<div align="center">

Centre for Development of Advanced Computing

STUDENT CAMPUS PLACEMENT GUIDELINES – CCPP October 2021

</div>

Name of the Course	
Name of the Student	
Student PRN	

Placement Guidelines:
Students are advised to carefully read and follow the instructions given in the guidelines.

The Common Campus Placement Programme (CCPP) October 2021 will be initially organized virtually.

1. **Infrastructure for Virtual Placements:**

For the virtual campus, setting up a proper infrastructure is a must. Kindly ensure that you have the below-mentioned setup before the start of CCPP October 2021:

1.1 Students MUST have a laptop/desktop 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 will not be able to take the exam.**
1.2 Candidates must not attempt the test using a Mobile Phone.
1.3 Note that laptops/desktops with Windows OS are required (Windows 7 and above preferred) for online exams. Candidates should not use Mac OS or any other OS for online exams. (requirements defers from company to company so students need to fulfil the requirement of the browser accordingly)
1.4 Make sure that your laptop is fully charged before appearing for the exam as a measure against unexpected power outages. CDAC is not responsible for any electricity power failure, it is students' responsibility to arrange the power backup solutions like UPS, inverter, generator etc.
1.5 Ensure proper internet connection is there for the online exams and interviews. CDAC is not responsible for any network failure and rescheduling of tests/ interviews due to internet issues.
1.6 Ensure that students are seated alone in a well-illuminated room without any background noise for taking the exam. Also, ensure that students' faces are clearly visible throughout the video (Exam / Interview).
1.7 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.
1.8 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.

2. **System Requirements**

2.1 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. The actual requirements may vary from company to company. Machine Configuration: RAM - Minimum 2GB (4GB is recommended), Processor Speed- 1.5 GHz and above. Operating System – Windows 7 and above (updated).
2.2 Make sure that the pop-up blocker is disabled and firewall settings are off/on your browser.
2.3 Any previously downloaded Safe Exam Browser should be uninstalled. Any screen sharing applications/software such as Team Viewer etc. should be disabled for exams/interviews.
2.4 License software if any required should be arranged by the students.

Note: Students need to adhere to company exam instructions and make necessary arrangements accordingly. C-DAC ACTS will not be responsible for the same. Rescheduling of exams/Interviews will not be done. All decisions of C-DAC ACTS will be final.

3. **Placement Process:**

3.1 All students need to ensure that their DATA is correctly entered on Placement Management System (PMS). If there are any changes observed, then they should contact Placement Officer immediately and get the corrections done.

3.2 Students should keep all SCANNED copies of relevant certificates and passport size photographs, etc. along with their Curriculum Vitae (CV) in C-DAC's format.

3.3 Students should always keep a C-DAC ID Card during company exams and interviews. Recommended keeping any Govt. ID Card along with C-DAC ID Card for authorization purposes.

3.4 During CCPP, the placement process information is shared primarily through email and the ACTS Placement Management System (PMS). Email is the primary source of communication and ACTS PMS is the secondary. It is advisable to regularly access the emails and PMS for placement related information.

3.5 Pre-placement talks (Company Presentation) serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk. Students are encouraged to clarify their doubts with the HRs during the Pre-placement talk/ Interview only.

3.6 Keeping the company's convenience in view, for the final interview round, the company may call students physically in any city/town for which the student should be ready to travel. Companies may pass on the information received to the concerned students. The students are expected to make their own travel arrangements and bear the cost of attending such final interviews which may or may not be reimbursed (by the company). 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.

3.7 During CCPP, students will be allowed to appear for the recruitment processes of a maximum of 30 companies on the campus. (C-DAC has all rights reserved to rework/change the number of chances in the best interest of students).

3.8 It is the responsibility of the student to check notices/announcements / updated information / shortlisted names etc. from the competent authority and placement representative (SLO/CLO) time.

3.9 Students are strictly prohibited from contacting company representatives for any reason. Students must contact the Placement Coordinator for any concerns.

3.10 Only those students who are on the shortlist of the company will be permitted to attend the recruitment process of the company. If any not shortlisted student found attending the process will debar a particular student permanently from campus without holding any reason.

3.11 The placement facility follows the policy of one job to one student at the first instance. If a student is offered a job in a company, he/she will not be allowed to appear in any other company processes.

3.12 After getting placed from C-DAC, if any company cancels the offer after document verification or discontinues any student's employment due to his/her misbehaviour/performance in the organization, C-DAC will not be held liable and responsible for the same.

3.13 If any student denies the offer during the interview process or after the selection, the student will not be considered for further placement assistance.

3.14 In case of unavoidable circumstances, if any company refuses the offer letter/joining date or cancels the selection, in such cases C-DAC shall not be held responsible. However, they will be offered placement assistance in the ongoing placement process depending on case to case basis.

3.15 A feedback system is available on C-DAC Placement Management Software (PMS) and all students have to give their feedback. Submission of feedback in PMS is mandatory.

4. **Dress Code:**

4.1 Students must be formally dressed during Placements. Students are expected to wear formal dress (shirt & trousers for boys; shirt & trouser /salwar suit for girls) throughout the placement process. C-DAC reserves the right to refuse permission for a student to attend the selection process / PPT if they are not formally dressed.

4.2 It is mandatory for all students to wear identity cards throughout the placement process and produce the same when asked by the company or placement representatives.

4.3 The dress code must be followed during online exams/interviews also.

5. Attendance & Punctuality:

5.1 Students should be ready half an hour before the scheduled start of the process.

5.2 During any company's process, student attendance will be monitored by HR and the same will be conveyed to C-DAC. If any student fails to attend any company process, he/she will be considered absent in the process resulting in expulsion from CCPP.

5.3 It can happen that the campus recruitment process can stretch till late evening. In such cases, students should inform their parents/guardians about the delay.

5.4 The student should maintain decorum during CCPP.

6. Request for Leave / Option out /Absenteeism:

6.1 Request for Leave:

Due to unavoidable circumstances, a student can request for leave with prior information (before the start of the company process) to the Coordinator. The leave has to be applied before the scheduled company's drive. Supporting documents have to be produced along with originals for verification at the time of rejoining the activity. At the time of rejoining the placement activity, the student has to submit an application with supporting documents to the Placement Coordinator for verification. Rejoining in CCPP is subject to the verification of leave documents and approval by the Placement Coordinator.

6.1.1 Absent due to medical reasons: Student has to apply for leave on the link shared by the Placement Coordinator and then at the time of rejoining the placement activity, need to submit an application with supporting documents (medical certificate, prescription, medical test reports, medicine bills, etc.) to the respective Coordinator.

6.1.2 Wedding: Leave will be granted only for self or real brothers/sister's weddings.

6.1.3 Competitive Exams: C-DAC will decide the exams for which leave can be granted for shortlisted students.

6.1.4 Unfortunate event: In case of any unfortunate event in the family, the student has to submit evidence for the same.

6.1.5 No student will be granted leave to attend any outside recruitment at the time of CCPP.

6.2 Option Out:

Option Out is a provision for students to opt-out from a company process after getting shortlisted.

6.2.1 During CCPP, it is mandatory for all shortlisted students to attend company presentations and then if they are not satisfied with the company offerings they can opt-out of the company process by submitting their concern to opt-out in the form shared by the placement coordinator.

6.2.2 Once a student opted out will not be considered for further process of the respective company.

6.2.3 The option out decision should be made only after the company presentation (if any) and before the beginning of the selection procedure. Only then their decision to opt out will be considered.

6.2.4 The company call (chances) will be counted by the system.

6.3 Absenteeism:

Absent means being absent WITHOUT prior written/email intimation.

6.3.1   A student, who confirms participation in a placement event (on/off campus) by signing the declaration form and thereafter absents himself without valid reasons, will not be allowed to participate in the next placement event. The final decision will be of C-DAC ACTS for the same.

6.3.2   It is advisable for any student, who secures an off-campus job, to report the same to the centre/placement office at the earliest.

6.3.3   Students should inform about his/her absence from the company process before the start of the actual company process by e-mail to the Coordinator.

6.3.4   Absenteeism during the placement is not allowed as it spoils C-DAC relationship with the companies which hamper the placement of future batches.

6.3.5   Students who remain absent for any process without prior intimation will be debarred from CCPP (The final decision will be of C-DAC ACTS for the same).

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

Malpractices at any stage: Students found malpractices or misbehaving in the selection process (Online test /test/ GD / Interview) will be excluded from the placements.

7.1   The online exams bear Artificial Intelligence (AI) features which will be continuously monitoring the candidates during the whole exam. It will continuously view your live video, take your images and the screens of your laptop/desktop. Students have to be attentive and not indulge in malicious activities.

7.2   A student is solely responsible for using social media (Facebook, WhatsApp etc.) for sharing any kind of information. C-DAC has no involvement in such conversations during the campus process.

7.3   Indiscipline-any sort of indecent behaviour during the placement process may lead to cancellation of registration and the case would be forwarded to higher authorities for further disciplinary action.

8.   C-DAC reserves the right to disqualify any student at any time. C-DAC aims to provide placement assistance for all students. Placement is a privilege extended to the students but can't be claimed as a matter of right. These guidelines are framed to ensure equality and fairness of opportunity to all the students. C-DAC reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students.

9.   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 view the matter and take action against the students.

10.   By signing this, I declare that currently, I am not working with any company. I am available for the C-DAC campus process, company background verification and immediate joining posts selection. Also, 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: