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Centre for Development of Advanced Computing
STUDENT CAMPUS PLACEMENT GUIDELINES – CCPP August 2025

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Name of the Course	
Name of the Student	
Student PRN	

The Common Campus Placement Program is an initiative of C-DAC ACTS to provide career opportunities to students who have completed the PG Diploma courses in the respective batch.

CCPP mode for PG Diploma Courses (February 2025 batch): Physical campus placement for all the PG Diploma Courses.

Placement Guidelines:

Eligible students' participation in C-DAC CCPP conducted by C-DAC are subject to the relevant sections, code of conduct, and disciplinary provisions as mentioned in the guidelines.
Students are advised to carefully read and follow the instructions given in the guidelines.

1. **General Placement Rules**

   1.1. Being provided a placement opportunity is not an automatic right of student. C-DAC ACTS/ATC works only as the facilitator in arranging companies to visit the campus for direct placements of students. Registration / Participation in campus placement drive(s) does not guarantee an interview/selection/job to student by any company / organization or C-DAC or any of its ATCs.
   1.2. ACTS conducts a Common Campus Placement Program (CCPP) region-wise at multiple locations i.e., Bangalore, Mumbai, Hyderabad, Noida, Patna, and Pune. A student can be part of only one CCPP as per decision of ACTS. ACTS, at its own discretion, may assign student to an on-going CCPP at any location.
   1.3. ACTS courses, unless otherwise informed, are full-time courses, designed for full-time engagement of the student in the course. Student shall not engage in any other full-time/part-time activity, job etc. (other than those assigned as part of the course) without prior permission of ACTS/ATC.
   1.4. Students are encouraged to seek job/ opportunities on their own outside of CCPP/ local placement drive.

2. **Prerequisites for C-DAC campus placement:**

   2.1. <u>Eligibility criteria</u>: Student of ACTS/ATC who are declared to have passed C-DAC Post-Graduate Diploma program in the respective batch are eligible to register for CCPP drive(s).
   2.2. <u>Academic / Resume information</u>: Student is required to provide a resume, in C-DAC prescribed format, which are assumed to have been certified to be correct and true by the student. Student agrees that ACTS/ATC can share their resume, identification, demography details, marks in different assessment/evaluation, marks/degree details obtained in their academic progression (10th / 12th / Graduation / Post graduation, etc.), disclose any disability / health condition, or any disciplinary issue/action taken against them, etc. to the interested company / organization, subject to it remaining private to them.
   2.3. <u>Curriculum Vitae (CV) for C-DAC campus placement</u>: Students should be ready with all SCANNED copies of relevant certificates and passport size photographs, etc. along with their Curriculum Vitae (CV) (min. 10 copies each) in C-DAC's format for appearing in CCPP.
   2.4. It is mandatory to carry a laptop, writing pad, pen, pencil, eraser, etc. for placement process.
   2.5. <u>C-DAC Placement ID</u>: All eligible students will be issued C-DAC CCPP ID card, which they must carry to display during campus placement process. In addition, also recommend a govt. ID card for authorization purpose.

3. **Code of conduct:**

   3.1. Students are advised to keep attire, jewellery, and makeup simple and presentable always. The Business Formal dressing (for boys – formal shirt, trouser & polished closed-toe formal shoes / for girls - formal shirt, trouser or salwar- kurta / saaree with closed-toe formal ballerinas) should be followed, but jacket/coat is not necessary. Further, students are required to follow norms of general good dental and body hygiene and keep hair, nails, cloths, shoes, etc. clean and without any foul/unpleasant odour.
   3.2. Jeans, slippers, floaters, sports shoes, and casual attire are not permitted. Student may be denied opportunity to sit in exam/interview if dress or hygiene is not found satisfactory.
   3.3. Shortlisted students must reach the exam centre / CCPP venue half an hour before the scheduled start time of the process. Student may be denied opportunity to appear for exam/interview in case of late reporting at the campus venue.
   3.4. The campus recruitment process may stretch until late evening, in such cases; students should make necessary arrangements for themselves.
   3.5. English is the official language for communication during CCPP with companies and C-DAC representatives / coordinators. Students strictly need to adhere to it for entire CCPP duration.

3.6. Students are prohibited from contacting visiting company/organization representatives directly for any reason whatsoever. For any assistance, student must approach the Placement Coordination team.

