THE NORTHCAP UNIVERSITY

CENTRE OF PROFESSIONAL ATTACHMENT AND ALUMNI ENGAGEMENT
THE NORTHCAP UNIVERSITY
Sector 23-A, GURGAON – 122017

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Institute URL : www.ncuindia.edu   Phone No. : +91 124 2365811 to 13, Fax : + 91 124 2367488
Placement URL: http://spa.ncuindia.edu   Email : cpaa@ncuindia.edu

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CPAA Portal Registration Procedure 2023

Dear Student,

As you may be aware CPAA has released the "Placement Portal" for the all THE NORTHCAP UNIVERSITY students. It can be accessed through the main THE NORTHCAP UNIVERSITY home page www.ncuindia.edu under the "placements" tab.

It is mandatory for all the students to register on the CPAA portal, so that CPAA can update the students for placement, internship and other invited talks related activities.

Note : Step (A) given below must be completed before moving to Step (B)

(A) PROCEDURE FOR NEW USER REGISTRATION

Step 1: Login into CPAA Portal (http://spa.ncuindia.edu)

Step 2: Click at the New User (to register your account and supply following information)
- User name: (Your Roll Number)
- Password: (Your own pass ward)
- Email: (your personal email id)
- Fill your First Name & Last Name:

Step 3: You will receive an email on your registered email id, open your email id and click on the link provided. Your account will get activated.

Step 4: Login with your user name and pass word and fill the required details (If you don't have details in the required fields, enter zero)

(B) PROCEDURE FOR INDUSTRIAL INTERNSHIP LETTER

Step 1: Login into CPAA Portal (http://spa.ncuindia.edu)
- User name:
- Password:

Step 2: Select tab: "Apply for Industrial Internship"
Step 3: Read Guidelines
Step 4: Check against apply 5
Step 5: Apply
Step 6: Fill up the company's details
Step 7: Apply

After applying, contact CPAA office in Room No.301 (New Building), 3rd Floor, THE NORTHCAP UNIVERSITY to obtain the letter.

Important Note: Registration on the CPAA portal is mandatory for all the students of SOET, SOM & SOL - all courses. Students are required to register their details right in their first semester and keep it updated. The email id and mobile number given on the portal are used for all CPAA communication related with Placements, Convocation, Alumni meet etc.