

Registration for participating in campus placement: -

- It is mandatory for the students to register with the campus placement office (within the defined timeline /period of registration), if the student wishes to participate in the campus placement process.
- No student will be allowed to register after the deadline or between the placement seasons.
- Placement registration is done only once in an academic year.
- CGPA Criteria:
 - B.Tech ≥ 6
 - M.Tech ≥ 6.5

Classification of Company -

The classification of a company will be based on the CTC to be calculated: (including One-time pay, Relocation, one-year Stock) for both A & A+ category companies.

- **A+ Category:**

CTC ≥ 11 Lacs per annum, relationship & past record of recruitment at IIIT-Delhi

- **A Category:**

6.5 Lacs < CTC ≤ 10.5 Lacs per Annum

- **Mass recruiter/B Category(<6.50 lacs):**

This category will be opened depending upon the student's performance.

Students placed in this category will still remain eligible for both A and A+ category.

Registration, Attendance, Penalty process & procedures -

- It is Mandatory for the students to register for the company once the post is open on the TnP portal/Google form shared by the placement office, if they wish to participate in the company's process.
- Attendance in PPT is mandatory after registration, to be eligible for further placement Process/steps.
- Missing PPT after company registration leads to the following penalty:

- First time – Debarred for next 3 companies as per campus calendar & student eligibility
- Second time – Debarred for next 5 companies as per campus calendar & student eligibility.
- Third time – Debarred from on-campus placement for the complete year.
- Students are allowed to quit if so desired after the PPT, post that no quitting is allowed.
- Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between, at any stage then he/she will be debarred & will not be allowed to appear in any other future placement events.
- All students registered for the campus placement process need to participate in 50 % of companies out of the total number of companies visiting the campus in the first major phase. (July to August). 50% where the student is eligible,
- Non participation /less participation in the 1st phase (as per the above specified %) will lead the student out of campus placement process.
- It will be Mandatory for unplaced students to participate in all companies (if eligible, as per the eligibility criteria specified by the company) visiting the campus in the second phase.
- Non participation in the second phase will lead the student out of campus placement process.

Note: Students having an in campus offer are not approved & are not eligible to apply to any off campus company. Defaulters will be dealt with strict penalty

Job Offer for a student -

- If a student's name appears on the final shortlist declared after the Company's process through the placement office, then that would be considered as an Offer to the student.
- A student will be out of campus placement process if he/she gets an offer from A+ category Company.
- The student is allowed to upgrade to an A+ Category company only.
- Once the student upgrade's, the previous offer stands cancelled. The placement office will inform the company about the same.
- PPO Offer is considered as a Job Offer; hence the same policy is applicable.
- There is no special provision for Teaching Jobs. It will be treated as any other JOB offer, based on the category previous rules apply.
- If the student receives a campus offer first & the PPO comes later the student will go with the campus offer & he/she forfeits the PPO.

Provision for MTech ECE & CB: -

- Once the student receives an offer from either **CSE, ECE or CB A + Company the student will be out of campus placement process & CANNOT participate in any other company's process.**
- A student will be allowed to participate in Core ECE/CB, A Category Companies in spite of having an A category offer from CSE company. Once selected by Core Company he /she forfeits the existing A offer from the CSE Company.
- If a student has an A offer from either CSE or ECE/CB company, he/she is allowed to upgrade to A+.

Eligibility: -

All registered students graduating from the institute in that academic year and fulfilling the above mentioned CGPA criteria are eligible to participate in the placement activities.

A student can participate in the placement process of a company subject to the following conditions:

- The cell has confirmed his/her registration.
- He/ She meets the requirements/eligibility criteria specified
- By the company and by the placement policy
- Students are eligible to participate in the campus placement **only for one placement cycle, for example** July 2022-March2023(any participation in a cycle will be considered as full participation for that cycle).
- If the student opts out for going for Entrepreneurship, he/she will be eligible to participate in campus placement process for the next 01 year (junior batch), **in any one campus cycle. But not more than one.**
- If the student's degree is getting delayed or he/she has an extended semester in that case the student can opt out of the current cycle and participate with the junior batch in the next placement cycle.**in any one campus cycle. But not more than one.**

Student Conduct and Disciplinary Policy: -

Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.

- Students must refrain from contacting personnel of companies. Any violation will attract de-registration and suitable disciplinary action.
- No late registration requests will be entertained; students need to adhere to the given deadlines
- All official email should be sent only between office hours **9:00 AM – 5 PM on working days only. Saturday's/Sunday's & holidays which fall during the campus season will be deemed as working days as per the campus placement calendar.**
- Students are not allowed to go off-campus to those companies, which have visited in the past or are currently visiting, as under an accord of mutual understanding between the firms and IIITD.
- If the companies notify T&P whenever they receive an off-campus application from any of the IITD students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.
- In case a student wishes to approach/apply for an off campus job to the campus recruiters or any other, they need to reach out to the placement office. The cell will discuss, take appropriate action and give necessary approval/s.
- At max a student can take approval for 03 companies, failing to secure any offer from the approved companies, they can request for additional approval for 03 more companies.
- If the student receives an Off campus offer ,the offer needs to be routed through the placement office. The student needs to share the offer letter along with an official communication received from the company with the placement office.

