



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

TRAINING AND PLACEMENT CELL

NOTICE

The following guidelines mentioned in this notice should be **followed at all times** during the placements, **failing** to do so will mark the student as **debarred**.

Guidelines: -

1. Maintain proper discipline and conduct as per the rules of the Institute even **after the placement**. Acts of indiscipline/non-compliance will be reported to the company for further necessary action.
2. Stay in constant touch with Training & Placement student coordinators along with TNP cell for details and updates regarding placement activities.
3. Escalation of queries should be done by mentioning Full name, Branch, and Enrolment number.
4. Make sure that all queries should be escalated before 7 PM otherwise they will be resolved the next working day.
5. Course coordinators of every batch are to be contacted by the students to establish any communication with TNP Cell.
6. Students must always keep their documents, mark sheets, government IDs, resumes, projects, etc. ready during the placement season.
7. 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.
8. Students should refrain from registering themselves in drives not meeting their eligibility.
9. Each student will be allowed to get a job in one Mass IT company and one Core/Product/Non-Tech company. Offers with the students should be in accordance with slab criteria which will be released by the TNP Cell before the start of the recruitment session.
10. Each student will be allowed one non-overlapping internship offer from the Training and Placement Cell, USICT unless specified explicitly.
11. Any student, who receives a pre-placement offer, is required to report the same to the placement office within one working day.

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12. Those students who **do not wish to participate** in any recruitment process must inform the T&P office **in advance**, to give opportunities to other eligible students.
13. Carry your **Identity Card** during all the processes and provide the same when demanded by the visiting team or TNP Cell staff.
14. In the case of online placement drives students must make sure that their computers meet the specified system requirements and have stable internet connectivity.
15. For PPT/Online/Pen-Paper Test/PI/GD be present at least **30 minutes** before the start of the process.
16. PPO Offer is considered as a Job Offer; hence the same policy is applicable.
17. If a student's name appears on the final result declared after the Company's process, then it would be considered as an on-campus offer to the student.
18. Any on-campus/off-campus/PPO opportunity received by the student should be communicated to the TNP cell within one day.

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 or **2 DON'Ts** in total 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** at the time of the placement selection process until communicated otherwise.
3. Fill out the recruitment forms 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 Cell. Adhere to the specific format of attachments as asked for.
7. In case of **emergency**, inform the TNP office yourself or send a representative on your behalf with his/her undertaking on the application. You can also drop a mail on students.usict.tpc@ipu.ac.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.


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DON'Ts: MAJOR

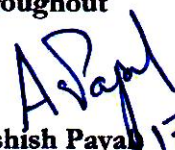
1. **DO NOT** add any ambiguous/wrong/fraudulent/misleading information to the resume. Resume checks will continue throughout the placement process.
2. **DO NOT** try to contact the HRs directly. Placement Coordinators should be informed in case of any queries.
3. **DO NOT** share the opportunities/ information shared by the TNP Cell with anyone.
4. **DO NOT** avoid calls from the HRs 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 **NOT** be tolerated and get the candidate debarred.
6. **Cheating** in all forms, and marking proxies during the selection process will lead to disqualification **WITHOUT** any concessions.
7. Ill-mannerism toward HRs, Company Representatives, and placement coordinators will lead to serious repercussions.
8. Rejection of on-campus offer without any concrete reason and resigning without serving the specified period.

MINOR

1. **DO NOT** be late for the Placement drives and make sure that you reach the venue 15 mins before the reporting time.
2. The dress code for the drives should be strictly followed, failing to do the same would lead to problems.
3. All the queries of the students must only be escalated by the course coordinators only.
4. All emails sent to the cell should be in non-confidential mode only.

NOTE:-

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


(Dr. Ashish Payal)
TPO, USICT, GGSIPU
17/06/2022

Copy to:

- ✓ 1. Dean, USICT (for kind information)
2. Incharge UITs, GGSIPU (with request to upload on the university website)
3. Student Notice Board (USICT)
4. Guard file