3.7. Student shall not engage in the misconduct (verbal / written / gesture) towards any student, recruiter, employee, or staff of the ACTS/ATC or visiting companies. A reported instance of such misconduct may lead to reprimand, or suspension, or levy of financial penalty, or expulsion, or any combination thereof, from CCPP at discretion of C-DAC.

4. **Placement Process:**
   C-DAC facilitates the campus placement for PG Diploma courses where in students have to abide by the campus process as mentioned below:

   4.1. ACTS/ATC will inform the day wise schedule of company's recruitment process information via email to their respective centre students. **Email is the primary mode of communication for placement information as it has all the details of the hiring process.** It is advisable to regularly access the emails. **Failure to check email in time or not follow instructions therein shall not entitle student to any remedy in case of missed opportunities**. It is incumbent upon student to provide a correct and working email address to Placement team.

   4.2. The email communication regarding visiting company, tentative date(s), and any information received from them such as job requirement, process/mode of selection, salary/emolument package, etc. are provided as-is. ACTS/ATC shall not be responsible for any discrepancy or shortcoming in such process/mode and information. Student must apply his or her own judgement before opting to appear in any company drive.

   4.3. Shortlisted & eligible students (students' responsibility to check his / her name in the shortlist) are only permitted to attend the respective company process. Any student found attending the company process for which he is not shortlisted may be subjected to reprimand, or suspension, or expulsion, or any combination thereof, from CCPP at discretion of C-DAC.

   4.4. Campus process may start early morning from 6:30 AM onward and it may end up late evening, thus students are advised to bring dry eatables and drinking water during the placement activity.

   4.5. Students must make their own travel arrangements to reach CCPP venue and exam centres as informed from time to time.

   4.6. Placement is a very dynamic activity consisting of multiple company processes in a day; it is the responsibility of every student to check notices / announcements / updated information / shortlisted names etc. from the competent authority and placement representative time to time.

   4.7. C-DAC insists companies to give pre-placement talks to clarify details such as salary break-up, job profile, place of work, bond details etc. Students may clarify these details with the company HR / representatives during the Pre-placement talk only. Alternatively, they should **refer to the company details shared by Placement Coordinator and must apply his or her own judgement before opting to appear before in any company drive.**

   4.8. ICT industries follow varied compensation structure. Companies may provide the salary package as COST TO COMPANY (CTC). Students must understand that CTC may not be a take-home salary and may have benefits and deductions as per the company rules. Student may clarify such queries during Pre-placement talk or through their Placement Coordinator. Students who find the offered CTC acceptable should proceed with the company's placement process. Any attempt to negotiate the CTC may result in debarment from the placement process.

   4.9. The job location is at the discretion of the company. C-DAC mentions the location in job description as discussed with the company, which may differ based on project requirements at the company's end. In the case of multiple locations, the company may assign any selected student to any location.

   4.10. Companies shortlist candidates based on their hiring policy and the availability of open positions. Companies may conclude their process once the positions are filled or as per their discretion.

   4.11. As part of selection process, the company/organization may require a student to physically appear at any city/town on prescribed date/time and undergo further evaluation(s). The students must make their own arrangements to attend the selection process, which may or may not be reimbursed (by the company/organization). Failure to attend the selection process at prescribed location/date/time, due to any reason whatsoever, may result in the cancellation of the interview/selection by the company/organization. If any student is not willing to travel / could not attend the drive due to any reason, C-DAC will not be responsible for the cancellation of the interview/selection.

   Placement Management System (PMS) is a C-DAC web-based portal for students to get notification related to company shortlisting, leave application status, selection etc. The email sent by Placement team has the detailed company process information on campus process.
   A feedback system is available on C-DAC Placement Management Software (PMS) and all students must provide their feedback. **Submission of feedback in PMS is mandatory.**

5. **Infrastructure required during Campus Placements for Exam and Interviews:**

   Exams are a part of company's prescreening recruitment process. These exams may conduct in online or written mode based on the company requirement and levels of screening at company premises / CCPP venue/ ATCs venue depending on company's preference for smooth conduct of the exam.

