criteria:

- Successfully completed the semester examinations/course with a CGPA equivalent to 6 or higher, and with no active backlogs.
- Satisfactory conduct with no disciplinary action throughout the program.
- Good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).

2.2 General Guidelines:

The following guidelines mentioned in this placement policy should be followed at all times during the placements, failing to do so will mark the student as **debarred** from all **training & placement activities**.

- Maintain proper discipline and conduct as per the rules of the University even **after the placement**. Acts of indiscipline/non-compliance will be reported to the company for further necessary action.
- Stay in constant touch with Training & Placement student coordinators along with TNP cell for details and updates regarding placement activities.
- Escalation of queries related to TNP should be done by mentioning Full name, Branch, and Enrolment number.
- All students who are eligible and require placement assistance must fill a Placement registration form along-with the undertaking.
- Course coordinators of every batch are to be contacted by the students to establish any communication with TNP Cell.
- Students must always keep their documents, mark sheets, government IDs, resumes, projects, etc. ready during the placement season.
- Students should make sure that they provide non-erroneous information to the Cell and in case of discrepancies, it should be informed to the TNP Cell.
- Students should refrain from registering themselves in drives not meeting the eligibility as per the JD of the company and TNP Placement Policies.
- **Each student will be allowed to get a job in one company and second opportunity(TNP Cell/CCGPC) as per the slab criteria which will be released by the TNP Cell/CCGPC before the start of the recruitment session.**
- Each student will be allowed one non-overlapping internship/placement offer from the Training and Placement Cell, USICT unless specified explicitly.
- Any student, who receives a pre-placement/internship offer(on-campus/off-campus), is required to report the same to the placement office within one working day failing to do same will lead to debarment from all university placement activities.
- Those students who **do not wish to participate** in any recruitment process must inform the T&P office **in the starting of the placement season**, to give opportunities to other eligible students.
- Carry your **Identity Card** during all the processes and provide the same when demanded by the visiting team or TNP Cell staff.
- In the case of online placement drives students must make sure that their computers meet the specified system requirements and have stable internet connectivity.



- For PPT/Online/Pen-Paper Test/PI/GD be present at least **45 minutes** before the start of the process.
- PPO Offer is considered as a Job Offer; hence the same policy is applicable.
- If a student's name appears on the final result declared after the Company's placement process, then it would be considered as an on-campus offer to the student.
- Any on-campus/off-campus/PPO opportunity received by the student should be communicated to the TNP cell within one day.
- Students who have shown non-willingness for training and placement activities by submitting undertaking form will not be allowed to participate in between the placement season without the consent of Dean USICT.

Dos and Don'ts

Students should make sure that they act in accordance with the following Do's and Don'ts decided by the TNP Cell. Students who are found committing even one offence specified in the **MAJOR DON'Ts** section and **MINOR DON'Ts** would be marked as **debarred**.

DO's:

1. Students eligible for the on-campus jobs have to register themselves within a specified registration period.
2. Follow the **Formal Dress Code**(white shirt and black pant/trouser) at all time of the placement process.
3. Register yourself for a opportunity on **pod.ai platform** within the specified period with correct information .
4. Attendance in **PPT** (Pre-Placement Talk) is mandatory.
5. Keep your profile/resume/documents updated at all times.
6. Pay attention to the company-specific instructions sent to you in the mail by the TNP USICT/CCGPC Cell. Adhere to the specific format of attachments as asked for.
7. In case of **emergency**, inform the TNP Cell/CCGPC. You can also drop an e-mail on usict@iitg.ernet.in at least one day before the start of the activity. Relevant proofs in case of issues faced during a process are needed to be attached.

DON'Ts: MAJOR

1. **DO NOT** add any ambiguous/wrong/fraudulent/misleading information to the resume. Resume checks will continue throughout the placement process.



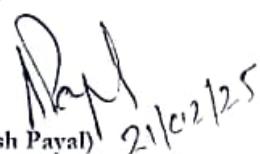
2. **DO NOT** try to contact the HRs directly. TNP Cell, USICT/CCGPC /Placement Coordinators should be informed in case of any queries.
3. **DO NOT** share the opportunities/ information shared by the TNP Cell /CCGPC with anyone.
4. **DO NOT** avoid calls from the HRs, TNP Cell, USICT/CCGPC and the Coordinators from the Training and Placement team during the placement drive
5. **Absenteeism** in the test/interview/selection process requiring the applicant's presence during any round, will lead to debarment from all university placement activities.
6. **Cheating** in all forms, and marking proxies during the selection process will lead to debarment from all university placement activities.
7. Ill-mannerism toward HRs, Company Representatives, TNP Cell, USICT/CCGPC team members and placement coordinators will lead to debarment from all university placement activities.
8. Rejection of on-campus offer without any concrete reason and resigning without serving the specified period will lead to debarment from all university placement activities .

DON'Ts MINOR

1. **DO NOT** be late for the Placement drives and make sure that you reach the venue 45 mins before the reporting time.
2. The dress code for the drives should be strictly followed, failing to do the same would lead to their disqualification from the ongoing placement activity.
3. All the queries of the students must only be escalated by the course coordinators or in-person only.

NOTE:-

The decision of the Dean, USICT would be considered as final in all cases throughout the placement session.



21/01/25

(Prof. Ashish Payal)
TPO, USICT
GGSIPU

Copy to:

1. Dean, USICT (for kind information)
 2. Project Director, UITS, GGSIPU (with request to upload on the university website)
 3. Student Notice Board (USICT)
 4. Guard file
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APPENDIX-I**PLACEMENT SLAB CRITERIA
TNP, USICT**

S.No.	Current Offer	Offer Gap
1.	Up to 9.99 LPA	2.50 LPA
2.	10.00 - 19.99 LPA	3.00 LPA
3.	20.00 - 39.99 LPA	4.00 LPA
4.	40.00 - 49.99 LPA	6.00 LPA
5.	Above 50.00 LPA	Freeze

The above-mentioned slab criteria are to be followed throughout the campus placement session 2025-26 onwards.

A handwritten signature in black ink, appearing to read "Nayan", is positioned in the lower right area of the page.