

Institute Placement Policy



Indian Institute of Information Technology Kota
Ranpur, Kota – 325003 (Rajasthan, INDIA)
(An Institute of National Importance under an Act of Parliament)

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INSTITUTE PLACEMENT POLICY

1.0 DEFINITIONS

This policy document details the organization and management of placements and training opportunities provided to the students enrolled in various academic programs at IIIT Kota. For the purpose of this document following terms (indicated in UPPER case) shall have the following meanings, unless stated otherwise:

BRANCH	The branch of the UG/PG program in which the student is enrolled. (Computer Science and Engineering, Electronics and Communication Engineering, Artificial Intelligence and Data Engineering, etc.)
CENTRE	Centre of the Institute and offering the program in which the student is enrolled
COMPANY	The organization offering placement or internship opportunity to the students
COMPANY REGISTRATION	Registration by the students for expressing interest in participating for the selection process by a visiting company
DEPARTMENT	Academic unit of the institute offering any UG/PG program
INSTITUTE	Indian Institute of Information Technology Kota (IIIT Kota)
INTERNSHIP	Temporary short-term industrial assignments or engagements
JOB NOTIFICATION FORM (JNF)	The form to be filled by the company offering placement/internship opportunity
OFF-CAMPUS PLACEMENT	Job offer to a student from a company other than On-campus placement
ON-CAMPUS PLACEMENT	Job offer to a student from a company visiting the institute
PLACEMENT DRIVE	Process of selection of students by a company through the Training & Placement Cell

PRE-PLACEMENT OFFER	Job offer to the student during or on completion of the internship
PROGRAM	The academic program offered by the institute in which the student is enrolled
TRAINING & PLACEMENT CELL	The Training & Placement Cell of the institute
SPECIALIZATION	The stream of PG program in which the student is enrolled. (for example, Artificial Intelligence and Data Science)
STUDENT	A full-time student enrolled in any program offered by the institute
REGISTERED STUDENT	A full-time student enrolled in any program offered by the institute and registered with the Training & Placement cell for placement/ internship assistance
CODE OF CONDUCT	Code governing behavior of student for the purpose of this policy
STUDENT PLACEMENT COORDINATOR (SPC)	Registered student working on behalf of their respective batch to coordinate placement and internship activities at the Training & Placement Cell
UNPROFESSIONAL CONDUCT	Student behavior in deviation from the set code of conduct as prescribed in this policy

2.0 PURPOSE OF THE PLACEMENT POLICY

The purpose of this policy is to ensure that placements and internships of registered students of IIIT Kota are guided by fair and consistent principles and sound administration so that there is a positive experience and outcome for all stakeholders.

2.1 Aim of the Placement Policy

In order to achieve the purpose, this institute placement policy aims to:

- Set a clear and transparent framework for the processes related to placements and internships of the students of the institute;
- Set out role and responsibility of the students participating in the placement and internship process;
- Achieve placement of maximum number of registered students;

- Ensure high quality placements in terms of the amount of packages and goodwill/brand of the recruiters visiting the institute.

3.0 SCOPE OF THE PLACEMENT POLICY

This policy applies to all students of the institute registered with Training & Placement Cell for placement and/or internship. In this context, this policy encompasses:

- Student registration for placement/internship assistance;
- Processes related to providing assistance for placement/internships;
- Processes related to the facilitation of interaction between students and companies in the context of placement and/ or internship

This policy does not apply to:

- Internships/ project/ industrial engagements outside the approved curriculum of the program;
- Off-campus placement and internship

4.0 ROLES AND RESPONSIBILITIES

This policy sets out the roles and responsibilities of the Training & Placement Cell of the institute and the students seeking placement and internship assistance from the Training & Placement Cell. A clear identification of the roles and responsibilities shall ensure that the placement and internship activities run successfully and also indicate that these activities are an integral part of the work culture at the institute.

4.1 Roles and responsibilities of Training & Placement Cell

The Training & Placement Cell shall be responsible for:

- Ensuring that appropriate procedures are in place to support this policy;
- Contacting and inviting companies for placement and internship;
- Liaising with institute's academic departments, centers and various administrative units to ensure implementation of this policy;
- Maintaining a contact list of nominated members from faculty/staff and students involved with the placement and internship matters;
- Ensuring proper communication between various parties involved in student placement and internship activities;
- Having regular reviews of adherence to the institute placement policy and to ensure it is documented and periodically updated as per requirements

