



Placement and Internship Policy

The Training and Placement Office (TPO) is committed to guiding students toward rewarding career opportunities and helping them pursue their professional goals with confidence. Through active engagement with leading organizations, the TPO aims to provide a supportive and transparent ecosystem for campus placements and internships.

To maintain fairness and clarity, the Placement Policy has been carefully designed and is periodically updated to reflect evolving industry expectations and institutional priorities. All students participating in the placement process are expected to review and adhere to this policy throughout the placement season. As required, certain policy amendments may be introduced in the broader interest of students, recruiters, and the University.

This policy applies to all students registered for campus placements and internships for the final year students and remains effective for the full duration of the placement cycle.

The TPO serves as a *facilitator* by inviting organizations to conduct recruitment and internship drives on campus. While extensive efforts are made to bring opportunities to students, registration for placement or internship activities *does not guarantee* a job or internship offer. Students who do not wish to participate are advised not to register.

For effective documentation and institutional compliance, all students who secure a placement either through on-campus or off-campus opportunities, must submit a signed copy of their offer letter to the Training and Placement Office. Issuance of the *Institute's No Dues Certificate* will be processed only after this submission.



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I. General Rules

Registration Procedure

To participate in the Placement Season, the following procedure needs to be followed:

1. An email will be sent to students in the month of **March/April** inviting them to register for the career, internship, and placement session by submitting the required personal details. Registration must be completed within the stipulated deadline.
2. Registration will be conducted through the Student Placement Portal at <https://www.jssnoidaplacements.in/>. Students must log in using their registered email ID and University roll number. All profile information must be kept accurate and updated; any modifications should be reported to the TPO with supporting documents. The portal will serve as the central platform for all placement and internship updates and company-specific registrations.
3. A **standard Microsoft Word resume template (Available on the login page of Placement portal)** is provided to maintain uniformity and clarity; however, students may use an alternative format if they prefer. All resumes must be kept updated and submitted to the Training and Placement Office (TPO). The information provided will be verified by the departmental faculty coordinators, and any discrepancies or false information will invite appropriate action. Students may maintain multiple versions of their resume and upload the relevant one while registering for a particular company.
4. Only registered students will be eligible to avail themselves of services and facilities of the Training and Placement Office.



Student Portal

- 1. Login:** Students must log in to the portal at <https://www.jssnoidaplacements.in/> using their registered email ID and University roll number after completion of one-time registration process at placement portal.
- 2. Profile:** The portal displays essential profile information such as contact details, personal information, and academic records. Students must upload their primary resume and a valid LinkedIn profile link. **It is the student's responsibility to keep this information accurate and updated.**
- 3. Notice Section:** The Placement Office will use the Notice section to share important updates, including company announcements, shortlisting information, schedules, and other placement-related notices. Important updates will also be shared through other media.
- 4. Company Info-page:** For each visiting company, a dedicated information page will be created. This page will include all relevant details such as job descriptions, eligibility criteria, process timelines, and registration deadlines.
- 5. Resume Verification:** A resume would be broken into four parts:
 - a. Personal Contact Details**
 - b. Academic Qualifications at JSS Institutions:** CGPA, Backlog data
 - c. Verifiable Data:** Information that can be supported with valid documents.
 - d. Non-verifiable data:** Information that cannot be documented and must be clearly marked as such in all resumes.

Students must be prepared to present valid supporting documents for all verifiable entries whenever requested by the Training and Placement Office or a recruiting organization. Only information that can be substantiated with documentation may be included under the “verifiable” section of the resume; all other details must be clearly marked as “non-verifiable.” Students are also encouraged to report any discrepancies or incorrect information observed in the resumes of their peers to maintain fairness and integrity in the placement process.



