



# CAREER AND PLACEMENT CELL

STUDENT PLACEMENT POLICY

## ABSTRACT

The document is an operational policy framework of the CnPC for the student. These includes general rules, placement rules, scheduling, registration, code of conduct, etc.

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## INTRODUCTION

The transition from a student to professional is a milestone. Your imminent graduation and the search for your first “*real*” job marks the beginning of a new and a significant stage in your life. The goal of your search should be to find a situation that supports your onward progress in life, and where you feel appreciated and comfortable- in short, a job that you will find satisfying in all respects.

The Career and Placement Cell (CnPC) is fully equipped to render all the necessary assistance for you to make your career meaningful. By connecting to external organisations, the CnPC endeavours to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. This policy framework governs the student’s involvement in the various aspects of the placement processes.

The CnPC welcomes all eligible students to the placement season. We strive to extend all possible support to provide right career opportunities to our students to fruitfully pursue their career interests.

The CnPC endeavours to achieve the best possible placement outcomes. To meet the expectations of all the stakeholders, the placement policy has evolved over the years. In order to achieve the best possible results all students are expected to understand the placement policy and follow it strictly.

The placement policy is applicable to all students registered for the campus placements and is to be followed during the entire duration of this placement season. The CnPC only acts as the ***facilitator*** in connecting companies with the students on the campus for placements. Registration for the campus placement **does NOT guarantee** a placement/job. Students not interested in placement are advised not to register for placement.

**Disclaimer:** All students are required to follow the rules laid out by the CnPC. The CnPC reserves the right to revise this Placement Policy as and when it seems fit for maximising the benefits of the students' community, without incorporating or modifying the policy framework. All decisions taken by the CnPC will be final and binding on all students registering for the placement program. All disputes shall be settled jointly by the Faculty Advisors of the CnPC. Their decision shall be final and binding on all.

## **REGISTRATION PROCEDURE**

To participate in the Placement, the students should register themselves with CnPC through the following procedure:

- A student under academic probation and disciplinary action are not allowed to register with CnPC.
- All students are required to register for placements only through POD Portal. No other mode of registration will be accepted under any circumstances.
- An email shall be sent to all eligible students wherein students are required to register for the recruitment drive providing their details requested by CnPC. Students are not allowed to register after the deadline of registration, except if they have permission from the Faculty Advisor of CnPC.
- Students must pay a one-time registration fee as communicated in the email by the Competent Authority. Any payment made to CnP is **non-refundable. Students are permitted to apply to a maximum of 25 companies during the entire placement cycle.**
- Only registered students can avail the facilities of CnPC.

## PLACEMENTS

The following policy framework is implemented for all the students eligible for placements. The framework will be in effect for all placements through the CnPC.

### GENERAL RULES

- The placement season would begin by October. The companies will be invited and allotted dates by the CnPC based on all influencing factors.
- All the students who have registered for any particular company are compulsorily required to attend the PPT conducted by the company. Not attending the PPT will result in disqualification from that company. Any proxy will lead to disqualification from the CnP opportunities and/or academic penalties, including a monetary fine.
- All students are advised to check the company profile and background of each company before applying. Kindly make informed decisions **BEFORE** applying to any company on campus. **CnPC would NOT be liable for any default from the company's end at any stage later.** Once you apply to a company, all rules as per our student policy will apply.
- Once you apply to a company, all rules as per the student placement policy will apply, and you will not be allowed to leave the selection process of the company unless dictated by the rules.
- If a student is appearing in the selection process of multiple companies, the student is bound to accept the offer from the company declaring the selection results earliest.
- A student must submit a medical certificate from a registered medical practitioner to the Career and Placement Cell (CnP) within five working days of becoming aware of any medical condition that may potentially result in withdrawing from or leaving a job prematurely.
- **A student can avail a maximum of one job offer through CnPC.**
- The first year salary is calculated as:

**1st year salary = base + all incentive (except esop) + (esop/4)**

## ELIGIBILITY

A student will be allowed to sit for a company if he/she fulfils the following criteria:

- The student should be registered with CnP Cell.
- The student should fulfil the eligibility criteria outlined by the company.
- The student has not been disqualified or penalised for any infringement of **CnP regulations**.

## PRE-PLACEMENT OFFER(PPO)

- All Pre-Placement Offers made by any company, extended to any student, have to be immediately reported to CnPC by the student within five working days of getting the PPO. This also includes off-campus PPOs (an off-campus internship converted to a PPO).
- The PPOs obtained from internships shall be considered as campus placements job offers and CnP rules would follow. All PPOs extended to any student must be routed through the placement cell.
- A student must accept PPO as per the company's deadline irrespective of the first-year salary. In case the company fails to give a deadline, the student needs to accept within five working days of receiving the PPO. If the information regarding the PPO acceptance is not passed to the CnP Cell, CnP Cell may take appropriate action and will not provide the **no-dues** form, which is required for completion of the degree.
- Students should proactively review the terms and conditions of the PPO. In case of any difference between the company's terms and conditions and the Institute Policy, the same should be explicitly brought to the notice of the Placement Office.

## **SELECTION PROCEDURE GUIDELINES**

- If more than one company is visiting on a particular day or time slot, students would be asked to fill a preference list for the given companies, ranking the companies she/he has applied to and has been shortlisted on a particular slot, in the descending order of her/his choice. After the completion of the day or timeslot, the student will be given the option to update her/his preference for the next day's companies, before the deadline. In case a student gets selected in two or more companies on the same day, then the company ranked higher in the preference order by the student will be the one where the student would be finally considered placed.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on a subsequent day & the company that deferred its decision also makes an offer to him/her later, then:
- The student will be considered finally placed in the company ranked higher in the preference order filled earlier by the student and the lower preference company will be informed by the CnP cell.
- The date/time/venue of the interviews/tests/or any other placement regarding activity will be subject to changes and introduced which, at times, may be at a short notice. Students must keep themselves following up on information passed on through E-mail/POD at the student portal.

## **TAPPING**

- Few companies could be 'taped'. A taped company means that if a student is selected in the particular company, she/he has to accept the job offer and cannot sit for any other company visiting the campus in future or even if their selection process has already been initiated.
- While filling preferences, taped companies would be reserved for the top positions filled for each day/timeslot. In case of multiple taped companies for a same day/timeslot, the student can themselves rank among the taped companies.

## **POST JOB OFFER**

- In case the candidate after accepting the on-campus offer is not willing to join the company to pursue higher studies or for any other legitimate reasons, he/she should contact and inform CnPC by mid of April and only after consent of CnPC cell he/she will be allowed to reject the offer. Beyond the last working day of April, he/she will be liable to different consequences depending upon the case.
- After signing the offer letter from a company, the candidate is bound to the terms and conditions mentioned in the offer letter. If the student rejects an offer after signing the offer letter from a company, the company can take action against the student as per the clause pertaining to the breach of the contract mentioned in the offer letter. Institute will not be liable for any of these consequences that a student is facing for not joining the company even after accepting the offer letter with a penalty clause.

## **DEFERRED PLACEMENTS**

- To facilitate a student to pursue entrepreneurial ventures, the Institute allows the student to defer his/her participation in the placement process for up to two years after graduation.
- The student is required to declare at the beginning of the final year (when he is eligible for placements), subject to him/her being eligible for placements in that session, that (s)he won't be appearing for the placement in that year and apply for deferred placement with a recommendation from Catalyst, IIT Mandi.
- Then in the year after graduation when such a student wants to appear for the placements, she/he again needs to inform the CnPC at the beginning of the placement session for that year and register for the same.
- It must be noted that a student who has already participated in a placement session (full/partial) cannot seek deferred placement. Also, having deferred the participation in the placement process, a student can participate in the placement process only once in two years after graduation.

## OFF-CAMPUS APPLICATION RULE

- Any student who procures an off-campus job (with prior approval) is required to report the same to the placement office within five working days of getting the job offer. If a student fails to do so they will not be provided with a NOC and be debarred from CnP.

