

Policy Version	Policy Distribution	Created Date	Effective Date	Created By	Approved By
1	SOT&SOM -23 SOT&SOM -24	5 Mar 2025	5 Mar 2025	Saurabh	Gopal Sharma

PW IOI Career Services Policy

1.1 Aim of the Policy

The policy aims to:

- Inform students about the terms and processes, steps and procedures of career services provided by PW IOI.
- Monitor the expected conduct of students throughout these processes.
- Define provisions, procedures, and processes for accepting job / internship offers.

1.2 Applicability of the Policy

This Policy applies to all students enrolled in the career services program offered by PW IOI. The program will be applicable only to students who have completed the course as per requirements and ***it remains applicable to students until 6 months after the completion of their respective batches.***

1.3 Disclaimer

Career Services is a facility offered by PW IOI and does not guarantee job offers. PW IOI reserves the right to modify the policy as deemed appropriate. Students are not entitled to any fee refund/reimbursement.

Chapter 2: Eligibility and Debarment of PW Students

2.1 Eligibility of the students

To qualify for job opportunities facilitated by PW IOI, students must meet the following criteria:

- Students who have completed graduation and above
- Students who have scored $\geq 60\%$ throughout 10th, 12th and UG / PG
- $\geq 70\%$ Attendance in the college lectures
- $\geq 70\%$ score in all gradable assessments & 100% attempt in all assessments (*including Employability Test*)
- $\geq 70\%$ in the gradable projects

- Submission and Approval of a Capstone Project at the end of the program (if applicable)
- Adherence to the due processes mentioned in the Career Services Policy of PW IOI.

2.2 Registration Process

Students must follow these steps for registering into career services program,

- A dedicated *Career Services Platform (CSP)* will be provided to all the eligible students
- Timely registration process has to be completed to be able to access the career services
- Provide accurate information, including contact details, previous qualifications, LinkedIn profile link, study gap details, relevant links, and employment history.

2.3 Student contact details and communication

Students must avoid changing their contact details, as these are frequently shared with prospective recruiters. PW is not responsible for any loss of communication due to unreachable phone numbers or email IDs.

2.4 Recruitment Processes

The recruitment process (drive) for a company starts with the registration of the students for that drive and culminates with the final selection. The process may include several

intervening stages / rounds like CV / portfolio shortlisting, written / online tests, interviews, GDs etc.

The recruitment process may be classified as one of the types listed below:

Online Placement Drive | Offline Placement Drive | Internship / Training Drive

Note:

1. The career opportunities can be in any part of India and *we strictly do not entertain “jobs-in-my-city” approach*
2. The students may be required to travel and attend some of the hiring drives making their own arrangements (at their own expenses) as per the reporting schedule communicated by PW IOI.
3. Based on the job opportunity - whether Work from Home or Work from Office - the mode of work, accommodation, food, travel and logistic and other related arrangements will be at the sole discretion of the hiring company.

2.5 Resume Based Hiring

Shortlisting for companies will be based on chosen parameters. Resumes must be created using the provided templates.

2.6 Types of Offers

1. **Job Offer** means final selection in a company through a placement drive. The oral communication shall invariably be followed up in writing as a pre-placement offer or a job offer.
2. **A pre-placement Offer (PPO)** is a job offer made to the student as a follow-up or during an internship / training / project etc. done by the student with a company.
3. **Internship Offer** means the offer of training / internship that does not confirm the job placement of the student with the prospective recruiter.

2.7 Participation in Hiring Drives

Active students can participate in hiring drives if they meet drive-specific eligibility criteria. Students must complete all rounds for which they are shortlisted and are not allowed to reschedule interviews.

“Each student would have access to a maximum of 5 completed job interviews”. This is to ensure fairness in the career services process and give equal opportunities to all the students.

2.8 One Student - One Offer

PW IOI follows a ***“One Student – One Offer”*** policy. Each student can accept only one job offer. However, students who have already secured a job may be allowed to participate in the selection process for their "Dream Company." Once a student accepts a job offer from their dream company, he/she cannot participate in any further campus recruitment processes.

