



CAREER DEVELOPMENT CENTRE (CDC), IIT TIRUPATI

Policies for students appearing for the Campus Placement Session of 2019-2020 at IIT Tirupati

I) Registration:

It is mandatory for a student (if eligible) to register online on the Placement portal to participate in the placement process. Kindly refer to 'Eligibility' section for further details.

II) Eligibility:

1. A student is eligible to register for the Campus Placements Session of 2019-20 if the following criteria are met:
 - a. The student is a 'regular' final year student of IIT Tirupati. (Students in other categories, such as 'sponsored', 'project staff', 'part-time' or post-doctoral fellows are not eligible to apply.)
 - b. The student has a CGPA of at least 5 and the number of backlog credits does not exceed 10 at the time of registration.
2. Students who had not registered for placements or had not applied for any company during the academic year 2018-19 are also eligible to register, provided that, the 'Deferral form' had been submitted on time. Furthermore, eligibility criteria as per point 1.b has to be satisfied.

III) Resume:

1. Students are expected to follow the institute resume template.
2. The details given in the resume should be genuine. Any student found violating this rule shall be deregistered from the placement for the rest of the academic year.

3. Students must upload their resumes on the CDC website and get them verified before the placements start.
4. Students must upload their resumes on the website to the individual companies before the deadline. Deadlines will not be extended under any circumstances. It is advised to avoid last-minute uploading.

IV) Pre Placement Talk (PPT):

1. The schedule of PPT will, in most cases, be notified in advance to the students. But there might be PPTs on short notice if the companies come up with a short deadline. Students are requested to be prepared for such situations. However, such situations shall be precluded as far as possible.
2. Students MUST wear formal dress and shoes whenever they participate in any interaction with the company. CDC has the right to deny entry to a student for the selection process/PPT on the grounds of unprofessional attire and shall be de-registered from placements. Please note that the following are strictly not allowed :
 - T-shirts
 - Shorts
 - Jeans
 - Chappals/flip-flops
3. It is the student's responsibility to get clarification regarding salary breakup, job profile, etc., during the PPT.
4. Students will be allowed to attend the placement process of a company only if they attend the PPT, if delivered, by that company.

V) Placement Process:

1. It is the student's responsibility to check the announcements/notices regarding placements.
2. Dress code should be followed as mentioned in the rule #2 of 'Pre Placement Talk (PPT)' section.
3. The slots for the placements are decided and allotted to the companies by the CDC.
4. Students are free to attend multiple processes as per their will and convenience during a particular slot.
5. [If a student comes late for a company's selection process, then CDC has the right to withhold him/her from participating in that company's selection process or deregistered from placements on a case to case basis.](#)
6. The results shall be declared at the end of the company's process. Any offer made before the conclusion of the process stands null and void. The companies will provide

the selected list of students to CDC or its representative point of contact. In the case of multiple offers offered to a student simultaneously, the student shall accept any one of the offers of his choice and the other offers will be cancelled.

7. A company can roll out an offer to a student at any point during his/her interview in a spot offer round. **In the case the student gets selected in some company/organization, then he/ she will be excluded from the procedure of any other company whose process is running in parallel with immediate effect, even if he rejects the offer.**
8. After getting a job offer, student will be out of regular placement process but allowed to participate in the selection process of exactly ONE **Dream company** provided he/she is eligible.
9. After getting a job offer, if any student decides to withdraw his/her acceptance any time till the conclusion of the academic session (the end of May 2020), he/she must inform the company and the CDC with a justifiable reason immediately. However, students are highly discouraged from doing so to prevent a bad impression of the Institute.
10. The confirmed list of students selected in various companies after the acceptance of offers will be intimated to the company personnel by CDC.

VI) Points considered as a breach of placement policy:

1. **Students informing the recruitment team that they are not interested in the job and are attending the placement process of that recruiter 'just for the experience'.** This is highly unprofessional on the part of the students.
2. **Students do not appear for the process after registering citing medical reasons:** When a student cannot attend a placement process due to a genuine medical reason, he/ she should do the following things
 - a. Inform the concerned placement representative well in advance of the scheduled process.
 - b. Should get a medical certificate from the institute doctor confirming that he/ she was not in a position to attend the placement process on the given day.

If the student fails to do the above-given things, it is taken as a breach of placement policy. For any other reasons (other than medical), level of punishment (mentioned in section VII) will be decided on a case to case basis.

3. **Students found cheating or misbehaving during the placement process.**
Level of punishment for breaching the policy more than once will be decided on a case to case basis.

VII) Punishment for the breach of placement policy:

1. **Level 1:** He/she will be imposed a fine of Rs. 5000/-.
2. **Level 2:** He/she will be deregistered from the placements.

VIII) Pre Placement Offer:

1. Those who receive PPO through the CDC internship process and accepts it within the stipulated period of time, are deemed to be PLACED. These students will be out of the regular placement process but will be allowed to participate in the selection process of exactly ONE **Dream company** provided he/she is eligible.
2. Those who reject the PPO offer will be eligible to sit for the placement process and will be considered in the general pool.

IX) Dream Company:

A student who has already been placed in an organization is out of the regular placement process but can participate in the selection process of only one 'dream' company. A company qualifies as 'dream' for a given student if it meets the following conditions.

1. CTC package specified by the dream company should be at least twice the CTC package received by the students where he/she has already been placed.
2. If a company gives a range of salary, the lowest will be taken for calculations to determine if can be qualified as a 'dream'.
3. All the calculations are based only on the CTC package initially specified by the company. In case of any conflict, CDC's decision will be final.

X) Policy of Deferring :

A student who has not registered for placements or has registered and has not applied to any company shall be allowed to attend the placements of the next year if the student submits the "Placements Deferral Form" to CDC within the specified deadline. Also, at the time of submitting the form, the student should be eligible for placements. The student should inform the CDC before the commencement of the beginning of the placement session for next year and register for the same.

XI) Further instructions to students:

1. CDC can modify any of the rules during any time of the year and the changes will be communicated to the students appropriately. CDC has the authority to take appropriate actions against any student violating any of the policies mentioned in the document.
2. **For all matters not covered by the above regulations, CDC will use its discretion to take appropriate decisions. The decision taken by the CDC shall be binding on all students and scholars.**
3. **The role of CDC is to facilitate placement related activities and it does NOT guarantee a job. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.**
4. Students need not bring their resume to interview. It will be taken from the website and printed by the CDC. Always keep ready at least four copies of photographs. Do not forget to bring the institute ID-card at the time of placements process.
5. Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the resume.
6. We expect you to maintain a cordial relationship with the recruiters when they come to IIT Tirupati for the placement process. They are our guests and any altercation can leave a negative impact.
7. Students should not contact the HR personnel of the companies personally. If you need any communication with any particular person or company, contact the placements and internships coordinator or the placement officer. Strict action would be taken against any student found contacting the HR without the knowledge of the CDC.