   Kindly ensure that you have the below-mentioned setup before the start of campus placements:

5.1. Students MUST have a laptop with an embedded camera / separate webcam and microphone/headphone with mic for appearing the exam/interviews. Note that in case you do not have a Web Camera & Mic, you may not be able to take the exam. The company may permit no re-exam or another attempt.

5.2. Candidates must not attempt the test using a Mobile Phone.

5.3. Note that laptops with Windows OS are required (Windows 10 and above are recommended) for exams. The company online exam might not be compatible on Mac OS or any other OS. (Requirements differs from company to company so students need to fulfill the requirement of the browser accordingly).

5.4. Make sure that your laptop is fully charge before appearing for the exam as a measure against any battery discharge or unexpected power outages.

5.5. All student's compulsory has to carry their own Laptop with working webcam & microphone and **if do not have LAN connector to laptop then bring USB to LAN connector to attend company process. Install LAN drivers beforehand to avoid any connectivity issue during the exam.**

5.6. Following general information's are usually required by company's online exams and student must follow the same:

    5.6.1   Students should use their primary email ID registered in PMS for company online exams.

    5.6.2   Roll no. / Registration no. asked in the exam form should be students' PRN

    5.6.3   College Name – Engg. College / C-DAC Pune as per the details asked in the exam form.

    5.6.4   Academic information on college and percentage details should be your B.Tech / B.E / Masters details.

5.7 Where exam is conducted at location other than CCPP venue / ATC:

    5.7.1   Student must ensure proper internet connection for the online exams and interviews. C- DAC shall not be responsible for any network failure and rescheduling of tests/ interviews due to network issues.

    5.7.2   Internet Bandwidth: Kindly ensure that students' have a WiFi setup, advisable to have a minimum of 2 Mbps of internet speed. Mobile data should be handy for use in case of Internet backup. Machine Configuration: RAM - Minimum 2GB (4GB is recommended), Processor Speed- 1.5 GHz and above. Operating System – Windows 7 and above (updated). The actual requirements may vary from company to company, and student are required to meet them.

    5.7.3   Make sure that your laptop is fully charge before appearing for the exam as a measure against any battery discharge or unexpected power outages, C-DAC shall not responsible for any electricity power failure; it is students' responsibility to arrange the power backup solutions like UPS, inverter, generator etc.

    5.7.4   Be seated alone in a well-illuminated room without any background noise for taking the exam. Also, ensure that face is clearly visible throughout the video exam / interview. Examiner / Interviewer may terminate the exam / interview immediately on detecting any violation of sanctity of exam / interview. No request for further attempt / opportunity may be entertained. C-DAC may further reprimand, or suspend, or levy a financial penalty, or expel, or any combination thereof upon the student on report and severity of violation received from the examiner / interviewer or detecting the same.

    5.7.5   Candidates should not move out of the video screen once logged in for the exam / interview. The camera should not be covered with any article during the exam/interview.

    5.7.6   Keeping the company's convenience in view, students have to be flexible to use any interview platform (e.g. Zoom/Teams/WebEx/Skype Business) as per the required selection process.

6. System Requirements for Exams:

6.1. Make sure that the pop-up blocker is disabled and firewall settings are off/on your browser.

6.2. Uninstall any previously downloaded Safe Exam Browser. Disable any screen sharing applications/software such as Team Viewer etc. for exams/interviews.

6.3. Student should delete cache / history / cookies before every exam and do a hard reload.

6.4. Avoid last minute system updates in your laptop (screenshot mentioned) to avoid any delay in the exam.
Settings ---->Windows update ---> advanced options -----> Select date to pause updates.
As shown in below figure:
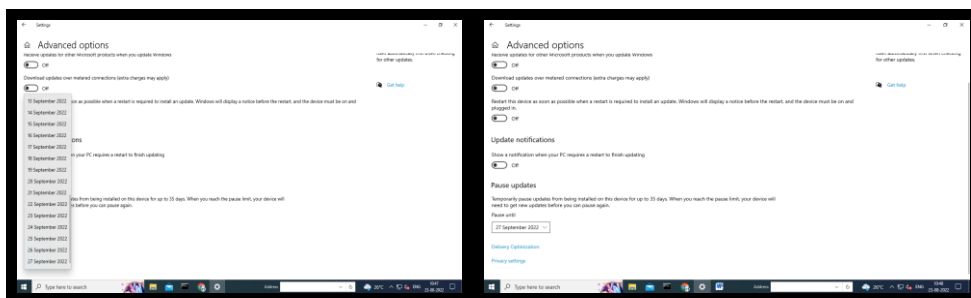
6.4 Licensed software only should be used on the students' computing device.

