

Career Development and Placements Cell (CDPC)
Indian Institute of Technology Ropar
Policy Document and Guidelines for Placements for AY 2022-23

Registration Procedure

1. All students who are expected to graduate during the next academic year (2022-23) are eligible to register for the placement process, provided the students meet the academic requirements so that the student will graduate in the next academic year. BTech Students must have completed 103(for normal BTech/BTech with minor/conc) and 118 credits(for students who have opted for a 6-month internship) by the end of the 6th semester. Students with fewer credits will be decided on a case-to-case basis.
2. There is a non-refundable registration fee of INR 1000 for availing of the placement services.
3. Registering with the CDPC is mandatory to avail of services of the CDPC. No Late registration will be entertained.
4. Pre-registration through google form will be done, and superset registration will be only for those who complete the registration via google form and their payment details are verified.
5. Students will be asked to register on the web platform (superset), and any information submitted by students on superset during registration will be subject to verification. This will include resumes, marks sheets, PORs, projects, past experiences, etc.
6. The students who had not submitted the internship fund of Rupees 500 for the internship session 2021-2022 need to do it with a penalty amount of 200 rupees.
 - a. In case a student gets a PPO, they have to submit 700 rupees failing to do so will lead to no clearance from CDPC for accepting the offer and the company will be informed about the same.
 - b. In case the student wants to avail the placement facilities for the year 2022-2023, they have to submit a total amount of 1700 (1000 rupees as the placement registration fee and 500 as the internship registration fee with 200 rupees as the penalty).
7. Providing any false information or any misconduct during placement will result in 2 penalty points.
8. It is mandatory to use the CV format shared by the CDPC.
9. A student can access one placement cycle only.
 - a. In case a student is aware that his/her degree will extend, they can inform CDPC before the registration process that they will not avail the placement services for the current year and will be allowed for the next year only or the year which they will graduate.

- b. Deferred Placement: In case the student wishes to avail or is availing services of TBI, he/she can opt for deferred placement i.e. the student can avail the placement services once over the next two years from the year of graduation of the student). To avail the same the student needs to inform the same to CDPC before the registration process of the placement.
 - c. In case a student is already availing TBI services and wants to sit for the placement cycle, he/she needs to provide a certificate issued from TBI stating that the student is no longer “legally associated” with a start-up before the registration for the placement cycle.
 - d. In case a student availing the services of TBI wishes to accept the PPO, they need to provide a certificate issued from TBI stating that they are no longer “legally associated” with the startup before the PPO offer is rolled out.
10. It is mandatory to join the telegram group as all the communications will occur via that group and the user name should be set as your full name otherwise the student will be removed from the group. This channel is created for ease of communication but the official announcements and confirmations will occur via email.

PPO Acceptance Rules

The students who got internships through CDPC are allowed to accept/reject the PPO according to the following criteria:

1. PPO for SDE Profiles:

For students having PPO with X CTC, the following rules apply, if

- $X \geq 25$ Lac have to accept the offer and will be out of the placement process.
- $18 \leq X < 25$
 - i. Accept - Out of the placement process
 - ii. Reject - Will be allowed to sit in companies which offer CTC $\geq X$.

Note: In this case, the student has to inform CDPC 10 days prior to the end of the internship date and by 10 October (for 6 months students) by sending an email to ug.placement@iitrpr.ac.in and keeping placement@iitrpr.ac.in, cdcrc.office@iitrpr.ac.in and placement.coreteam@iitrpr.ac.in in cc.

- $14 \leq X < 18$
 - i. Accept- Eligible according to the 1.5 rule
 - ii. Reject - Eligible to sit for all the Day 0 and Day 1 companies

Note: In this case, the student has to inform CDPC 10 days prior to the end of the internship date and by 10 October (for 6 months students) by sending an email to ug.placement@iitrpr.ac.in and keeping placement@iitrpr.ac.in, cdcrc.office@iitrpr.ac.in and placement.coreteam@iitrpr.ac.in in cc.

- $X < 14$
 - i. Accept- Eligible according to the 1.5 rule
 - ii. Reject - Eligible to sit for complete placement season

- The 1.5 rule cannot be availed during the placement cycle in case the student rejects the PPO as the PPO offer will be considered as the student's first offer.

PPO for NON-CORE Profiles:

- All students must accept the PPO and students having an offer $\leq 15L$ can appear in placement as per the 1.5 rule

PPO Core

- All students must accept the PPO and students having an offer $\leq 15L$ can appear according to the 1.5 rule.

There might be some companies which will be dealt with on a case-to-case basis.

