

## **PLACEMENT POLICY**

### **Eligibility Criteria for Placement**

1. The student must be a registered student with the T&P Office for Campus Placement.
2. Eligibility criteria for placements are prescribed by the company visiting for placements. The Institute or the T&P Office has no role in this regard. Eligibility criteria will be communicated in advance to the students. Students shall check their eligibility before applying for placement. TPO has full rights to withdraw the names of the non-eligible candidates.
3. Students are advised to read the Job Announcement Form by the company carefully. An eligible student giving consent or applying against the offer is supposed to have verified thoroughly the Job profile or company background, etc.
4. If the CGPA criteria defined by the company is hard defined then TPO won't have any role to alter the same.  
For example: If the eligibility criteria is 7 CGPA, students with 6.9 CGPA or less will not be considered in any case.
5. Selection procedure is entirely the prerogative of the company and will be by the company; same shall be communicated to students beforehand. The T&P Office has no role in this regard. Undue requests for consideration shall not be entertained.
6. Eligible student may not register to the placement call initiated by a company. Such option would be available to the eligible students as given under:

| Sr. No. | CGPA    | May not register for |
|---------|---------|----------------------|
| 1       | 5 to 7  | 2 times              |
| 2       | 7 to 8  | 3 times              |
| 3       | 8 to 9  | 4 times              |
| 4       | Above 9 | 5 times              |

After such instances the respective student have to register himself/ herself for the next offer where he/ she is eligible and if selected will have to accept the offer. Failing to do so would result in permanent debarment of the respective student from T&P activities.

7. A student already placed can participate again for availing offer with improved package & facilities with following conditions:
    - Such change over for better job opportunity and package will be allowed only twice provided that
      - a. Package offered by the next company is 1.5 times of the existing package. This will be allowed only twice.
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- b. The students must meet the company eligibility criteria.
- All such changeovers will be allowed if and only if the percentage of placed students is not less than 50% of the total number of eligible students of the Institute.
8. Unplaced students can register to any Company coming for the placements provided they are eligible as per company's prescribed criteria.
  9. The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals done after this date. Also if due to some reason student fail to register upto the deadline then request in those matters won't be considered.
  10. In case the company withdraws the offer of appointment to student for any reasons and informs the Institute about the same, then such students shall be allowed to apply for further placement opportunities.
  11. Students from earlier batches who are specially permitted by the Authorities, will also be eligible to participate in the Campus Placements subject to approval from the respective company.
  12. In view of travel restrictions due to COVID-19, companies might opt for Online/Remote hiring process. The institute is also encouraging Online/Remote hiring process. Students must prepare themselves for the same.
  13. After the test and interviews are scheduled by the company, if any student is not able to attend it due to any genuine reason, he/she should inform the T & P office at least 4 hours beforehand. (Form No. 1)
  14. 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 company. No change in the decision in this regard will be accepted in any case after advancement in the selection procedure from that point onwards.
  15. Student withdrawing or not participating at any stage of hiring process will be permanently debarred from the Institute's Placements.
  16. In case, the final result of Company is awaited, the shortlisted students shall continue to be eligible in the upcoming companies. Once the awaited result is received, the selected students will not be allowed to appear further in the ongoing recruitment process of any company.
  17. All off campus offers must be communicated to the T&P Department.(Form No. 2)
  18. Ethical and moral values of the Institute should not be compromised in any way.

## **INTERNSHIP POLICY**

### **Eligibility Criteria**

1. IIITN has ONE STUDENT ONE INTERNSHIP OFFER policy.
  2. Eligibility criteria for Internships are prescribed by the company. The Institute or the T&P Office has no role in this regard. Eligibility criteria will be communicated in advance to the students. Students shall check their eligibility before applying for Internship. TPO has full rights to withdraw the names of the non-eligible candidates.
  3. If a student accepts the internship offer, he/ she is not allowed to register for any other company coming later.
  4. Once the student accepts the internship offer, he/she is not eligible for other
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company giving higher stipend/ PPO offer or any such benefits.

5. Two internships in one semester are permitted, provided both of them are in the same field (with same Job Description).  
For example: Goldman Sachs internship is for 3 months so remaining 3 months should be in another company with same work profile. Simultaneous internships at two companies are not permitted.
6. Students can pursue their academic research internship in Institutions of National Importance like NIT and IIT or IISER, IISC Bangalore or with reputed Universities abroad.
7. Off campus internships must be communicated to the T&P Office. (Form No. 3)
8. In-house internship are given to the backlog students.

### **Acceptance of Offers**

1. Students are required to accept the offers within the period stipulated by the respective company. Whether the student accepts or not, he/she would not be allowed to participate in any further processes. It is advised that the students accept the offer immediately.
2. Any cases of unsolicited pursuasion by the companies should be reported to T&P Office.

### **Off-campus Application**

1. If any student gets placed due to his/ her own efforts (outside the purview of the T&P Office) shall inform the T&P Office immediately. The student shall be assumed to be opting out of the placement process with immediate effect.(Form No. 2)

### **Pre-Placement Offer**

1. If any student gets a pre-placement offer from any company, the student shall inform the T&P Office immediately. This also includes offers extended by companies not participating in Campus Placements. All rules as per the placement policy shall be applicable with immediate effect.(Form No. 4)
  2. Any form of intimation from any company about possibility of extending PPO in future, must be informed to T&P Office. The T&P Office will coordinate with the company and student will be allowed to appear in the upcoming companies for placement till a formal communication of grant of PPO is made by the company. In case student neither accepts nor rejects the PPO within 7 days, he/she would be deemed to have ACCEPTED the PPO and would be out of placement process with immediate effect.(Form No. 4)
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## **Joining**

1. If any student after accepting an offer, is unwilling/unable to join the company, for pursuing higher studies or for any other reasons, he/she should inform the company and T&P Office simultaneously as soon as possible. (Form No. 5)
2. In all other cases if the student does not inform about his/ her unwillingness to join the company, he/she will be liable for any further consequences, including referral to the Institute Director for disciplinary actions.

## **General guidelines:**

1. Students are not authorized to communicate with the companies in any individual capacity when company visits Institute for placements. Any official interaction by any student at any stage before and after selection must be carried out in consultation with the T&P Office. Any discussions with the recruiters regarding selection process is prohibited.
  2. Dress code during all the interactions (pre-placement talk/ tests/interviews) shall be BUSINESS FORMALS  
For boys: Sober colour formal full shirt, formal trousers, and polished formal shoes.  
For girls: Sober colour Salwar-Kurta or western formals.
  3. Students must reach the venue well before time for campus placement. Late comers will not be allowed.
  4. While attending campus placements, students must carry with them the following documents:
    - a) IIITN ID Card
    - b) Passport size colour photos.
    - c) 2 copies of the updated and signed resume {In format prescribed by the T&P Office}
    - d) Original mark sheets from SSC onwards in a file folder.
    - e) 2 sets of photocopies of all relevant marksheets , certificates (self- attested)
    - f) 2 sets of ID Proofs (PAN Card/ Aadhar Card/Passport/ Driving license)
    - g) 2 sets of Address proof (Aadhar card/Electricity bill/ front page of Bank passbook)
  5. Students need to honour the timelines regarding the documentation formalities, completion of training as prescribed by the company offering employment
  6. Students need to adhere to the work ethics, rules and regulations, code of conduct prescribed by the company offering employment.
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7. Company or Institute reserves all rights to disallow any student from applying for placements in case of non-compliance. Students found guilty of any misconduct during campus placements shall be barred from appearing for any campus placements at IIITN.
  8. Students are required to check the notice board of the T&P Office and institute's website regularly. It will be student's responsibility to remain informed about placement related processes and activities. Upgradation of the resume shall be updated time to time at the T&P Office.
  9. IIITN reserves all rights to allow/ disallow any student from applying in placement process without assigning any reason thereto. Requests / Grievances/issues shall be referred to the Director - IIITN through the T&P Office . Decision of the Director IIITN, shall be binding on all. If needed IIITN through it's Director may alter or give relaxation for any clause of this policy as and when required as special case.
  10. Timings of T&P Office communication is between 9:30 am to 6:00 pm from Monday - Friday. In case where the hiring process is scheduled on weekends, TPO will get in touch with you as and when required.
  11. Any unethical or in disciplined behavior of the student may lead to cancellation of the job offer secured by him/ her.
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