



**DEPARTMENT OF TRAINING AND PLACEMENT
DELHI TECHNOLOGICAL UNIVERSITY**

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi

Shahbad Daulatpur, Bawana Road, Delhi 110042

Tel: +91-11-27871421, www.dtu.ac.in, Email: placements@dtu.ac.in

F.NO./DTU/T&P/563/2024-25/338

Date: 30/07/2025

Placement Policy 2025-26

Subject : Approval of Placement Policy/SOP/Rules for 2025-26 passing out batch.

1. Unplaced Students:

Students who have not received any job offer may apply to any visiting company, provided they meet the company's eligibility criteria.

2. Second Job Eligibility:

- A student placed with a package of 'X' LPA CTC may apply for a second placement only with companies offering at least '**1.5X**' LPA CTC (or as decided by the T&P department).
- This is permitted only after **80% of the batch** is placed.
- Students placed in '**Exclusive**' companies or PSUs are **not allowed** for a second job.
- The 'Exclusive' status is determined by the T&P department based on factors such as brand value, CTC, and number of offers.
- The '1.5X' and '80%' rules may be relaxed only in exceptional cases, as decided by the T&P department.

Pre-Placement Offers (PPO)

3. Reporting PPOs:

If a student receives a PPO, he/she must report it to the T&P department within 24 hours of receipt via email at placements@dtu.ac.in.

4. Acceptance of PPOs:

- Acceptance of a PPO deems the student as placed and hence not allowed for further on-campus opportunities.
- If a PPO is offered by the company, the student must accept the offer.
- In **exceptional cases**, with valid justification and approval from the Head (T&P), a student may decline a PPO and apply for further placement opportunities.
- In such cases, a written undertaking is required stating that the student will only apply to companies offering a CTC of at least 1.5X (or as per the HOD's direction) of the PPO CTC.



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Number of Offers

5. Maximum Offers:

Generally, a student can hold only **one offer**. However, in exceptional cases, a student may hold a maximum of two offers (including PPOs and on-campus offers). For example, one on-campus offer and one PPO/PSU offer count as two offers.

6. Offer Selection:

If a student receives two offers, he/she must select one and notify the T&P department in writing within 24 hours. Failure to do so may result in the cancellation of both offers.

Off-Campus Offers

7. Eligibility after Off-Campus Offer:

- If a student receives an off-campus offer and reports it to the T&P department **within three days** via email at placements@dtu.ac.in, he/she will be allowed for on-campus placement opportunities, similar to unplaced students.
- Off-campus offers must be reported to the T&P department via email at placements@dtu.ac.in. Non-compliance may lead to disciplinary action, and the T&P department **will not issue any NOC** or other documents **required by the recruiter**.

Internships

8. 2-Month Summer Internship:

- It is mandatory for students to complete a 2-month summer internship after the completion of 6th semester. Registration on the official Resume Manager is mandatory for all students after the fourth semester; students are also expected to actively pursue internship opportunities.
- A student having no internship offer will be allowed as per eligibility criteria set by recruiter.
- A student receiving an on-campus summer internship offer must accept it and join the concerned company for the internship.
- If a student fails to join, he/she shall be considered as placed with a notional CTC (as offered at PPO) by the company offering the internship. The student will then be allowed for on-campus placement only with companies offering at least 1.5X the notional CTC. However, the requirement of 80% of students being placed will be relaxed.
- The above rule may be exempted if the CTC (PPO) offered is less than ₹8 LPA.



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9. 6-Month Internships Without FTE (for Final year B.Tech Students Only):

- Unplaced students who have completed their credits (by the seventh semester) are allowed for a 6-month internship (January–June) subjected to NOC from their project supervisor and HoD.
- Students are required to submit an undertaking regarding completion of credits by seven semesters duly forwarded by project supervisor.
- Students are required to submit NOC from project supervisor and HoD before joining the internship to the T&P Department.
- They must complete their project work and report to the department for progress presentations or other academic activities as required.
- Students selected for such internships will be considered as placed with a notional CTC (PPO) equal to that offered by the company.
- These students will not be allowed to participate in the placement season, subject to the criteria mentioned under point 2.
- Students are advised to choose such internships wisely, preferably with companies that have a good reputation.
- It is recommended that companies collaborate on Final year projects with the student's project supervisor so that project work aligns with company requirements and benefits all stakeholders.

10. 11-Month Internships Without FTE (For Final Year M. Tech/M.Tech By Research Students Only):

- Unplaced students who have completed their all credits except project work are allowed for an 11-month internship (August–June). Only those students will be allowed who submit NOC from their project supervisor and HoD.
- After selection, candidates are required to submit a No Objection Certificate (NOC) along with an undertaking affirming the satisfactory progress of their project work and their willingness to forgo the GATE/University scholarship.
- They must complete their project work and report to the department for progress presentations or other academic activities as required.
- Students must obtain consent from their guide or HoD to participate in such opportunities.
- A detailed report of the project work must be submitted to the supervisor before leaving for the internship.
- Students selected for such internships will be considered as placed with a notional CTC (PPO) equal to that offered by the company.



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- These students will not be allowed to participate in the placement season, subject to the criteria mentioned under point 2.
 - Students are advised to choose such internships wisely, preferably with companies that have a good market reputation.
 - It is recommended that companies collaborate on Final year projects with the student's project supervisor so that project work aligns with company requirements and benefits all stakeholders.
11. Internships without Pre-Placement-Offer (PPO) offers are not permitted. However, in exceptional circumstances it may be considered by the Head, T&P.
 12. Only companies offering a Pre-Placement Offer (PPO) with a duration of six months or more will be permitted, provided they have a strong reputation and a high conversion rate. Furthermore, students are advised to pursue internships solely with companies that add significant value to their profiles and are recognized by leading organizations within the respective sector.
 13. **Students enrolled in the M.Tech by Research program** are permitted to participate in all opportunities as M.Tech programs.

Company Shortlisting

14. Resume Shortlisting:

Companies independently shortlist students based on their criteria. No inquiries regarding shortlisting will be entertained. However, recruiters are expected to conduct fair shortlisting.

15. CGPA Cutoff:

The CGPA cutoff is set according to company directives. No requests to lower the cutoff will be considered. The company's decision is final, and the T&P placement team has no role in setting the CGPA criteria.

Resume and Data Verification

16. Resume Verification:

Data provided on Recruitment Manager will be cross-verified. Any false information will result in debarment from the entire placement process and further disciplinary action.

17. Resume Database Access:

Only authorized person from T&P can modify the Recruitment Manager database.



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Placement Process Rules

18. Registration Requirement:

To participate in placement opportunities, all allowed students must register on the official Recruitment Manager before the start of the placement season, as notified by T&P.

19. Regular Updates:

Students are advised to regularly check the Recruitment Manager and other official communication channels of the T&P department for various opportunities.

20. Email Use:

All students must use their **official DTU email ID** for job applications, unless specifically asked by the recruiter to use a personal email ID.

21. Timeline Adherence:

Students must follow the timelines for application and further processes as set by the T&P department. Once the application acceptance period closes on the Recruitment Manager, no applications will be considered.

22. Participation Requirement:

If a student applies for an on-campus opportunity, he/she must participate in every stage (pre-placement talks, assessments, interviews, etc.) as per eligibility. If a student applies but does not attend the presentation or any further rounds, or is late for the company's placement process, he/she will be debarred for a minimum of two weeks.

Professional Conduct

23. Unprofessional Behaviour:

Disciplinary action will be taken if a student:

1. Expresses unwillingness to join post-offer,
2. Speaks negatively about the company, university or any other individual involved in placement,
3. Places conditions for joining the company during/after the process,
4. Approaches company executives without following protocol (proper Channel through T&P).

Disciplinary Guidelines



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24. **Absenteeism or Tardiness:** Absence or lateness to any scheduled company process without prior notice will result in a minimum two-week debarment.
25. **Misconduct:** Misbehaviour with Placement coordinators, faculty, or company officials will result in debarment for the whole semester.
26. **Unfair Means in Assessments:** Copying or misconduct in online/offline tests will lead to complete season debarment.
27. **Social media Policy:** Posting company-related information on social media or other platforms is prohibited and will result in disciplinary action.
28. **Announcement Protocol:** Announcements or information regarding selection may be posted on social media platforms only after the release of the offer letter by the company.
29. **Negative Campaigns:** The T&P department strongly discourages any negative campaign, vulgar messages, or threats against any individual, recruiter, department, or university. Any student found engaging in such activities will be debarred from placement activities for the entire season and will face disciplinary action.

Attendance

30. **Attendance Marking:** Students participating in placement processes must mark their attendance at T&P. The concerned placement coordinator (PC) shall maintain the attendance record and submit it to the T&P office within two working days of the process completion of each company's process.
31. **Attendance Compliance:** Students failing to meet the university's attendance criteria may face debarment for one semester or offer cancellation.

Guidelines for Diversity Hiring

32. The candidates applying for diversity hiring opportunities like PwD must have a **valid certificate**. The same shall be submitted during their registration on Resume manager to the T&P department.

33. Code of Conduct

A. WhatsApp Communication:

- All placement-related messages must include the student's real name and roll number.
- Nicknames, aliases, or abbreviations are strictly prohibited.

B. Dress Code:



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For B.Tech/M.Tech/M.Sc./PhD/B. Des/M. Des Students

- **Summer:** Blue formal shirt with black formal trousers or skirt.
- **Winter:** Blue formal shirt, black trousers or skirt, black blazer, and black tie.

For BBA/BAE/MBA/MAE Students

- **Summer:** White formal shirt with black formal trousers or skirt.
- **Winter:** White formal shirt, black trousers or skirt, black blazer, and black tie.

C. Exam/Interview Essentials:

- Students must carry: a hard copy of their resume, rough sheets, pen, and University ID card.

D. Use of Electronics:

- Mobile phones and electronic devices are prohibited during tests.
- Violations will lead to disciplinary action

In any case exception al case not covered above, Hon'ble Vice-Chancellor can decide on the criteria.

Prof. Anil Singh Parihar
HoD (T&P)

Copy to: -

1. PA to VC: - for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar: - for kind information.
3. Head, Computer Centre with the request to upload on DTU website.
4. Dean Academic (UG/PG)
5. All Dean/HODs
6. All Notice Boards.