



PLACEMENT POLICY

PREPARED FOR

Students Registered for
Campus Placement Cycle : 2018-19

PREPARED BY

Training and Placement Cell
IIIT Allahabad

ELIGIBILITY

- All full time registered students of IIIT Allahabad expected to complete his/her degree by July 2019 (irrespective of degree) are eligible to register for campus Placement.
 - Withholding any kind of information naturally meant to be reported to the TPO office, will result in deregistration from the current Placement season. Disciplinary action may also be initiated against the person involved.
- Only those students are eligible to take part in any sort of Placement activity, who have registered with the Training and Placement Cell. No students under any circumstances will be allowed to be a part unless registered.

GUIDELINES AND APPLICATION RULES:

- Training and Placement Cell functions just as a facilitator and counsellor for placement activities. Registering with TPC does not guarantee a job or Placement.
- A student is free to apply for as many companies as he/she wants until the first job is secured.
- The TPC follows **One Student-One Job Policy**
 - No student will be allowed to take part in placement activity if he/she has got a Pre-Placement Offer or an On-Campus Dream Round Offer.
 - Dream Round Offer pertains to a specific limit imposed on the CTC. Dream Round details can be obtained from the office of the TPO at any time.
- Training and Placement Cell does not encourage applying for Off-Campus Recruitment Drive but does not impose a strict restriction.
 - In case of a registered student getting an Off Campus Offer before an On-Campus Offer, is required to report to the TPC immediately. Withholding any such information may lead to non-issuance of No Objection Certificate (NOC) from the TPO Office.
 - In case of a student getting an Off-Campus Offer, he/she will be deregistered from the ensuing Placement season.
- The students participating in On-Campus Recruitment Drive is required to carry the institute ID and TPC issued ID card with them at the time of PPTs, Tests, Interviews and any other TPC related activities. The students need to produce the ID when asked by the TPC representatives. In no scenario will a student be allowed to take part in these activities without the above identification documents.
- Other than during PPT and Interview Sessions, under no circumstances, a student is allowed to have any direct or indirect interaction (Phone/Email/Social Media) with the company officials.

- If any one is found to be indulging in such kind of activities, will face strict disciplinary actions including but not limited to being deregistered from the rest of the Placement season.
- If any company official solicits your personal contact, you are required not to furnish any such details and immediately report to the TPC. TPO shall act as the Single Point of Contact for all the students registering for the Placement drive.
- No student under any circumstances is allowed to talk about Placement and companies related activities in the campus. If facing any such questions, please redirect the query to the designated TPC representatives, who will clarify the details with company officials.
- Attending the Pre-Placement Talk(PPTs) conducted by the companies is mandatory for the students who have applied for that particular company.
 - Attendance will be taken 5 minutes before the PPT begins. Record of the same will be handed over to the company for record keeping purposes.
- Non attendance of the PPT:
 - If a student happens to miss a pre-placement talk, he/she is required to submit a written explanation to the TPC duly signed and recommended by the Faculty Incharge, Training and Placement Cell.
 - More than two unexcused absences will lead to deregistration from next 5 companies.
 - Absence from PPTs due to academic clashes will be considered as excused absences. However, the details of the class, timings and attendance is required to be submitted.
- Students appearing for Test/GD/Interviews are advised to report to the location at least 5 minutes before the scheduled time.
 - Entry to the process might be denied by the TPC representatives in case of late reporting.

RULES OF APPLICATION:

- Students are advised to check the company background and profiles on offer well before applying for the company. Once registered, all the TPC rules aforementioned will be in effect.
- **Once applied, application can not be withdrawn under any condition.**
- There is no restriction on the number of companies, a student might apply until the first job is secured.
- Under no circumstances, application deadline will be extended, unless explicitly requested by the company itself.
- Students are required to be well assured of meeting all the required criteria of a company.(CGPA/Medical Condition etc.)
- It is necessary to appear in the test/interview if shortlisted. Absence from such activities may attract the severest action from the TPC.
- Students under no condition are allowed to solicit details about selection criteria or final selection list from any employers.

STUDENT CODE OF CONDUCT:

- Electronic Gadgets are not allowed at the time of Technical Tests(Coding Round)
 - Students found in possession of any such gadget will be expelled from the test location.
- Any student found indulging in any form of cheating will attract punishment in form of deregistration from the entire Placement season.
 - No concession shall be provided in cases involving cheating under any circumstances.
 - *If any placed student is found to be indulging in any such activity either on the spot or remotely shall be reported the TPO and a request to cancel their offer shall be forwarded to the concerned company.*
- In case of discrepancies, the decision taken by the TPC will be non-revocable and binding.

PRE PLACEMENT OFFERS(PPO):

- Students getting a PPO by any company whatsoever, are required to report the same to the TPC at placements@iiita.ac.in immediately. Once a PPO has been extended to a student, he/she will be deregistered from the On Campus placement activities.
- A student can not decline a PPO in order to appear for On Campus placement drive.
- Withholding PPO related information may also attract severe disciplinary action and non issuance of No Objection Certificate.

IMPORTANT POINTERS:

- A student will be exempted from non attendance(unexcused absence) in PPTs maximum twice.
- Opting out of the selection process of a company after a student has applied for it is not allowed.
- Marking Proxies and Identity theft shall attract the severest punishments.
- No student shall be granted entry to Technical/Coding/Written tests, if found possessing any electronic gadget.
- Carrying the Institute and TPC ID cards is mandatory to be a part of any Placement related activity.