

## **Welcome Note**

Dear Students,

Greetings from the **Career Development Centre (CDC), IIT Tirupati**.

It is with immense pride and purpose that we present to you the **Student Placement Policy for the Academic Year 2025–26**. This document has been meticulously structured to serve as your definitive guide through the placement process, a journey that marks the culmination of your academic pursuit and the beginning of your professional voyage.

At IIT Tirupati, placements are not viewed as a mere exercise in job recruitment, but as a transformative milestone that reflects your dedication, discipline, and readiness to make meaningful contributions to the world. The policy outlined herein encapsulates not only the framework for a fair and transparent process but also the ethos and excellence that this institution stands for.

As you stand on the threshold of immense opportunity, remember that success in placements is driven by more than aptitude alone, it is powered by integrity, preparation, resilience, and an unwavering belief in one's potential. We encourage you to approach this phase with clarity, confidence, and a deep sense of responsibility, not only towards your future but also towards upholding the values and repute of **IIT Tirupati**.

The CDC is steadfast in its commitment to supporting and enabling you at every step of this journey. We urge you to familiarize yourself thoroughly with the contents of this policy and to engage with the placement process with utmost sincerity and professionalism.

May this chapter open doors to distinguished careers, visionary pursuits, and a lifetime of impact. We believe in you, and we look forward to celebrating your achievements.

With warm regards and best wishes,  
**Career Development Centre**  
Indian Institute of Technology Tirupati

## **Career Development Cell (CDC)**

The Career Development Cell at IIT Tirupati organizes structured preparatory sessions and skill-building workshops throughout the academic year to support students in their placement journey. Notifications regarding these events will be communicated via **Email**. Students are advised to stay regularly updated through these channels and make optimal use of the resources provided.

For any queries or assistance related to these sessions, students are encouraged to reach out to the **Student Placements Team**.

### **Coordinator - Student Mapping**

Each student will be mapped to the **Placement Representatives** and the **Student Placements Head**, who will serve as their primary points of contact throughout the placement process.

These coordinators will assist by addressing queries, facilitating communication with relevant teams, and managing interview schedules and logistics.

Students are expected to maintain clear and timely communication with their assigned representatives to ensure effective support and a smooth placement experience. Your active cooperation is essential for achieving the best possible outcomes.

The list can be found here: [!\[\]\(de95854c7ee024cfadc48187bbb781b2\_img.jpg\) Students List AY 25-26 Placements PRs Mapping](#)

### **Focus on Soft Skills**

In today's professional environment, **soft skills are as essential as technical knowledge**. Your ability to communicate effectively, engage in thoughtful dialogue, and present your ideas clearly can significantly influence interview outcomes and workplace success.

Students are strongly encouraged to **practice conversing in English** to enhance fluency and build confidence, especially for those less familiar with the language.

### **HR Interview Preparation**

The **HR round is a critical phase** of the recruitment process. Though seemingly casual, questions such as "*Tell us about yourself*" or "*Why do you want to join our company?*" often carry substantial weight in determining the candidate's fit and intent.

## A. Registration

All eligible students are **required to register on the “CalyxPod” online portal** to participate in the campus placement process. Please refer to the *Eligibility* section below for detailed criteria.

## B. Eligibility

A student shall be deemed eligible to register for the **Campus Placements Session 2025–26** upon fulfilling the following conditions:

1. The student must be a **regular final-year student** enrolled at IIT Tirupati.  
*(Students enrolled under other categories such as sponsored, project staff, part-time, or post-doctoral fellows are not eligible to participate in the placement process.)*
2. The student must have a **minimum CGPA of 5.0** and **no more than 10 backlog credits** at the time of registration.

## C. Resume Verification

Preparing an effective resume is a critical part of the placement process. It should accurately reflect a student's academic achievements, skills, and experiences aligned with industry expectations. Students are strongly encouraged to have their resumes reviewed by seniors, faculty, or professionals for better impact.

The following guidelines must be strictly followed:

- a. Students must use the [official institute resume template](#) for all on-campus recruitment activities.
- b. All information provided must be **authentic and verifiable**. Any discrepancies will result in **deregistration** from the placement process for the remainder of the academic year.
- c. Resumes must be uploaded on the **CalyxPod platform** within the stipulated timelines.
- d. Students must also **register for each company** separately on CalyxPod before the specified deadlines. **No deadline extensions will be permitted.**

## D. Pre-Placement Talk (PPT)

Pre-Placement Talks (PPTs) serve as a vital platform for students to understand company profiles, job roles, compensation structures, and selection procedures. The following guidelines shall be adhered to:

- a. **PPT schedules will generally be communicated in advance.** However, companies may occasionally request sessions on short notice. Students are advised to stay prepared for such possibilities, though every effort will be made to minimize last-minute sessions.
- b. For all **in-person company interactions**, students are **required to wear formal attire**. The CDC reserves the right to deny entry to any student dressed inappropriately. The following items are strictly prohibited:

- T-shirts
- Shorts attire
- Jeans
- Chappals/Flip-flops

c. Students must also wear **appropriate formal attire during online PPTs or virtual company interactions.**

d. It is the **student's responsibility to clarify** job details such as **salary structure, role expectations, and location** during the PPT session.

e. **Attendance in the PPT (if conducted) is mandatory** to be eligible for the company's placement process. In case a student is unable to attend the PPT due to unavoidable circumstances, they must inform the CDC **at least 12 hours in advance**. If a candidate did not attend the PPT after registering for the drive in POD then this will be considered as **Breach of Placement Policy**.

## **E. Placement Process**

a. Students must ensure their resume includes a **valid email ID and active phone number**, and keep it updated on **CalyxPod**. They must also check for announcements and apply within deadlines.

b. The **formal dress code**, as outlined in the PPT section, is mandatory for all placement-related activities.

c. **Placement slots** are allocated by companies in coordination with CDC.

d. Students may participate in **multiple selection processes** within a given slot.

e. Students must log in at least **30 minutes before** scheduled tests/interviews and ensure **network readiness**.

f. **Late arrivals** may lead to disqualification from that company or **deregistration**, at CDC's discretion.

g. Results will be shared with CDC; in case of **multiple offers** at same time, only **one may be accepted**, others will be cancelled.

h. A **spot offer** during an interview disqualifies the student from all other parallel processes, irrespective of acceptance.

i. Once placed, students may apply to **only one Dream company**, if eligible.

j. Withdrawal of an accepted offer must be **justified and informed** to CDC and the company; such withdrawals are strongly discouraged.

k. CDC will **communicate final selections** to respective companies after offer acceptance.

## **F. Breach of Placement Policy**

The following actions shall be considered violations of the placement policy and may result in disciplinary action, including suspension or permanent debarment from the placement process:

a. **Expressing disinterest** in the recruiting company or participating in the process **solely for experience** is deemed highly unprofessional. Such conduct will lead to immediate disqualification from the ongoing and future placement processes.

b. Students who **fail to appear** for the placement process after registering, citing **technical reasons** such as poor internet connectivity, must:

- Inform the designated placement representative **at least 30 minutes prior** to the scheduled session to facilitate timely resolution.
- c. In cases where a student is unable to attend due to **medical reasons or other planned reasons**, the following protocol must be followed:
- Notify the concerned Student Point of contact for that drive **at least 24 hours in advance** of the scheduled session.
  - Submit a **valid medical certificate** from a registered medical practitioner confirming the student's inability to attend.
- Failure to comply with the above will be treated as a **breach of policy**. For other reasons not covered under medical grounds, the severity of the breach and corresponding disciplinary action will be **evaluated on a case-by-case basis**, as outlined in Section G.
- d. Any student found involved in **cheating, dishonest practices, or misconduct** during any stage of the placement process will be subject to strict disciplinary measures. **Repeated violations** will attract escalating penalties, as determined by CDC.

## **G. Disciplinary Action**

Disciplinary action for breach of placement policy will be based on the **nature of the violation** and the **student's explanation**, as assessed by the **Placement Committee**.

- **Level 1:** Fine of ₹5,000
- **Level 2:** Deregistration from the placement process

The Placement Committee's decision shall be final.

## **H. Pre-Placement Offers (PPOs)**

- a. Students who receive a **Pre-Placement Offer (PPO)** through the **CDC-facilitated internship process** shall be considered **PLACED**. Such students will be withdrawn from the regular placement process but may apply to **one Dream company**, as defined in Section J, subject to eligibility.
- b. Students who receive PPOs through **off-campus internships** shall be treated under the same conditions as outlined in point (b) above.

## **I. Semester-Long Internship and Dream Offer Policy**

- a. A student who secures a **semester-long internship with a guaranteed FTE or Direct FTE** is permitted to apply only for a Dream offer.
- b. If a student receives a semester-long internship without a guaranteed full-time employment (FTE) offer, they may apply to up to 3 additional companies that offer either semester-long internships with a guaranteed FTE or direct FTE roles (without an internship). For students from

the CSE branch, this limit is explicitly increased to 5 such applications. However, as soon as the student receives an offer from any of these companies, regardless of whether it is on their first attempt, they are considered placed and are no longer eligible to participate in the regular placement process. Only one dream offer is permitted.

c. If a student secures a **semester-long internship without any placement opportunity**, that student shall remain eligible to apply only for companies offering **full-time employment** (excluding companies offering additional six-month internships). There will be no restriction on the number of full-time companies the student can apply to; however, once the student receives a full-time employment (FTE) offer, they will be permitted to sit for only one dream company (Please note that this is different from semester long internship + Performance based PPO)

d. **M.Tech and MS Research students** engaged in **one-year internships** with **no guaranteed PPO** from the host organization will follow the same policy as outlined in point (b).