Schedule and Slotting

- The placement season will commence in the **odd semester**, although companies may conduct their recruitment or screening processes either before or after the official season. Each day of the recruitment calendar will be treated as a single time slot.
- Companies will be invited and scheduled by the Training and Placement Office (TPO) based on various influencing factors. The TPO follows a **one student–one job/internship policy**, while also allowing students the opportunity to pursue a better option in accordance with the rules.
- The date, time, and venue for interviews, assessments, or any other placement-related activities may be revised as required and, at times, communicated at short notice. Students are expected to stay updated by regularly checking their **Email/WhatsApp and the Notice section** on the Student Placement Portal.

Registration for companies visiting campus

Information about the company and the job profile for companies visiting JSS Institutions, Noida for internships/placements would be provided on the student portal.

1. General information will be auto filled from the student's profile, including CGPA and other academic details recorded by JSS Institutions, Noida.
2. Students must register for a company by clicking the “**Register**” button on the company's information page within the stipulated deadline. Students must also provide a **declaration** confirming that they have read the job profile, understood the terms and conditions, and discuss the opportunity with their parents/guardians.
3. Students may upload a resume different from their primary resume if required.
4. Students may be asked to fill out additional forms if requested by the company or the TPO.

In cases where a student receives offers from more than one company during the same slot, the offer from the company placed highest in the student's preference list will be considered the final placement.



II. Internships

Internship is a mandatory assignment for students in the university. Internship timeframes are different for UG and PG students.

1. UG Students (B.Tech.) can pursue an internship at 4-time intervals.
 - Summer Internship 4-6 weeks between 2nd and 3rd semester break (Optional).
 - Summer Internship 4-6 weeks between 4th and 5th semester break.
 - Summer Internship 4-6 weeks between 6th and 7th semester break.
 - Long term internship along with PPO 6 to 11 months in their 8th semester.
2. PG Students (MCA) can pursue a long-term internship along with PPO 6 to 11 months in their 4th semester.
3. Students will receive an email notification as soon as the Placement Office receives confirmation of a company's visit for internship opportunities. Students are required to register for the company through the student portal.
4. For *on/off-campus summer internships*, an official invitation letter is available for students in the "Downloads" section of the TPO page on the college/university website. Each student is required to fill out this form after obtaining permission from the respective Head of the Department.
5. For *on/off-campus long-term internships with a Pre-Placement Offer (PPO)*, an official Early Joiners Format (No Objection Certificate) is available in the download section of the college/university website under the TPO page. Each student is required to fill out this form after obtaining permission from the concerned Head of Department and their parents. Additionally, students must submit an affidavit stating that they will fulfil all academic requirements as per university norms.
6. In addition, *for an off-campus internship offer*, the above process may only be initiated after the Training and Placement Office (TPO) receives a formal selection email from the company's HR. The email must clearly state that the opportunity is an internship with a Pre-Placement Offer (PPO), along with the tentative package details.



III. Full time Placements

Regulations for Pre-Placement Offers (PPOs)

1. Students getting any Pre-Placement Offers from a company (only for on-campus) must make sure the Placement office is officially informed.
2. The PPOs obtained from internships on the campus shall be considered as campus placements job offers and normal placement rules would follow.
3. The options for students to sit for other companies would be dictated by rules in section *Eligibility Criteria*.

Pre-Placement Talks (PPTs)

A company will be allowed to conduct a Pre-Placement Talk (PPT) to provide students with detailed information about the organization, the job profiles being offered, and the recruitment process they follow. The session will typically include time for questions and clarifications. All students intending to apply for a particular company are required to attend the respective PPT without fail.

IV. Slotting

The slotting is only applicable for companies visiting for placements (through an on-campus).