Selection and Application Procedure/Mode of Conduct

1. The placement drive will be conducted as per the slot system, the SOPs are as follows:
 - a. The interview slot for the placement drive will span over 2-3 days depending on the number of companies, like the Day 0 slot will be conducted as days 0.0, 0.1 and 0.2.
 - b. The coding rounds for the companies will be conducted prior to the interview slots for that particular day.
 - c. Students will be asked to fill up a preference order for companies scheduled on each day. If a student gets an offer from a company higher in precedence, he/she will be removed from all companies of the lower preference. Whereas if you get selected in a company of lower preference you will be allowed to sit for higher preference companies. For eg. on day 0.0, we have interviews of 4 companies - A, B, C and D and a student fills the order as $A > B > C > D$. Now the following cases may arise,
 - i. Student gets an offer from A, he/she will have to accept the offer and will be out of the placement process.
 - ii. Student gets an offer from C, then he/she will not be eligible for D but will be allowed to appear for the processes of A and B.
 - d. In case a student does not fill the preference order, the first offer will be considered the final offer
- Note:** As the interviews for multiple companies will be conducted in parallel, the CDPC SPOCs will try their best to resolve the clashes and reschedule the interview but in case a company does not agree for rescheduling the interview the student will be given choice to select the company for which he/she wants to sit.
2. Students are free to choose the companies he/she intends to apply for. However, certain companies can be made mandatory to appear to all or a certain set of students by the Chairperson, CDPC and Vice-Chairperson CDPC.
 3. A student can sit in any number of interviews as long as he/she has not been offered a Full-Time opportunity/selected by a company.

4. In case a company offering 1.5 times the current CTC of the student visits the campus later, the student is allowed to appear for that company. This rule is applicable for students having offers with CTC \leq 15 L.

Rejection and Withdrawl

1. If a student rejects an offer from a company, they will be barred from the placement process.
2. If a student who hasn't been offered a placement on campus wants to withdraw from the placement process entirely in the middle of the drive (for example if he/she has an offer off campus), he/she can do so without attracting any penalty after informing CDPC at the earliest. For example, if a company's hiring process lasts from the 10th of November to the 14th of November and a student is in the middle of the interview process of that company and wants to withdraw from the process, he/she must do it before the last round of interviews conducted by the company. In the case that he/she informs CDPC after his/her selection, a penalty will be imposed as per (1).

Penalty Guidelines

1. There is a penalty system in place. The number of penalties (points) accumulated by a student will determine the future course of the student for CDPC services.
2. Any malpractices adopted during the tests and interviews will attract a minimum of 2 penalty points and further action will be taken as per the discussion with Chairperson and Vice-Chairperson CDPC. Copying/Plagiarism can result in debarment from the placement process.
3. For every absence, in a mandatory session, a pre-notification must be sent to CDPC at least 1 day before the start of the event to the CDPC office via personal visit (if present on campus) followed by an email to cdcr.office@iitrpr.ac.in. The absence must be supported by valid documented proof (medical certificates, invitation letter, email by faculty for the extra class, call for interviews/seminars etc.), which could be verified. The document must be submitted within 24 hours of the event to CDPC. Each non-attended event designated as mandatory will count as 1 penalty point (or as decided by CDPC for the event) if a prenotification is not submitted along with the proof.
4. Reaching the venue/ joining an online event/session after the scheduled start time will attract 1 penalty point. In case of a genuine reason for absence, refer to the procedure to be followed as stated in (2).
5. If a student is absent from an event which is part of the placement process of a company (presentation/seminar by the company or any of the hiring rounds) and qualifies the eligibility criteria to attend that event, he/she will be given a warning for the first such instance. A second instance of the same offence will attract a penalty of 1 point and disbarment from taking part in the placement drive from that point in time. In

case of a genuine reason for absence, refer to the procedure to be followed as stated in (2).

6. Students not filling any form on time or not responding timely to the emails of CDPC seeking necessary and timely action on the student's part, will result in 1 penalty point.
7. Accumulation of 3 penalty points by a student will lead to strict actions as decided by the Chairperson and Vice-Chairperson, CDPC including permanent disbarment from the placement and placement process.

General Guidelines

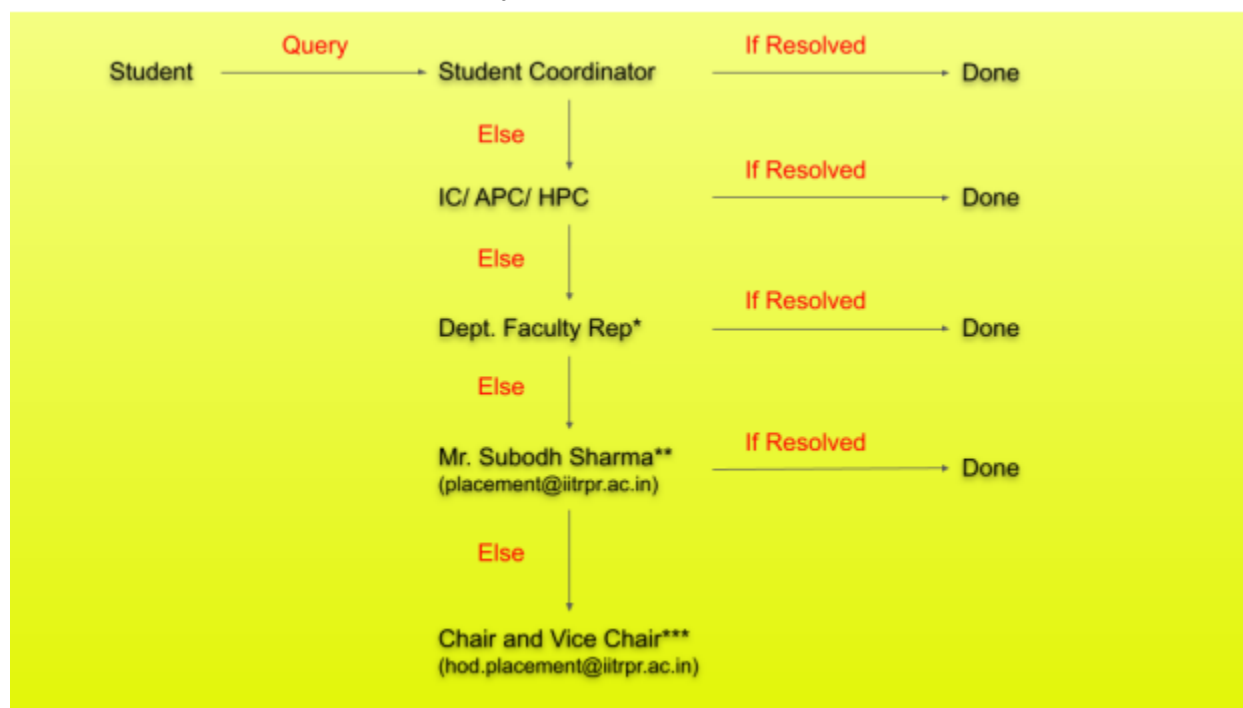
1. A student is not allowed to meet/contact a company's visiting representative without the prior permission of CDPC even if he/she has been selected in that company except as part of the interview process.
2. Attending an event/session in an improper uniform or in a dress in violation of the dress code will attract a penalty of 1 point.
3. Any malpractices by students during any of the selection rounds of a company will lead to immediate disbarment from the placement drive.
4. Misbehaving with a member of the CDPC cell reported in any manner will attract a penalty of 1 point. Misbehaving with a representative of a company will attract a penalty of 3 points.
5. In case if a student feels that there is an ambiguity in any of the above guidelines, please contact your CDPC batch student representative at the earliest and get a clarification. In case a situation/ambiguity arises which is not covered by the above guidelines, the final decision will be taken by the Chairperson, CDPC Cell in consultation with the Vice-Chairperson, faculty and student representatives of CDPC.
6. The Chairperson & Vice Chairperson, CDPC is the final appellate body for the penalty policy and any decision related to a resolution or concern by him/her will be final and binding.

Appellate Body:

Dr Ranjana Sodhi, Chairperson CDPC and Dr Reet Kamal Tiwari, Vice-Chairperson, CDPC

Mechanism for resolution of queries/grievances:

There is a proper mechanism to resolve any queries/grievances that you might have. This procedure needs to be followed strictly. No queries will be entertained otherwise.



* Any query/grievance mail directed to the Department Faculty Representative must have ug.placement@iitrpr.ac.in in cc

** Any query/grievance mail directed to Mr. Subodh Sharma must have ug.placement@iitrpr.ac.in and the respective department Faculty Representative in cc *** Any query/grievance mail directed to the Chair & Vice Chair Persons must have ug.placement@iitrpr.ac.in, the respective Department Faculty Representative, placement@iitrpr.ac.in and hod.pd@iitrpr.ac.in in cc

Note: For contacting the student coordinators, IC, APCs and HPC, it is advised to use their personal phone numbers.

List of DFRs:

Department	Faculty Representative(s)
Chemical Engineering	Dr. Asad H. Sahir Dr. Himanshu Paliwal
Civil Engineering	Dr. Rahul T.M Dr. Indramani Dhada
Computer Science & Engineering	Dr. Viswanath Gunturi
Electrical Engineering	Dr. Suman Kumar Dr. K Ramachandra Sekhar Dr. Rohit Y. Sharma
Mathematics	Dr. Arun Kumar
Mechanical Engineering	Dr. Srikant Sekhar Padhee Dr. Ravi Kant Dr. Ramjee Repaka
Metallurgical Engineering	Dr. Prince K Singh
Physics	Dr. Pushpendra Pal Singh
Chemistry	Dr. Debaprasad Mandal