

## **Policies for students appearing for the Campus Placement Session of 2018-2019 at IIT Tirupati**

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1. A regular student, whose CGPA is 5 and above and the number of backlog credits is 10 and below at the end of 6th semester, can register on the placement portal. However, the CDC has the authority to change the minimum CGPA criterion for the placement registration with a prior notification through webmail. In this case, students will be deregistered from the placement activities.
2. Only 'regular' eligible students are allowed to register on the online Placement portal for appearing in the campus placement activities. Students who are in other categories, such as, the 'sponsored' or 'project staff' and 'Part-time' category are not allowed. Post-doctoral fellows are also not eligible to appear.
3. A regular student of IIT Tirupati having foreign nationality, who wishes to sit for campus placements, must inform the company about his/her nationality. His/Her application is subject to acceptance by the company/organization. Moreover, the process of getting a work-permit and other formalities will be done by the student and the company itself. However, the student will be allowed to participate in the recruitment activity only if he/she possesses the eligibility as mentioned by the company.
4. If a company delivers a Pre Placement Talk the student shall forfeit the process immediately after the PPT if he/she wishes to. Student will not be allowed to forfeit afterwards. If the company is not giving a PPT the student should forfeit right before the first round of the process or never after. The students who apply for the initial selection procedure including written test, GD, interview, etc., have to attend the remaining selection procedure of that company/organization, if they are shortlisted by the organization in the initial selection procedure. If noticed otherwise, the students will not be able to take part in further placement activities.
5. 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.
6. In the event that a regular 'eligible' student, who has applied for a company's job profile fails to appear for its process, he/she will be de-registered from the placement activities.
7. After getting job offer, if any student decides to withdraw his/her acceptance any time till the conclusion of the academic session (May 2019 ending), he/she must inform the company and the Career Development Centre with a justifiable reason immediately.

However, students are highly discouraged from doing so to prevent a bad impression of the Institute.

8. Students will be allowed to attend the placement process of a company only if they attend the PPT(Pre-Placement Talk), if delivered, by that company.
9. Students MUST wear formal dress and shoes while attending the process. CDC has the right to deny entry to a student for interview on the grounds of unprofessional attire and shall be de-registered from placements as mentioned above in point 6.
10. CDC can modify any of the rules during any time of the year and the changes will be communicated to the students appropriately.
11. Policy of Deferring: A student who has not registered for placements or has registered and not applied to any company shall be allowed to attend the placements of the next year if the student is able to submit 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. Student should inform the CDC before the commencement of the beginning of the placement session for next year and register for the same.

#### **Policies on slots**

1. A slot is a single phase of the final Placements session at the end of which results will be compiled, offers will be made and all the selected students will be terminated from the placement process.
2. A slot may span for only few hours or span over multiple days. The entire final placements process will consist of multiple such slots.
3. The slots 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. In case, a student is attending multiple processes in a single slot, the student shall be excluded from all the ongoing processes, if the student is selected by a recruiter and the results for the same are declared.
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 and to a student, the student shall accept any one offer and the other offers will be cancelled.
7. **The confirmed list of students selected in various companies after the acceptance of offers will be intimated to the company personnel by CDC.**

#### **PPO policy of CDC, IIT Tirupati**

Those who receive PPO through the CDC internship process and accepts it within the stipulated time period, are deemed to be PLACED. These students will be out of the final placement process starting from 1<sup>st</sup> September and need not register for the placement. Those who reject the PPO offer will be eligible to sit for the placement process and will be considered in the general pool.

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Career Development Centre, IIT Tirupati has the authority to take appropriate actions against any student violating any of the policies mentioned in the document.

**For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.**

**The role of the Career Development Centre is of a facilitator for 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.**

#### **Further instructions to students**

1. Students need not bring CVs to interview. It will be taken from website and printed by CDC. Always keep ready at least four copies of photograph. Do not forget to bring the institute ID-card at the time of written test and interviews.
2. There might be Pre-Placements talks (PPTs)/tests on short notices due to unavoidable circumstances, since the companies sometimes come up with a short deadline. Students are asked to be prepared for such situations. However we shall try to avoid such situations as far as possible.
3. Students are advised to ask questions they have about a job or company during the PPT because there will not be an option to forfeit the process after registering for the company.
4. Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the CVs.
5. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.
6. Keep checking for mails from CDC and announcements on the placement portal for the schedule of PPTs/test/interviews and other important information. The venue of the PPTs/written test/interviews will be notified to you. It is advised that the students keep on checking the portal as well as their webmail at frequent intervals during placement.

7. Requests for providing printouts & photocopies from the CDC will not be entertained as they cause disruption to regular activities.
8. 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.
9. Students should not contact the HR personnel of the companies personally. If you need any communication with any particular person or company, contact the placement and internship coordinator or the placement centre. A strict action would be taken against any student found contacting the HR without the knowledge of CDC.