Note: Students need to adhere to company exam instructions and make necessary arrangements accordingly.

Student shall not have an automatic right to re-examination/ re-interview. C-DAC ACTS will not be responsible for rescheduling of exams/Interviews not done. All decisions of C-DAC ACTS will be final in this regard.

7. **Placement Policy:**

7.1 **Selection Guidelines:**

7.1.1 C-DAC aims to provide equal opportunities to every student to begin his/her career in ICT domain. A student can get, at most, only one job offer on first selection basis.

7.1.2 During CCPP, it is mandatory for all shortlisted students to attend company presentations / go through the company details as shared by placement team. Student must judiciously select the company/organization to appear as candidate for selection/job-offer. ACTS/ATC shall not be responsible for student's choices and outcomes.

7.1.3 Once any company/organization confirms the selection of a student in writing to the Placement Coordination team, the student shall not be allowed to continue with CCPP/ local placement drive. The order of confirmation by company/organization to Placement Coordination team shall be the factor in deciding the joining selection of the student. Decision of Placement Coordination team in this regard shall be final and binding upon student.

7.1.4 Student must accept the offer of the company/organization that has selected them, as confirmed by Placement Coordination team. Any claim of company/organization or student to have given/received confirmation of selection between themselves shall not be valid or entertained.

7.1.5 On receiving a confirmed job/engagement from any company/organization as part of CCPP placement drive or outside/on-own, student must inform Placement Coordination team immediately, and withdraw from CCPP/local placement drive. Failure to inform the Placement Coordination team, or to continuing to appear in CCPP/local drive thereafter may result in reprimand, or suspension, or levy of financial penalty, or expulsion, or any combination thereof, and/or forfeiture of any selection/job-offer received subsequently.

7.1.6 Maximum attempts: The maximum attempts provided to students in a CCPP is as directed by C-DAC Academic Management from time to time.

For February 2025 batch, a student may appear in only 20 individual company's selection processes where shortlisted, or the number of companies visiting CCPP for the given domain / technology / course, whichever is less. Students remaining to be placed after their maximum attempts are exhausted or such companies visit end, may not get any further opportunity. C-DAC may change the allowed number of attempts at its own discretion.

7.1.7 Companies' shortlist students it wishes to examine / interview as per their own criteria based on a number of factors, which it may not disclose. C-DAC may not provide any recourse / remedy to students not shortlisted or selected by one, more, or all companies.

7.1.8 ACTS/ATC may hold the selection of any student by a recruiter as invalid, or in-abeyance, or reprimand, or suspend, or levy a financial penalty, or expel the student from CCPP/local placement drive for violation of any of the CCPP rules and conditions. Decision of Placement Coordination Committee shall be binding upon student and recruiter.

7.2 **Offer, Cancellation, and Retrenchment**

7.2.1 All employment offers / contracts from participating companies are made as per their own rules to one or more students. The student must apply their own due diligence for accepting the same. The offer / contract is between the company making the offer as employer and student as potential employee, and does not involve C-DAC/ATCs in any manner whatsoever.

7.2.2 While ACTS/ATC facilitates the placement opportunities to student, they do not control outcome, or cannot compel a company/organization to follow through on their recruitment process, no. of positions, offer/ package, location, bond to student. In case, where a company refuses to honour the offer letter, joining date, or cancels the selection itself, after publication of selection list, remedy from C-DAC shall be limited to allowing the affected student(s) in the ongoing placement drive for the batch thereon. Decision of C-DAC in this regard shall be final and binding on student.

7.2.3 Where a company retrenches / lays-off one or more former students, placed through the placement drive, for any reason whatsoever, the matter shall be solely between the employer and the employee as per their contract. No remedy shall be due from C-DAC. The student may seek legal recourse as per their contract and application laws.

7.3 **Attendance & Punctuality:**

7.3.1 Visiting company / organization / recruiter may prescribe their own eligibility and processes/mode(s) of short-listing / test / evaluation / interview. Student who indicates their willingness to appear as candidate to them must follow those processes/mode(s).

