



## Indian Institute of Information Technology, Pune

### Career Development & Corporate Relation Centre (CDCRC)

#### POLICY & RULES

#### For UG 2022-26 & PG 2024-26

1. The role of the (CDCRC) is of a facilitator and councilor for placement related activities. It must be noted that Training and Placement Cell does not guarantee a job.
2. In order to avail placement facility, it is mandatory for students to register themselves with CDCRC by submitting an undertaking before the specified timeline.
3. If a student's name appears on the final shortlist/select declared after the Company's process through the Placement Cell, then that would be considered as an Offer to the student. PPO Offer is considered as Job Offer; hence the same policy is applicable.
4. If a student is placed in a company, he/she will not be eligible to appear in another placement drive of the same CTC or the CTC lower than the already offered package. However, all the placed students will have a chance to appear for a company which offers CTC **1.5 times more** than the already offered package.
5. If a student secures an Internship, he/she will be considered as placed and above rule no. 4 will be made applied. If that Internship doesn't end in a placement offer, then a student is eligible to appear in placement drive only after completion of the internship.
6. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
7. Student should not disclose any information regarding placement process including company, package offered etc., in any public forum/ social media without taking consent from placement cell.
8. Student found adopting unfair means of any kind during placement process will be debarred from placements and may also invite disciplinary action by the institute.
9. Students are not allowed to withdraw from any recruitment drive at any stage after registration. If a registered student is found to be absent at any stage (including pre-placement talk) of recruitment process, such student will be debarred for that particular process & for next 3 recruitment drives where he/she is registered/shortlisted/eligible. Repetition of such incident will lead to debarment from all campus placement drives.
10. Up-to-date, correct and verifiable information should be provided in resume & for all the recruitment process/placement related activities. Responsibility in this regard lies completely with students. Any student found violating this rule will be debarred from Placement activity.
11. Only unplaced students will be allowed for "internship-based placement", offered through (CDCRC) only, after pre-final semester for a maximum duration of 06 months. In such cases students will be allowed to appear for third BTP evaluation as per schedule except the final BTP evaluation which will be held only after completion of their internships. These students would be required to sign an undertaking before being permitted for the internship.
12. For any placement process, students should always carry a file/folder containing all the relevant documents. It is the students' responsibility to collect any document, well in advance, required from the institute.
13. Students are not allowed to directly discuss / take up any matter with HR/concerned person of the recruiting company at any stage, unless permitted by this office. Any query should always be routed through the placement cell. Students must be proactive in getting their queries addressed about a process only at the appropriate time during company's Pre-Placement Talk (PPT) &/or in the Q&A session.
14. Students need to be punctual & ready at any given venue (virtual/online) a few minutes prior to the given time.
15. In own interest, students need to be alert on their registered mobile no. &/or email id/placement whatsapp groups if any, for any last minute information about a process.
16. Students should always present themselves in a most professional & well-groomed manner preferably in institute dress code/full formal attire for any recruitment process and put institute I-card with proper ribbon.
17. In case a student is selected in a company either for final placement or internship through his/her own contacts or through off-campus, he/she should immediately inform the placement cell by submitting a copy of the Offer/Appointment letter/selection email.
18. You should be aware that all your details (personal, academic & any other etc.) you provide for placement

activities require sharing of it with external parties/companies/students for administration of Placement & related activities.

19. For smooth, effective & timely coordination, we have created a system of students' placement representatives from each of the branches. Students are always welcome to reach out to the placement cell directly, for any query. However, students are encouraged to reach us through their representatives to the extent possible.
20. The eligibility criteria &/or any direct shortlisting at any stage of recruitment process is completely decided by the recruiting company. Placement cell will have a very limited or no say at all in such matters.
21. Before registering for any company, students should gather all possible information about a recruiting company, job profile etc., over & above what is provided already, by conducting own research. Also, you should ensure you fulfill all the eligibility criteria, given if any.
22. This document will keep getting updated as & when necessary.

#### DECLARATION

I do hereby declare that I have fully read & understood all the points mentioned in this document & aware of its implications. This is regarding all on-campus & pool-campus processes. Accordingly, I hereby undertake to fully abide by all the rules & regulations/ policies/ guidelines/ instructions in this regard given from time to time. I am aware that any failure or default from my end will lead to cancellation of my registration from placement activities.

Place: Pune

Date: 13/8/24

Syed Rizvi Faiz  
Signature

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