## CODE OF CONDUCT

- **Students are NOT allowed to leave a selection process by a company after being shortlisted unless dictated by the policy. Such actions or not joining a company for placement after accepting or at the very last moment will result in strict actions including but not limited to debarring from the test/interview, de-registering from placement process, disciplinary actions and monetary fine.**
- A student must submit a medical certificate to CnP within 5 days of learning about any medical condition that might lead to leaving a job early. CnP will notify the respective company regarding students affected by such medical conditions.
- The student can drop the offer only with medically valid reasons communicated in advance. Failure to adhere to this protocol will result in strict actions including but not limited to debarring from the test/interview, de-registering from the placement process, disciplinary actions and monetary fine.
- Students registered by CnP shall prepare a resume. It is expected that a student shall **NOT** add any ambiguous/ wrong/ fraudulent/ misleading information in his/ her resume. Resume checks will continue throughout the placement process through the CnP. If any discrepancies are found, the student would be debarred from the placement process. This may also attract **strict disciplinary actions**.
- Students must complete all sections of their POD profile with accurate and truthful information. Submission of any false, misleading, incorrect, or incomplete details may lead to appropriate action taken by CnP Cell.
- Students are always required to carry their Identity Cards during the selection process, including pre-placement talks, written or online tests, group discussions, personal interviews etc.

- It is mandatory for students to attend the PPTs of the companies they wish to apply. Students are expected to come on time and in proper attire and maintain a proper decorum throughout the presentation. Students will not be allowed to leave the room before the PPT is over. Failing to comply with any of these requirements, the student will be liable to strict penalties as defined in the policy.
- **Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, and Tests etc. The dress code to appear in any activity of the placement process and at the time of personal interview shall be business formals, unless specified otherwise.**
- During the screening tests and interviews, no form of cheating would be tolerated. Cheating and using unfair means would lead to severe actions including but not limited to debarring from the test/interview, debarring from CnPC activities and may attract disciplinary actions. The decision of the company is final and binding.
- Students are expected to maintain professionalism while interacting with any of the company officials. Students are by no means allowed to negotiate with the officials regarding any matters included but not limited to CTC, location, mode of work for the entirety of the process. They are expected to arrive in time. Any student violating any of these norms would be penalised.
- The CnPC will try its best to convince companies in every aspect related to the maximum benefit for the majority of students; however, the final decisions in these matters will be at the discretion of the company. No objections from any student will be entertained in this regard.
- All scheduling matters will be decided by the CnPC and the company on mutual agreement. No objections from any student will be entertained in this regard.
- No form of disorderly conduct with the Career and Placement Cell Team will be tolerated from the students. Any student found to misbehave with the CnP Team will be debarred from the next five eligible companies and a monetary fine will be imposed as decided by the CnP Team.

## **PENALTY**

If a student defaults after registration, the following penalties are liable to be imposed:

- If a student registers for the placement drive of a company but fails to attend the selection process such as (Pre-Placement Talk (PPT), interview, GD etc), the student will be immediately debarred and restricted from the next opportunities.
- Any health concerns must be brought to the notice of the CnP before the selection process. The prescription submitted to the CnP will be verified by the Medical Officer, IIT Mandi. Any ingenuine cause or treatment process will be penalised accordingly.
- If a student registered for the placement drive of a company fails to attend the Interviews, it may result in strict actions including but not limited to debarring from the test/interview, de-registering from placement process, disciplinary actions and monetary fine.
- If a student is found interacting/negotiating with the company officials, the student will have to face disciplinary actions along with monetary fines.
- Additionally, if required, disciplinary action shall be initiated against the student.
- In extreme cases, the penalties shall be decided by the CnPC team on a case-by-case basis.
- If any student is found contacting the CnP Office Team, Advisor TnI, or Advisor after office hours, they will face a monetary penalty. In case of any emergency situation, the students can contact the student volunteers; they will be the ones to take care of the situation.

## **HIERARCHY TO APPROACH**

In case of any queries or clarifications, students must follow the following hierarchy and defaulters will be debarred from placements and a monetary fine.

1. Student Point of Contact (SPOC) of the company (their contact details will be given in the registration email)
2. Branch Coordinator of your respective branches
3. The overall placement coordinators(UG/PG)

4. CnP Office Team
5. CnP Advisor (The final authority to be mailed regarding any issues with placement)
6. No personal communication will be entertained with the CnP Staff. Any communication should be made in writing.