

PW Institute of Innovation – Placement Policy

Effective From: August 2025

Prepared By: Career Development Cell, PW IOI

Approved By: Director, PW IOI

1. Objective

The Placement Policy aims to ensure a transparent, merit-based, and professional recruitment process while maintaining discipline and academic integrity.

2. Eligibility Criteria for Placement Assistance

CGPA Requirement:

- Minimum CGPA of 7.0 (on a 10-point scale) is mandatory.
- For premium roles (Product, Research, Core Tech): CGPA \geq 8.0 may be required by some recruiters.
- Students below the CGPA threshold must improve within the next semester or face temporary ineligibility.

Attendance Requirement:

- Minimum 85% cumulative attendance in academic sessions and training programs.
- Special exemptions (medical, emergency) must be officially approved and documented.

Disciplinary Record:

- Students with any recorded disciplinary actions are not eligible until officially cleared by the Discipline Committee.
- Ethical behavior in campus activities is mandatory.

Degree Partner Requirements:

- All students must meet degree partner CGPA and attendance policies.

- Monthly CGPA and attendance updates must be submitted to PW IOI Admin by the degree partner's academic team.
- Students must authorize access to academic transcripts and attendance records to the PW IOI Admin team.

3. Registration Process for Placement

- Students must officially register on the PW IOI placement portal before applying to any company.
- Submission of updated resume, LinkedIn profile, and all required documents is mandatory.
- Registration implies agreement with this placement policy and all its rules.

4. Job & Internship Offer Policy

Number of Offers:

- Students are allowed one job offer at a time.
- Internship + Job is permitted only if internship is in the pre-final year and job placement is in the final year.
- Once placed, students move to a non-active pool unless pursuing a dream/core role after a non-core/non-dream offer.

Dream Company Clause:

- Students with offers from dream companies (as predefined by CDC) may participate again in placement drives under approval.

PPO & Conversion Clause:

- Students receiving Pre-Placement Offers (PPOs) from internships must inform CDC within 7 days and submit official documentation.

5. Resume Guidelines

- Resume must be honest, verifiable, and updated.

- False information will lead to blacklisting from placements and possible disciplinary action.

6. Leaves During Placement Season

Academic Leaves:

- Must be pre-approved by Academic Admin and Placement Office.

Medical Leaves:

- Valid medical certificates must be submitted within 3 days of resuming.

Interview Leaves:

- CDC issues permission letters for interviews during class hours.

7. Communication & Admin Coordination

- Degree partner institutes must update the Admin team monthly on:
 - CGPA changes
 - Attendance
 - Leaves taken by students
 - Disciplinary actions
- Students must report academic discrepancies immediately.

8. Blacklisting Criteria

Students may be blacklisted if they:

- Violate placement rules or ethics
- Apply to companies without registration
- Reject final offers after confirmation

- Misbehave with HR or recruiters
- Falsify resumes or project data
- Remain absent without informing CDC

9. Code of Conduct During Placement Drives

- Formal dress code is mandatory during interviews.
- Students must attend pre-placement talks (PPTs).
- No-shows after registration are serious violations.

10. Support & Grievance Redressal

- Grievances must be reported via official email to placement@pwioi.in within 48 hours.
- CDC will respond within 5 working days with possible resolutions.

Final Note:

The Career Development Cell (CDC) reserves the right to amend, interpret, or waive any part of the policy under special circumstances. The intent is to maximize student success, uphold institutional credibility, and ensure fairness to all stakeholders.

Contact:

Career Development Cell
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