## J. Dream Company Policy

Students who are already placed through the CDC process are considered **ineligible for regular placements** but may apply for **one Dream company** under the following conditions:

- a. The **total compensation package** offered by the Dream company must be at least **1.8 times** higher than the package of the student's current offer.
- b. If a company specifies a **salary range**, the **lowest value** in the range will be used for eligibility calculations.
- c. Each student is eligible to participate in the recruitment process of **only one Dream company**.
- d. If the student **receives an offer from the Dream company** in the first attempt, they will be **removed from all further placement activities**, and a second Dream attempt will **not be permitted**.
- e. All evaluations will be based solely on the **original CTC declared** by the company. In case of any disputes or exceptions, the decision of the **Career Development Centre (CDC)** will be **final and binding**.

## L. General Instructions to Students

- a. The **Career Development Centre (CDC)** reserves the right to **revise, amend, or update** the placement policies at any point during the academic year. Any such changes will be **officially communicated** to all students. CDC also holds the authority to initiate **disciplinary action** against any student found in violation of these policies.
- b. In matters not explicitly addressed within this policy document, the **CDC shall exercise its discretion** to take appropriate decisions. All such decisions will be considered **final and binding** on all students and scholars.

- c. The role of CDC is **facilitative** in nature. While it strives to provide placement opportunities and guidance, the **CDC does not guarantee job offers**. The responsibility for applying to companies and accepting offers rests solely with the individual student.
- d. Although **verified resumes will be provided to recruiters** through the CDC portal, students are **required to carry physical copies of their resumes** to all interviews. In addition, students must carry at least **four recent passport-size photographs** and their **Institute ID card** during all placement-related activities.
- e. **Professional attire is compulsory** for all stages of the recruitment process, including **Pre-Placement Talks (PPTs), Online Tests, Group Discussions, Technical and HR Interviews**, regardless of whether these are conducted in **online or offline mode**. The **CDC reserves the right to deny participation** to any student who fails to comply with the prescribed dress code.
- f. Students must be prepared with **originals and photocopies of all academic and extracurricular certificates** listed in their resumes, in case verification is required by the recruiting organization.
- g. Students are expected to maintain **professionalism and respectful conduct** at all times, especially during interactions with visiting recruiters. Any form of misconduct or inappropriate behavior can adversely affect the **reputation of IIT Tirupati** and will be dealt with seriously.
- h. **Direct communication with company HR personnel is strictly prohibited**. All correspondence with recruiters must be routed through the designated **Placement Coordinator or Placement Officer**. Any student found violating this policy will face disciplinary action from the CDC.

## **Epilogue**

As you approach the culmination of your academic journey at IIT Tirupati, you stand at the threshold of new beginnings, where preparation meets opportunity, and potential transforms into purpose.

The **placement process** is a defining phase, not just for students but for the entire institution. It reflects our collective commitment to academic excellence, industry engagement, and student empowerment. The **Career Development Centre (CDC)**, along with faculty coordinators and student representatives, is dedicated to facilitating a fair, efficient, and meaningful placement experience for all eligible students.

We urge you to approach this journey with **integrity, discipline, and a spirit of collaboration**. Your active participation, timely communication, and adherence to the policies outlined in this document are essential to ensuring a seamless and successful process for all stakeholders involved.

Remember, the placement process is not merely about securing employment, it is about taking a confident step toward your professional aspirations. Let every interaction, every application, and every interview reflect the values and preparation you have cultivated at IIT Tirupati.

We are here to support you at every stage. Let us work together to uphold the institute's standards of excellence and make this placement season a reflection of your hard work and our shared vision.

**Wishing you great success in all your future endeavors. May you lead with competence, character, and confidence.**

**Career Development Centre  
Indian Institute of Technology Tirupati**

## **Addendum: Educational/Teaching Company Policies**

- For **BTech and MTech** students, candidates may accept **one offer** from companies offering educational or teaching positions. This offer will not be classified as a core or non-core placement, meaning the student remains eligible to apply to other companies in the same manner as an unplaced student. However, once a student accepts placement in any company other than an educational or teaching company, they will no longer be eligible to apply to educational/teaching companies.
- For MSc and MPP students, companies offering educational or teaching jobs will be treated as core/non-core companies with no special exceptions, unlike the policy applicable to BTech/MTech students.