Slots

Slots are used to rank companies that are visiting JSS Institutions, Noida to enable students to sit for a 'better option'. The companies will be invited and allotted slots by the Placement office based on a formula parameterized on various factors, including but not limited to

1. Job profile and growth prospects
2. Package being offered by the company (CTC and Take-Home)
3. Company stature/reputation
4. Past record of recruitment
5. Conduct of Pre Placement Talks/Written Test/Online Test before final placement
6. Feedback from the students/alumni regarding the company
7. Internship offered for pre-final year students
8. Likely number of offers this year



V. Eligibility criteria

The student will be allowed to sit for a particular company if she/he fulfills criteria outlined by the company. For registration, students should have

1. All full-time registered students of final year of JSS Institutions, Noida are eligible to register in the placement portal.
2. The student has only received job offers from companies that are either:
 - a. In a lower slot and wish to apply for any company in higher slots. This condition is dependent on the consent given/Status of onboarding/1.90 times previous CTC.
 - b. The second job offered by the company is relevant to the student's core subject

Circuit branches & Non-Circuit Branches

One Person - Two Offer Policy

The center shall follow “**One Person-Two Offer policy**”. The student who receives the first job offer shall not be eligible for any other placement drive, except in any of the below given conditions:

The Cost to Company (CTC) offered in second offer is 1.90 times than the first offer,

OR

80% of the eligible students from his/her class are already placed.

OR

The second job offered by the company is relevant to the student's core subject

[ONLY FOR ECE, EE, EEE, ME & CE Students]

A student who has received two job offers shall not be allowed to participate in any other on-campus placement drive.

Dream Category

- If the company is offering above 25 lakh or above CTC anyone can apply.

Additional considerations:

- One can't have more than 2 offers at any cost.
- If the company is offering above 25 lakh or above CTC anyone can apply.



VI. Code of Conduct

1. All registrations to any company will be made through the Placement portal exclusively.
2. Students are NOT allowed to leave a selection process by a company after being shortlisted. Such actions or not joining a company for internship or placement after accepting or at the very last moment will result in strict actions including but not limited to debarring from the test/interview, de-registering from the placement process, and disciplinary actions.
3. At the beginning of the Placement Season, each student will be allotted **12 non-transferable credit points**. Every placement drive will carry **4 credit points**. The TPO reserves the right to deduct credit points from any student involved in misconduct. If a student applies for a placement drive but fails to report for the PPT/Test/Interview, **4 credit points** will be deducted. Once a student's credit points reach **zero**, they will be debarred from the next **Eight (8) placement drives**. After missing these **Eight (8) drives**, the student will again become eligible and will be reinstated with **12 credit points**.
4. It is expected that a student shall NOT add any ambiguous/wrong/misleading information to his/her resume. Resume checks will continue throughout the placement process. Students need to be consistent with resume verification rules. If on verification, any discrepancies are found, the student would be de-barred from placements. This may also attract strict disciplinary action.
5. Students are required to **always carry their Identity Cards** during the selection process, including pre-placement talks, written or online tests, group discussions, personal interviews etc.
6. It is mandatory for students to attend the PPTs of the companies they wish to apply for. Students are expected to come in proper attire and maintain proper decorum throughout the presentation. Students will not be allowed to leave the room before the PPT is over.
7. Failing to comply with any of these requirements, the student may not be allowed to sit for the selection process of that company.
8. The dress code to appear in any activity of the placement process and at the time of personal interview shall be business formals.
9. Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, Tests, etc.



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10. During the screening tests and interviews, no form of cheating would be tolerated. Cheating and using unfair means would lead to severe actions including but not limited to debarring from the test/interview, deregistration/debarring from the placement/internship process, and disciplinary actions.
11. Students are expected to maintain decorum while interacting with any of the company officials. They are expected to arrive on time. Any student violating any of these norms may be penalized.
12. ***No student is allowed to directly interact with any company officials.*** Any instance of the same would lead to severe disciplinary actions.
13. The Placement office will try its best to convince companies to open their placement process to all branches and will try its best to reduce the CGPA; however, the final decisions in these matters will be at the discretion of the company.
14. All matters regarding schedule will be decided by the Placement Office. No objections from any student will be entertained in this regard.

Disclaimer: All students are required to follow the rules laid out by the University. The University reserves the right to revise this Placement Policy as it sees fit for maximizing the benefits of the students' community. All decisions taken by the university will be final and binding on all students registering for the placement program.

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