For campus recruitment drive, three different tiers of companies are anticipated to visit PW IOI. Students enjoy the right to move vertically upward on the package scale. The criteria are as follows:

1. A student already placed in TIER-III will be allowed to move upwards and can appear in TIER-I & TIER-II only.
2. A student already placed in TIER-II will be allowed to move vertically upward in TIER-I and Dream company.
3. A student already placed in TIER-I will be allowed to re-appear in dream companies only.

“Exceptions may apply case to case basis”.

Placement Process:

- In the event of an extension of placement offer(s) from more than one company under the above-mentioned circumstances, the student would be allowed to choose between the offers.
- Students with two or more backlogs are not allowed to register for career services. They are advised to clear their backlogs before registering, unless they are extended students who have not completed their course/project requirements in their last two semesters.
- The eligibility criteria set by visiting companies will be considered final.
- Registered students must attend all training programs and workshops arranged by PW IOI or their respective departments.
- Based on company instructions, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings well in advance.
- Students placed in higher tier companies will not be allowed to appear in lower-tier companies.
- Avoid applying for internship / job opportunities if you do not wish to take them forward.
- Withdrawing from an opportunity after applying will result in disqualification from future internship and placement opportunities.
- Applications to the companies shall be enabled only through the Career Services.
- Under no circumstances, an application shall be accepted after the deadline has surpassed.

We aim to provide career services support to final year students. However, it is a privilege and cannot be claimed as a matter of right. We don't promise a job near your hometown or preferred location.

2.9 Post-Offer Processes for Joining and Reporting in Companies

Students must share offer letters with PW IOI upon acceptance. They must adhere to the due process for joining and reporting to companies.

2.10 Misconduct and Debarment from Career Services Support

The following factors can lead to ***permanent disqualification and debarment*** from the career services support:

1. Failing to apply for 3 consecutive opportunities shared by the CS team
2. Failing to attend for 2 consecutive opportunities after applying for them
3. Malpractices during the interviews (cheating, misbehaving etc.)

4. Furnishing incorrect details in the registration form
5. Leaving the process at any stage of the recruitment drive
6. Interacting with company officials unless otherwise permitted or trying to establish contact with company officials.
7. Sending any communication / request to company officials / company either directly or indirectly through parents / siblings or any other acquaintances with a view to seeking concessions / information / influence decision etc.
8. Criticizing or adversely commenting about PW IOI or any part / process thereof in any media / public / social media or before company officials.
9. Not attending the Preparatory sessions, Pre-placement talks, tests, workshops, or any other activities scheduled for students in general or specific to a recruitment process.
10. Communicating to company officials the decision not to join during the hiring drive midway through the process, despite the matters being clarified during the Pre-Placement talk.
11. Any sort of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/ blacklisted.
12. Uninformed withdrawal in the middle of an internship would lead to blacklisting of the student's further participation in future placement drives.
13. Latecomers for aptitude test / GD / interviews will not be allowed to appear for the further selection process.
14. Any student found violating the discipline rules set by the company or defaming the institution name will be disallowed in the placements entirely.
15. Any kind of malpractice in the selection process is a serious offense. Any student found guilty would be prohibited from participating in placements henceforth.

The student shall be given a written notice for any misconduct. PW IOI's decision regarding action to be taken against the student in case of misconduct shall be final.

2.11 Communication Guidelines

1. The students are advised to check (more frequently during the placement week) their email and WhatsApp groups for all Career Services support related updates.

2. The grievances of student members regarding the placement process/opportunities circulated (through the Cell) shall be addressed by the Career Services Cell.
3. Students who have not registered for the Career Services Support, will be excluded from the process. However, a student can contact the Career Services for their registration.
4. Any grievances or doubts clarification, Career Services can be contacted through the official email address; careerservices.ioi@pw.live

2.12 Withdrawal from the career services

Students are deemed to have withdrawn from career services if they fail to furnish the required details, register for multiple job opportunities, or formally intimate their withdrawal to the PW IOI.

2.13 Consequences of withdrawal and disqualification

Upon withdrawal or disqualification, students are not entitled to any fee refund/reimbursement and may lose any offers extended to them.

Disclaimer:

PW IOI reserves the right to modify, amend, or update any policies at its discretion and without prior notice. These changes may include, but are not limited to, modifications in procedures, eligibility criteria, or terms of service.

It is the responsibility of the students to regularly review the policies to stay informed about any updates. Continued use of our services following any changes constitutes acceptance of the revised policies.