4.2 Roles and responsibilities of students

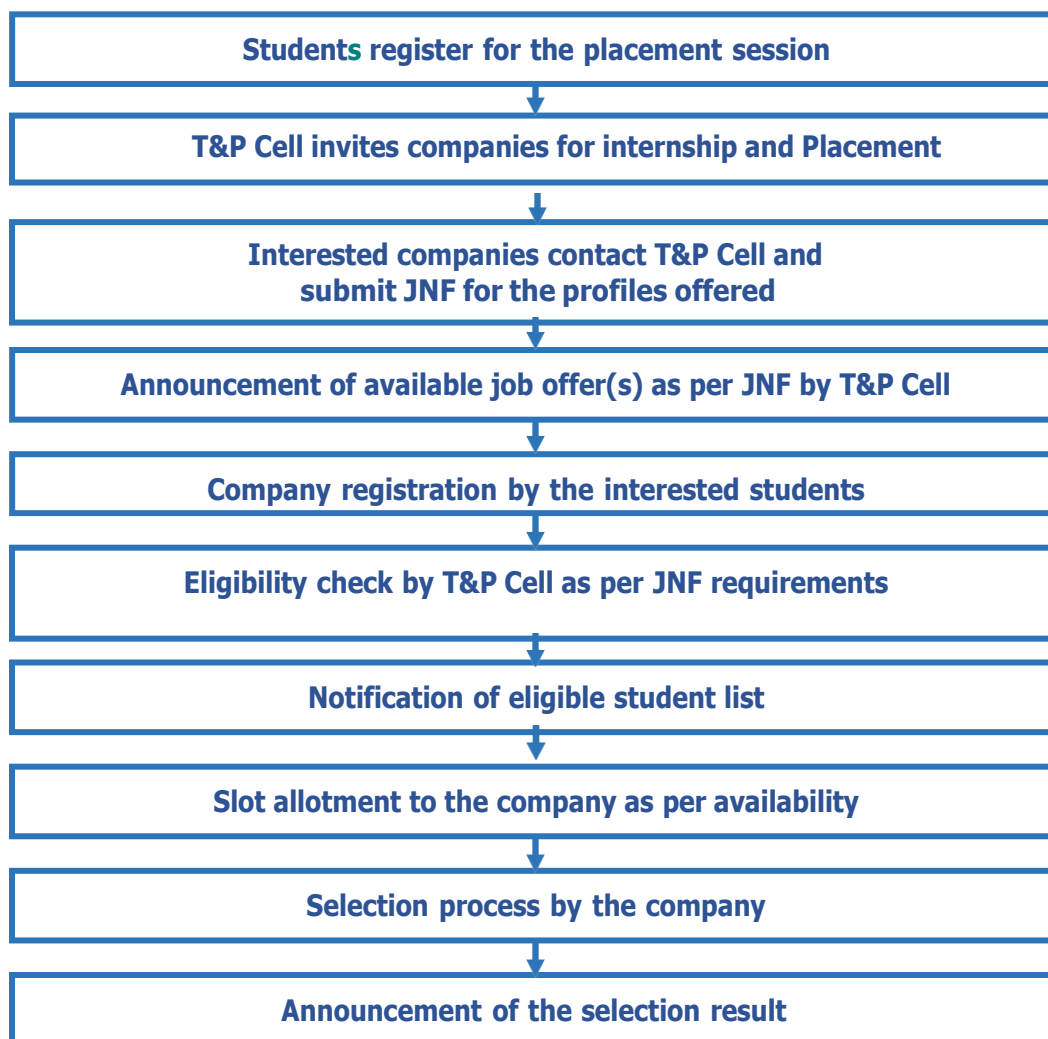
The student shall be responsible for:

- Understanding and adhering to the institute placement policy;
- Providing all necessary and relevant information to the Training & Placement Cell as and when required and in a time-bound manner;
- Keep their conduct to the highest level possible of the professional standards and not detrimental to the goodwill of the Training & Placement Cell, institute and/or the company;

- Attending mandatory sessions as declared by the Training & Placement Cell regarding skill enhancement/ briefing related to placement and internship;
- Attending mandatory sessions as declared by the company offering placement and internship

5.0 PLACEMENT PROCESS

The placement process for the session shall begin in the month of April/May every year. The process flow for the typical placement/internship shall be as under:



5.1 Student Registration

All students who are eligible to participate in the placement session and wish to avail the assistance of the Training & Placement Cell in securing placement or internship are required to register themselves with the Training & Placement Cell as per the notified schedule. It is mandatory to register with the Training & Placement Cell if any student wishes to participate in the placement/internship process. This registration with the Training & Placement Cell is not mandatory for every student and has to be done only if a student wishes to avail placement/internship assistance. However, in case a student opts not to register

himself/herself with the Training & Placement Cell at the beginning of the session, he/she shall not normally be allowed to participate in the on-campus placement and internship drives.

All candidates need to provide their contact and academic information to the Training & Placement Cell for the master resume as per the prescribed format. The inability to provide the required information in the prescribed format within the notified schedule may lead to non-registration of the student for campus placement/internship assistance.

The Training & Placement Cell may monitor the information provided by the students throughout the placement process for any ambiguous/ wrong/ misleading/ fraudulent information. If any student is found involved in such practices, the student may be debarred from the placement process. In addition, this may also invite disciplinary action against the student.

5.1.1 Eligibility criteria for students to enroll for the placement

All full-time students of the Institute who fulfill the following criteria are eligible to seek placement assistance by registering with the Training & Placement Cell, if he/she:

- is expected to complete all requirements for the award of the enrolled program in the current session;
- has not been debarred from participating in the campus placement process by any competent authority of the institute.

Note: Students with active backlog may not be registered for campus placements.

In addition to the above-mentioned criteria, sponsored candidates registered in any program of the institute shall produce a No-Objection certificate from their current employers to this effect, failing which they will not be included in the campus placements.

5.2 Invitation to companies for campus placement drives

The Training & Placement Cell is committed to provide support to the students of the institute for placement and internships. It will make all endeavors to invite and host, as many companies to the institute, for placement/internship as possible. In order to achieve this, a list of companies who have visited the institute in the past for their recruitment drives shall be maintained at the Training & Placement Cell. This list of companies as potential recruiters shall be constantly updated as and when possible.

The Training & Placement Cell shall start inviting companies for placement and internship drives from the beginning of the placement session. This communication shall accompany a brief profile of the institute and a job notification form (JNF). A copy of JNF can [be downloaded from here](#).

Any company interested in campus recruitment from the institute should express its interest by email and providing a filled-in JNF in the prescribed format detailing the profile of the jobs being offered, remuneration packages and eligibility requirements for the students. The JNF serves as an introduction of the job profile for the benefit of the candidates and also informs them of the company's requirements.

A company can submit multiple JNFs for different positions that they wish to offer. The JNF can be submitted to the Training & Placement Cell by email at placements@iiitkota.ac.in. Reduction in package, reduction in eligible branches etc. from those submitted in the JNF shall not be entertained. In case of any deviations from the JNF at any stage of the placement drive, the same is to be brought to the notice of the Training & Placement Cell. Any changes in the

information provided in the JNF will be allowed only after being agreed upon by the Training & Placement Cell.

The company will be offered slots/ dates for carrying out the placement process comprising of, but not limited to, Pre-Placement Talk (PPT)/ Written Test/ Online Test/ Group Discussion/ Personal Interview, etc. The company shall confirm the selection process before a pre-specified date and the slot/date shall be allotted to the company after confirmation. In case, if the company fails to do so, the allotted slot may be offered to other companies on their request. Request for any change in the slot can be entertained subject to its availability.

The company can ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process. However, the shortlisting criteria shall be notified in advance.

5.3 Announcement of JNF & Online company registration

Once the Training & Placement Cell has received the JNF(s) from the interested company, the same will be announced using the suitable medium. Students are advised to go through the details of the company/ job profiles/ packages/ eligibility criteria. Students interested in participating in response to the announcement made by the Training & Placement Cell for the placement/ internship drive by a particular company will be required to register for the same in the stipulated time period (This registration is in addition to the student registration made by the students before the placement season and will be required to be done for each visiting company). Students who have not registered for the placement drive for a company, shall not normally be considered at a later stage for that company.

Any student who willingly withdraws/ does not participate in the selection process after registering for it, without any valid reason, will be issued a warning on the first such instance. However, if such instance is repeated, the student will be debarred from participating in the placement process till the achievement of 70% placements in his/her branch.

5.4 Eligibility check and notification of student list

At the end of registration deadline for the respective placement/internship drives, the Training & Placement Cell will carry out scrutiny as per the eligibility requirements mentioned by the company in the JNF received and Training & Placement Cell records. A list of eligible students for the respective placement drive will be notified to the students using the suitable medium. This list of eligible students for the respective placement drive/ job profiles shall also be shared with the company.

5.5 Slot allotment to the company as per available schedule

All companies, on the expression of interest and submission of JNFs, will be allotted the available slots/dates for carrying out respective placement drive as per the institute policy. The preference for allotment of slots/ dates to the companies will normally be on the basis of a matrix comprising of:

1. Package offered and Type of offer
2. Probable number of students to be hired, and Number of selections done in the previous year(s), if any;
3. Number of students eligible
4. Participation in placements in the previous year(s), if any;
5. No of branches covered.

Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the Training & Placement Cell.

5.6 Selection process by the company

The company can decide to choose a selection process as per their discretion, which may include any mix of pre-placement talk (PPT) written test (technical/ aptitude), group discussion, technical interview(s), and HR interview(s). The Placement & Training cell expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

Training & Placement Cell will provide the necessary infrastructure and assistance required to the companies in their selection process related to informing students, arranging for test material/centers, etc. Though the Training & Placement Cell may provide assistance in conduct of test (subject to availability of volunteers), companies are highly encouraged to send their own representatives to conduct and proctor these tests.

The companies shall normally be required to provide the short-list of students for interviews (based on student profiles and/or test performances) to the Training & Placement Cell at least 01 hour prior to the start of interviews. The Training & Placement Cell will inform the short-listed students about the interview schedule once it is finalized.

5.7 Announcement of the selection result

The final selection of the students for the placement shall be made only from the interviewed candidates. It should be noted that the selected candidates must have participated in all rounds of the selection process.

It is expected that the company will provide a list of finally selected students to the Training & Placement Cell at the end of the day/ slot itself. In case further rounds of interviews are required to be held, the same should be communicated to the Training & Placement Cell along with the list of short-listed candidates (such information should also be provided in the initial JNF submitted). The list of selected/short-listed students should be duly signed by the responsible authority or can be sent to placements@iiitkota.ac.in from an official/ company email ID.

No 'on-the-spot' offers should be made directly to the students, neither should students be given any indication of the selection during or immediately after the selection process. The companies are expected to hand over the list of selected candidates only to the authorized individuals of the Training & Placement Cell for further processing.

In case, a candidate receives multiple offers due to the overlap of placement drives/slots, he/she will have to choose one offer and the final decision of the student will be communicated by the Training & Placement Cell to the company within 24 hours. The Training & Placement Cell strongly recommends that, in addition to the list of final selection, the participating companies also prepare a waiting list of the students. In case a student opts not to accept the offer, the students next in the waiting list may be confirmed, as per their merit. This waiting list will not be disclosed to the students (by Training & Placement Cell or by the company) and will be released as per student basis, if required.

Once the offers are finalized, the company is required to send the offer letters to the Training & Placement Cell. The Training & Placement Cell will disseminate the offer letters to the selected students. The selected students will be required to accept the offer by signing the offer letter/acceptance letter in the required format (if provided) and submit the same to the Training & Placement Cell, which will forward it to the concerned company.

Companies and students are expected to be in communication with each other ONLY through authorized officials/ individuals from the Training & Placement Cell and avoid direct contact during the placement drive except during the selection process. In case such a situation arises, please bring the incident to the notice of the authorized officials at the Training & Placement

Cell immediately.

The institute follows 'One Student-One Job' policy. Once a student is offered a job, he/she is not allowed to further participate in the placement process. The participating companies are thus expected to honour their commitments in this regard relating to packages, profile, location and other such information as informed in the JNF. Any downgrade from the stated information in JNF is strongly discouraged and will be dealt on a case-to-case basis by the Training & Placement Cell.

6.0 PRE-PLACEMENT OFFERS

Pre-Placement Offers (PPOs) are to be routed ONLY through the Training & Placement Cell. Any student receiving a PPO is required to report it immediately to the Training & Placement Cell. All students who have already received a PPO and accepted it would also be required to report the same to the Training & Placement Cell. Such students, who have already received and accepted a PPO shall not be allowed to further participate in the placement process, except for 'Dream Company' option. This applies to the offers by companies that are not participating/ unlikely to participate in the placement process.

A student who receives a PPO and does not inform Training & Placement Cell on the same may be debarred from further participating in the placement process and the company notified of the same.

7.0 OFF-CAMPUS PLACEMENT OFFERS

The students who have not registered for placement assistance from the institute can seek off-campus placements. However, students are highly encouraged to provide details of placement opportunities in the companies they are seeking to the Training & Placement Cell, so that the company can be officially invited to the campus.

Any off-campus placement offer to a student must be informed to the Training & Placement Cell by the student immediately within 24 hours.

8.0 DREAM-COMPANY OPTION

Institute follows 'One Student-One Job' policy. After being offered a job by any company, a student is not allowed to participate further in the placement process.

However, a student who has been selected by a company on a CTC (package) 'X', may be allowed to participate in the selection process of one additional company offering a CTC package not less than '1.5 X'.

A student may get one such additional chance after receiving a job offer. If the student gets job offer from the Dream-Company also, the student will have to leave the previous offer.

8.1 Dream-Company option

The 'Dream Company' option is available to all UG and PG students, subject to following limitations:

- The first job offer received by the student is less than Rs. 15 lakhs CTC.
- The option will be open for students of a branch/stream only when 60% placements for that branch/stream are achieved.

Any deviation from this policy under extraordinary circumstances will be dealt on case to case basis. Dean/ Associate Dean, Training & Placements may relax the criteria for the dream option depending on the situation to provide a better pool of students to a company depending on the offered CTC/ eligibility criteria of the company.

8.2 Bonus Company Option

The Training and Placement Cell may declare some of the invited companies as "Bonus Companies". Any eligible and registered student can apply to the Bonus Company, and securing a job in Bonus Company will not restrict him/her from appearing in the upcoming company. i.e. Job offers from Bonus Companies will not be counted in "one student one offer" policy. If a company is offering less than or equal to Rs. 6 lakhs CTC will be treated as a Bonus profile irrespective of Job profile. A student can avail a bonus company option only once.

8.3 Government Jobs

All students will be permitted to sit for defence jobs without any restrictions, however for other government /PSUs' conducting their recruitment through national level test, the criteria of 1.5X will be applicable, without any branch placement restriction.

9.0 INTERNSHIPS

Internships are integral part of professional education and present budding professionals, with much needed exposure to real-world practice of concepts that they study within the portals of the institute.

The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs. Students enrolled in the B. Tech./ M.Tech may be permitted for internships as per UG/PG ordinance.

Training & Placement Cell shall also invite companies to provide internships to students. The process of selecting candidates shall be the same as followed for selecting the students for placements.

The policy applicable to the students for placements will also be applicable for the students seeking internship assistance.

10.0 CODE OF CONDUCT

All students should conform that their behavior is fitting of the highest levels of professional conduct, ensuring that all of their acts:

- i. are of high ethical standards;
- ii. are not in deviation from the standards/ code of conduct adopted by the profession;
- iii. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- iv. are not in deviation from the code of conduct as adopted by the institute;
- v. are not detrimental to the reputation of the institute/ Placement & Training cell/ Company;
- vi. do not negatively influence the chances of selection of another student
- vii. If any student fails to sit for any company in which he/she is eligible, he/she will be awarded red flag.
- viii. Accumulation of three red flags results in debarment from the placement process.

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring of the student from participation in the placement process.

10.1 BLACKLISTING OF COMPANY

Any company, if introduces new terms and conditions before or at the time of joining, upon the complaint of a student with sufficient proof may be blacklisted from further participation in the placement sessions.

11.0 GENERAL GUIDELINES

- All full time registered final year students of IIIT Kota are eligible to participate in the placement process through the Training & Placement Cell.
- All students eligible for on-campus placements have to register themselves with the Training & Placement Cell.
- All applications to the companies are to be made through the Training & Placement Cell ONLY. If a student does not apply through the Training & Placement Cell for a particular company, he/she will not be allowed to participate in the selection process of that company.
- If an eligible student does not apply for any of the three companies (excluding bonus companies), he/she may be debarred from further participation in the placement process of upcoming companies.
- All students are advised to check the company profile and background thoroughly before applying. **Training & Placement Cell will NOT and shall not be liable for any default at/on the company's end at any stage later.** Training and Placement Cell shall not be liable for revoked offers/ joining delays etc. However, the affected students will be helped in all possible manners by the Training and Placement cell including allowing them for further placement opportunities on a case-to-case basis.
- Once registration for a company is done all rules as per student policy will apply.
- Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of the placement process by the company. There can be no withdrawal after this limit.
- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation/extreme

situations.

- No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Training & Placement Cell immediately. Students shall NOT take action at their end.
- If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- Absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring the student from further participation in the selection process. Attendance is counted ONLY when the student is physically present.
- Students appearing for any tests/GD/presentation should report before the start of the process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as a misconduct and will be dealt with as such.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation as also leading to disciplinary proceedings.
- Impersonation in tests/selection process or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by Training & Placement Cell/ company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action.
- Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Training & Placement Cell, refer to the Training & Placement Cell webpage on the Institute website for details or contact the Training & Placement Cell in case of discrepancy before proceeding.
- Students must carry their Institute ID-cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID-card.
- Students should strictly follow the prescribed dress code while participating in the placement process.
- The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.
- Decision of Training & Placement Cell IIIT Kota is final.
- Training & Placement Cell shall not be liable for any visa-related issue
- The Dean/ Associate Dean, Training and Placements may take any decision beyond the institute placement policy for the benefit of students' placement.