7.3.2 **Absence from CCPP/local placement drive, without prior approval (written/email intimation)** of Placement Coordination team, shall be considered as unauthorized absence and may result in reprimand, or suspension, or levy of financial penalty, or expulsion, or any combination thereof, from CCPP.

7.3.3 Once the student attends a process/mode of selection for a company/organization, they must continue to attend all stages of prescribed processes/modes of selection, unless declared unsuccessful at any stage to progress to further stages. Failure to attend any subsequent process/mode or selection, without prior approval of Placement Coordination team, shall be considered as unauthorized absence and may result in reprimand, or suspension, or levy of financial penalty, or expulsion, or any combination thereof, from CCPP. Students should inform about his/her absence (in writing) from the company process before the start of the company process by e-mail to the placement coordinator.

7.3.4 Students must sign the attendance sheet at every stage of the hiring process, including the exam and interview. It is the responsibility of student to mark the attendance for the company where he has been shortlisted. If any student does not sign the attendance sheet, he/she will be considered absent in the process resulting in expulsion from CCPP.

7.4 Request for Leave / Option out:

7.4.1 Request for Leave:

A student may request leave through the leave application link provided by the Placement Coordinator in unavoidable circumstances such as medical event of own or immediate family members, wedding of own or siblings, competitive exams, bereavement in immediate family, attending external recruitment opportunity, etc.

Student must obtain prior approval by submitting the leave application, along with supporting documents, through the designated leave application link. **Furthermore, students are required to submit a physical copy of the application along with all supporting documents, verified and approved by the Placement Coordinator, as a prerequisite to rejoin the placement process. In the event that the supporting documents are deemed unsatisfactory, the leave application may be rejected.** No placement opportunities will be provided to student while on leave.

Uninformed absence shall not be treated as leave and will attract provisions of Attendance & Punctuality. Absence after shortlisting by a company shall be counted towards allowed attempts.

Re-joining in CCPP after absence is subject on the Placement Coordinator's approval.

7.4.2 Option Out:

7.4.2.1 A student may Opt-Out or withdraw from a company's selection process; if they are not satisfied with the company offerings by submitting their decision, in writing or indicating same in the online system, of opt-out to the Placement Coordination team.

7.4.2.2 The no. of Opt-Outs in a CCPP is as directed by C-DAC Academic Management from time to time. For February 2025 batch, a maximum of 03 Opt-Outs can be made by a student in a CCPP. A valid Opt-out exercised will not be counted towards absenteeism. (Refer 7.1.6). The option-out exercise will get closed (No Opt Outs) after 2 months of campus completion.

7.4.2.3 The decision to Opt-Out should be made before the company selection process begins i.e., immediately after Pre-placement talk by company or receiving the company's job details from Placement Coordination team. **Once the selection process begins, the decision to opt-out will not be taken into account and will be counted towards maximum allowed attempts in CCPP.**

7.4.2.4 Once a student has chosen to opt-out, they will no longer be considered in that company's ongoing selection procedures.

8. Disciplinary System - Strict Discipline to be followed during CCPP

8.1 Malpractices (unethical or inappropriate behavior or action) at any stage of the campus process shall attract reprimand, or suspension, or levy of financial penalty, or expulsion, or any combination thereof. Students may be barred from future placements opportunities.

8.2 Use of or attempt to use any unfair means (including, but not limited to, use of any mode or medium of study or reference materials, textbooks, other persons, devices, external communications, etc.) or fraud during company examination / evaluation / assessment or lack of academic honesty, when detected at any stage including after publication of selections, shall be sufficient ground for severe disciplinary action(s) against the student.

8.3 Mobile Phone Use: While student may bring mobile phones (or such communication devices) to CCPP venue/ exam centre/ company premises, it is prohibited to use them during the exam / interview hours. The phone/device should be preferably kept outside the premises or in carry-bag/purse and must be in switched-off / full-silent mode while in premises.

8.4 Recording & Photography: Student is prohibited to take/make audio/video recording of placement /company

premises, incidents, groups, students, officials, and/or upload them to any social media or storage site. Photography of anyone or anything within premises is prohibited.