General Advice (Applicable on both placement & Internship process)

- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by checking their email frequently post & during campus season.
- Students must carry a complete file with a few copies of the resume on the prescribed format only.
- Students must be in proper formals during the campus placement season starting from PPT till end of process. Students not in formals will be sent back.

In case of any issue students must go through the proper channel. The matter first needs to be reported to the placement in charge, if the matter is not resolved then it is to be reported to the Faculty in charge. In spite of this also if the matter is not resolved Only then it needs to be escalated to the Director keeping all official in loop.

The faculty coordinators will take the final decision if any ambiguity is found in the policy.

Undertaking process and procedure: -

- Students willing to go for a specific domain/role, are required to submit an undertaking.
- The student needs to send an email to the Placement Office, accordingly an undertaking form will be floated with the student.
- If a student submits the undertaking, then he/she will not be eligible for any other role. This includes the dream category also.
- If the student remains unplaced throughout the year, he/she is solely responsible for the same.
- Once the student submitted the undertaking, his/her status can't be changed thereafter.

Acceptance of a Job Offer

- Offer from A+ Category Company is deemed to be accepted & the student is out of campus placement process.
- Post offer any changes are violations of code-of-conduct will be dealt accordingly.
- The placement office will inform the A category companies about the students who have upgraded their offer from A category to A+ category.
- A time period will be declared where students going for Higher studies have to inform the Cell regarding his/her decision on the offer. (Tentatively 31st March of each year).
- The placement office will send an official confirmation mail to the companies regarding the acceptance in the month of March.
- A student who has received the offer (A or A+) is expected to join on the given joining date.

Non Acceptance of a Job Offer due to higher studies

- A student is permitted to decline the offer ONLY if the student is pursuing higher studies (in India or Abroad), in this situation, the student needs to inform the placement office as soon as possible (latest by March end) along with the letter/offer received by the university.
- No penalty of any kind will be imposed, if the above is reported to the placement office in the defined timeline.
- If a student does not inform the placement office regarding his/her decision in person and in writing within the declared time period, then it will be deemed as rejection of the offer & the penalty will be imposed.

Internship policy (same for short & long duration): One student One Internship Policy

- Internship Guidelines for M.Tech. 2021 and Future Batches [Click Here](#)
- Guidelines for B.Tech. Internships [Click Here](#)

Registration, Attendance, Penalty process & procedures -

Final Year students:

- Final year students will be required to register for company specific internships.
- Absenteeism after registration for a company will lead to debarment from any other campus internship process.
- No late registration requests will be entertained; students need to adhere to the given deadlines.
- Once registered for Internship offered through the placement office, the student needs to complete the process.
- The student is not allowed to withdraw after entering the process. Failing to do so, leads to debarment from complete placement & internship process.
- **Rejecting an internship offer** again leads to the debarment both from the internship and the complete placement process.
- Students accepting the offer & not joining will lead to immediately de-registered from T&P will lead you to be Debarred from on-campus placement for the complete year.
- Off campus internships are not under the preview of the placement office, but at the same time if a student is also participating through the campus process then if offered/selected, he/she will have to go with the campus offer & **the Off Campus offer will not be considered.**
- Students who don't have any internship offer and are willing to apply off-campus need permission from the Placement Office. At a time, they can take approval for three companies only.
- Students having an in campus internship offer are not approved & are not eligible to apply to any off campus internship. Defaulters will be dealt with strict penalties.

***PPT in an internship process is not mandatory, it is company dependent.**

- **All BTech students if they have committed under faculties should not register for any internship, if they wish to do so, they need to inform their mentors & take prior written permission.**

Pre final year students: One student One Internship Policy

Registration, Attendance, Penalty process & procedures

- It is mandatory for the pre -final students to register with the campus placement office (within the defined timeline /period of registration), if the student wishes to participate in the campus internship process.
- No late registration requests will be entertained; students need to adhere to the given deadlines.
- Post registering for in campus internship students have the liberty to choose the companies they wish to apply for.
- Post applying for the company it is mandatory for the student to participate in the complete selection process.
- Absenteeism after applying for a company will lead to debarment from the next 5 companies where the student is eligible.
- Students are not allowed to withdraw after entering the process. Failing to do so, leads to debarment from completing the campus internship process.
- **Post receiving an offer there is no rejection allowed the offer is deemed to be accepted.**
- **Under any condition Rejecting an internship offer** leads to the debarment from the campus placement.
- Off campus internships are not directly under the preview of the placement office, but at the same time if a student is also participating through the campus process then if offered/selected, he/she will have to go with the in campus offer & **the Off Campus offer will not be considered.**
- If a student already has an on-campus internship offer, they are not eligible for any other on-campus/off-campus internship process.
- Students who don't have any internship offer and are willing to apply off-campus need permission from the Placement Office. At a time, they can take approval for three companies only.
- Students having an in campus internship offer are not approved & are not eligible to apply to any off campus internship. Defaulters will be dealt with strict penalty

***PPT in an internship process is not mandatory, it is company dependent.**