



**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

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NOTICE

Responsibilities and Code of Conduct for Placement Coordinators, 2025-26

A student placement coordinator (commonly referred as placement coordinator) works as a volunteer in the Department of Training & Placement (T&P) and plays a key role in facilitating placement activities. They assist in organizing campus recruitment drives, coordinating between students and recruiters, and help in maintaining placement-related databases. Additionally, they help in employer outreach, event management, and ensuring adherence to placement policies. By working closely with the Department of T&P, they enhance students' job readiness while gaining valuable leadership and networking experience.

The role of a Placement Coordinator (PC) is crucial as they act as a bridge between students, recruiters, and the Department of Training & Placement. Their responsibilities directly impact students' job opportunities, company engagement, and overall placement success.

The Code of Conduct for Placement Coordinators (PCs) serves as a comprehensive guideline to ensure professionalism, accountability, and ethical behavior throughout the placement process. It outlines the roles, responsibilities, communication protocols, and eligibility criteria that PCs must follow to maintain the integrity of the Department of Training & Placement (T&P).

This document aims to:

- Standardize procedures across all placement activities.
- Ensure timely and transparent communication with recruiters and students.
- Promote fairness, confidentiality, and ethical conduct in all interactions.
- Define eligibility and boundaries for PCs regarding job applications and additional roles.
- Set clear expectations for professional behavior, availability, and dress code.
- Facilitate effective performance monitoring and accountability.

I. Roles and Responsibilities

1. Recruiter Engagement
 - a. Identify and proactively reach out to potential recruiters across various industry domains.
 - b. Establish and maintain strong relationships with company representatives to understand their hiring requirements.
2. Coordination of Recruitment Activities: Organize and facilitate the following initiatives:
 - a. Campus visits
 - b. Recruitment drives
 - c. Internship, live projects and other collaborations
3. Communication and Follow-up
 - a. Draft and send professional invitation emails to recruiters.
 - b. Respond to all recruiter communications within 12 hours.
 - c. Ensure [copy.placements@dtu.ac.in](mailto:placements@dtu.ac.in) is in CC for all email correspondence.
4. Event Planning and Execution
 - a. Organize and coordinate training programs, seminars, workshops, hackathons, and other relevant events to enhance student readiness and industry engagement.



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- b. Collaborate with faculty, industry professionals, and student bodies to ensure smooth execution and maximum participation.

5. Post-Recruitment/event Documentation

- a. Prepare a comprehensive company process file within 2 working days after the recruitment process concludes. The file should include:
 - i. Complete email and communication trail
 - ii. Verified list of applicants
 - iii. Verified recruitment results for each stage (shortlisted, qualified after test, GD, interview, final selection)
 - iv. Attendance records for each stage
 - v. Completed feedback form
 - vi. Action taken (by T&P) report
 - b. Prepare a comprehensive event file within 2 working days after the event. The file should include:
 - i. Notice
 - ii. Event related material like posters, brochures, about event, itinerary, expert profile etc.
 - iii. Verified list of participants
 - iv. Attendance records of attendees
 - v. Completed feedback form
 - vi. Program/Event Report with photographs
- ### 6. Feedback Analysis and Reporting
- a. Review and analyze feedback received from recruiters.
 - b. Share relevant insights with the respective departments and students to improve future placement efforts.
7. Any other work assigned by the Head of the Department, T&P.

II. Communication Protocol

- 1. Use only official placement email IDs for all communications with recruiters. Use of personal email accounts for this purpose will be considered unethical and may result in immediate removal from the role of PC, along with disciplinary action.
- 2. WhatsApp should not be used for formal communication. In case of urgency, it may be used informally, but the same message must be sent via official email within 12 hours.
- 3. All communication must be properly recorded through the official placement email ID.
- 4. Every email received in an official placement email ID must be acknowledged within 12 hours by the PC concerned.
- 5. Always CC copy.placements@dtu.ac.in in all correspondence to all recruiters.
- 6. Share job postings and important updates in relevant student groups within 2–3 hours and no later than 8 hours.
- 7. Any delay or negligence in communication will lead to disciplinary action.

III. Confidentiality

- 1. PCs must strictly maintain confidentiality of:
 - a. Recruiter details



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- b. Selection processes
 - c. Internal placement-related data
 - d. Students' data and any other third-party information
2. Sharing confidential information with unauthorized individuals is prohibited and will result in immediate removal from the position of PC and disciplinary action.

IV. Job Application Policy for PCs

1. PCs may apply only for full-time roles (on-campus or off-campus).
2. Applying for off-campus opportunities requires prior approval via a No Objection Certificate (NOC) from the HoD, T&P.
3. 6-month internships are not allowed during the placement season (August 2025 to April 2026) unless exceptions apply:
 - a. High-Value Offer: Package exceeding 40 LPA
 - b. A PC is permitted to apply to three dream companies of their choice, which must be informed to the HoD T&P in advance.
 - c. Limited Opportunities: Not eligible for at least 20 jobs (min 8 LPA) by 15th Dec 2025
 - d. Unplaced Status: Still unplaced by 15th Jan 2026
4. All exceptions (in 3.a-c) must be approved by the HoD, T&P.
5. Once placed, PCs cannot apply for any further job or internship opportunities (on-campus or off-campus) unless prior approval is granted by the HoD, T&P.
6. Undertaking any job or internship without prior permission will result in disciplinary action.

V. Professional Conduct

1. PCs must uphold the values of responsibility, neutrality, and integrity.
2. PCs serve as facilitators of the placement process and should not exercise authority or influence beyond their designated role.
3. Misuse of position, favoritism, bias, or unethical behavior is strictly prohibited.
4. PCs should present themselves professionally in all interactions with recruiters, faculty, and peers.
5. Any misconduct or failure/negligence to perform assigned duties can result in removal from the PC role.

Dress Code

Formal attire is mandatory during:

1. Placement drives
2. Interactions with company representatives
3. Training & Placement events or meetings
- 4.

VI. Availability and Attendance:

1. PCs must be available in-person for:
 - a. Training sessions
 - b. Company processes
 - c. Official meetings and events
 - d. Any other placement-related duties



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2. Regular sign-in/out attendance at the office of T&P is required.
 3. Absence due to valid reasons must be communicated (written) in advance.
 4. Any plan of Outstation travel must be communicated (written) in advance to the HoD, T&P.
 5. Unapproved or repeated absences will lead to removal from PC role and disciplinary action.

VII. Restrictions on Other Roles/position of responsibilities

The role of PC required full time and dedication. Thus, PCs must not:

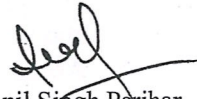
1. Hold positions in any student societies or act as class representatives (CR)
2. Be involved in external consultancies or unauthorized job referrals

VIII. Performance Monitoring

1. PCs will be evaluated monthly based on:
 - a. Attendance and availability
 - b. Active involvement in placement tasks
 - c. Number of companies approached, handled, and help in on-campus process
 - d. Number of programs (training, seminar, hackathons etc.) organised and participated.
 - e. Outreach efforts to new recruiters
 - f. Contributions to opening opportunities for new programs/branches
 - g. Efforts put on diversity hiring
2. Poor or inconsistent performance can lead to removal from the role of PC.

All PCs are expected to comply strictly with this Code of Conduct. Any violations will result in disciplinary proceedings in accordance with the policies of the Department of Training & Placement.

Any matters not covered in the above Code of Conduct will be addressed at the discretion of the Head of Training & Placement (HoD, T&P). The HoD, T&P reserves the right to amend existing rules or introduce new ones as deemed necessary.


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.