



## **PLACEMENT POLICY TO THE STUDENTS**

### **1. Slotting of the companies and One person One offer:**

A) Since the students are the direct Stake holders, They can choose any company as their best dream company and in case he/she get selected for FTE (Full Time Employment) or employment with internship as an Option should adhere to that offer and they will be subsequently not allowed for any kind of On campus placements further.

B) If any student is selected through Off Campus, they must inform to the SPCs/SPOCs or Placement Head about his employment details. Failing to do so, a strict action will be taken against such student(s).

C) Only internship is not considered as full time and the students are allowed to attend placements on campus further.

D) Those who get placed through placement Department will get the offer letters through placement Department, subsequently the selected students should send their acceptance to the Recruiter directly as directed in the offer letter. At the same time, student has to submit a "Photostat Copy" of acceptance to the Placement Officer for official records.

E) In related and may not be restricted to Initial offer letter/ Final Offer letters/ for any other grievances, students can approach the placement officer for necessary help.

### **2. Registration for B.Tech/ M.Tech Placements:**

A. Interested B.Tech/M.Tech Students have to register for appearing in "On Campus Placements" before commencement of the season. If any student fail to register or show interest to register after announcement of the placement season or midst of Placement season will not be entertained. The students will be charged INR 5000 towards placement fees of IIIT Hyderabad.

B. Registrations after the due date will not be accepted. One of the Placement lead will coordinate with Placement Officer in this activity.

C. Those who did not register or sit for Placements are eligible for the reimbursement of the "Placement Registration Fees" by applying through IMS in the month of **May 1st week every year.**

### **3. Registration for MS/ PhD Placements:**

A. MS/PhD Students have to register every season by submitting their placement registration form through IMS with the consent of their respective research advisor, which is mandatory to complete their registration process.

B. Registration will take place in the month of July/August for "Personalized Placements" for Students graduating on or before December of same year/January of conjugate year. MS students graduating on or before June of next year can also sit for December Placements of the current year.

C. Irrespective of any season, those who get placed once, they are not allowed to sit for further seasons.

D. MS by research/ PhD students will not be charged for attending the placements on campus.

#### **4. Dress code/Neatness:**

Students have to attend the recruitments in Formal attire only Viz: Light colored Shirt/Dark Color Trouser. Placement Officer can raise the objection for any student, who does not maintain the decency and decorum.

#### **5. Photostat Copies:**

Students have to carry the required documents and credentials for the recruitment as the corporates may ask to produce the required certificates during hiring process. The student has to submit the resume and other Photo copies to the HR of the corporate through Student lead.

#### **6. Plagiarism/Arguing with the Corporate crew/ Tanking of the test process should be avoided /Invigilation during test process is mandatory other than SPC/SPOC:**

- A) During Placements, it is advised that the test process should be conducted fairly. If any student or SPCs' directly or indirectly indulge in any such practice like plagiarism, writing test on somebody's behalf, malpractice and helping other students, such SPCs/ SPOC will be removed from the placements team. In same time, either students (Candidates) or any other SPCs should not directly meet or argue with the corporate HRs for any clarifications/queries etc. If any such queries, it should pass through either Head-Placements or SPOC to the corporate.
- B) It is also advised that 'No Student/ SPCs/ Any other Volunteers should not involve in tanking the test process in order to Place the 'Not Placed Students'.
- C) A team of Invigilators should be deployed to online/written test process during Placements for smooth conduction of the test process.
- D) The SPOC of the Corporate should wear ID card issued by Placement Office during Placements, so that particular SPOC should only coordinate with the talent acquisition team / HRs of the Corporate for smooth functioning of the placement process.

#### **7. Using of IMS Software for conducting of smooth Placements:**

Students are advised to register through the IMS portal link for their Placement Registration. The Placement Registration link is provided by SPCs to the Students.

#### **8. Allowing M.Tech CASE Students for Core and CS Companies/Internships:**

If any student from M.Tech CASE gets placed for a profile where work is related to CS, he/she would be allowed to sit for any other core company. The Student shall choose either CS or Core offer.

M.Tech CASE Students Internship/ Internship based conversion is coordinated by the Placement Office w.e.f 2023 graduating batch. So, every year the Internship drives would be conducted from July/ August to November/ December. The Students can go for 3 to 4 months of Internship to the Industry from January onwards of the subsequent year.

**9. Confidentiality, Decency and Decorum:**

A. If any student fails to maintain the confidentiality and poses indecent behavior with other students/ placement leads/staff/placement crew/corporate team will be disqualified from the placement activities.

B. **No TA/DA/Accommodation** will be provided to the students, when they attend for Off Campus/Pool Campus recruitment.

C. **Sharing of Information and Offer letter:** Students when they get placed through Off/ Referrals/Pool Campus must inform through mail attached with the offer letter to the placement Officer and SPC immediately to update in the Institute Records. If any student fails to do so, strict action will be taken against him/her.

D. **Delayed Response to Placement Notification/ Absent for three consecutive corporate drives:** If any student from any stream fails to respond to the Placement Notification on or before due date for registration or not responding to the calls of the SPC/SPOCs, and fail to sit in three consecutive corporate drives without any valid reasons, such student(s) will be barred from the Placements by the Head Placements with the consent of the SPCs'.

E. If any student lead or Students get a call from corporate, same must be informed to the Head of placements for further actions.

**10. Participation in the entire corporate drive :**

Any student who has registered for a particular corporate drive has to mandatorily attend the entire process until the corporate drive is completed. Failing to do so, he/she will be barred from the placements.