8.5 Student must not send emails, phone call, or message directly to officials of C-DAC, ACTS, ATCs, or offices/officers outside C-DAC/ATCs without adhering to Support, Grievance processes, and its violation may be considered as misconduct.

8.6 A student is prohibited from using social media (Facebook, WhatsApp etc.) for sharing any kind of information regarding ongoing CCPP, visiting companies, etc. Any social media post by student shall be in their own personal capacity and shall not represent C-DAC/ATC. Social media post in violation of applicable conduct rules and laws shall be dealt with strictly.

8.7 Any sort of indecent behaviour during the placement process may lead to cancellation of registration and the case shall be forwarded to appropriate forum/legal authority for further action. Where C-DAC determines the behaviour to be unbecoming of its student, it may reprimand, or suspend, or levy a financial penalty, or expel the student, or any combination thereof, as per its own discretion.

9. **Student Grievance Redressal Procedure:**
   A student with a grievance has to recourse through the grievance redressal mechanism. **The grievance must be raised in writing via email to the placement officer of the training centre.**

   A grievance is admissible for followings:
   - Concern that a policy or procedure has been incorrectly or unfairly applied during CCPP.
   - Concern for an incident / action of someone deemed violative of rules/policies.
   - Concern related to campus placement decorum.

   General Guidelines for grievance submission:
   9.1 Student must submit/send any communication to email/postal address/office of allocated training centre or that provided in relevant sections of the Admission Booklet, Student Handbook, publication, or notice only. All emails must be sent from student's registered email address only.

   9.2 All communication from Student to ACTS/ATC must clearly identify them through information such as PRN Number / CCPP Number along with Name and other relevant details. Any communication received without required identification may not be taken note of and/or may not be responded to.

   9.3 **Student must not send emails, phone call, or message directly to officials of C-DAC, ACTS, ATCs, or offices/officers outside C-DAC/ATCs without adhering to Support, Grievance processes / structure as provided, and its violation may be considered as misconduct.**

   9.4 The concerns should be raised individually and will be handled individually and case-to-case basis, No group emails / request will be entertained and may be considered as misconduct.

   Grievance Redressal Structure to follow in case of any concerns during CCPP:
   In the event of any grievances during the CCPP process, students are required to follow the escalation hierarchy outlined below:

Contact Person	Level	Contact Details
Training Centre Placement Officer	1st Level	Placement Officer / Team email ID
Pune CCPP Placement Committee	2nd Level	cdacplacementpune@gmail.com
C-DAC ACTS	3rd Level	Mr Nitin Pawar (available in person at C-DAC ACTS)
Note: Students must strictly adhere to the above escalation structure for raising concerns. **Any direct communication that bypasses the defined levels may invite disciplinary action.**		

C-DAC aims to provide placement assistance for all students. Placement is an opportunity extended to the students but cannot be claimed as a matter of right. These guidelines are framed to ensure equality and fairness of opportunity to all the students. C-DAC may modify any or all of the above norms and/or stipulating additional norms for placement, in its own judgment and discretion.

All students who opt for placement shall abide by the guidelines prescribed hereinabove. Any breach of rule specified above by any student shall be taken up seriously by the C-DAC who in turn will review the matter and take action against the students as it deems fit.

By signing this, I certify that I do not currently work for any company. I am available for the C-DAC campus procedure, background checks conducted by the company, and selection for immediate joining opportunities.

I have read and understood C-DAC Placement Guidelines and would abide by the rules of the C-DAC Placement Programme.

Name: Date:

Signature

Student Declaration & Undertaking

Name of the Course	
Name of the Student	
Student PRN	

1. I declare that I have read and understood the campus placement guidelines shared by C-DAC ACTS.

2. I declare that all information provided in Placement Management System (PMS) is true and correct to the best of my knowledge.

3. I declare that I have secured marks/results for appearing in CCPP, and there is no disciplinary action pending / active against me.

4. I declare that I will arrange and be ready with the infrastructure as required for the campus process.

5. I undertake to keep the C-DAC placement team informed in case of any leaves/self-placement/absenteeism.

6. I undertake that I am currently not employed and am available for the C-DAC campus placement process.

7. I undertake to abide by rules/regulations/Dos – Don'ts and any directions issued by C-DAC from time to time, failing which C-DAC may remove/ suspend/curtail me from placement activities.

Place: Name:

Date: Signature: