



# Training & Placement Cell - IIITA

## Student Placement Policy

### (2023-24)

#### **PREPARED FOR**

Students Registered for  
Campus Placement Cycle : 2023-24

#### **PREPARED BY**

Training and Placement Cell  
IIIT Allahabad

## Introduction

**Training and Placement Cell, IIIT Allahabad** welcomes all eligible students to participate in the Placement Process for Placement Season 2023-24. IIIT Allahabad extends all support to try to ensure that students are given the opportunity to streamline their career interests.

The Placement Team continuously endeavors to ensure that IIIT Allahabad continues to be the most favored destination for recruiting organizations. This is possible only with the assistance and full cooperation of all students.

To maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has been formed. To realize a win-win situation for IIIT Allahabad and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly. It may be noted that some policy changes may take place during the year in the best interest of institute, partner organizations and students.

The student policy is applicable to all students of IIIT Allahabad and is to be followed during the entire duration of the placement season.

## Eligibility & Registration

- All full-time registered students of IIIT Allahabad, who are expected to complete his/her degree by July 2024 (irrespective of degree), are eligible to register for campus Placements.
  - Withholding any kind of information naturally meant to be reported to the Training and Placement Officer's (TPO's) 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 (TPC). No student under any circumstances will be allowed to be a part unless registered.

## CV Related

- 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. **If, on verification at any stage, any discrepancies are found, the student would be debarred from all Placement processes subsequently.** This will also attract strict disciplinary action.

- If already selected, the same will be communicated to the recruiting organization and the case will be recommended for strict disciplinary action as per institute norms.

### **Guidelines And Application Rules:**

- Training and Placement Cell (TPC) functions just as a facilitator and counselor for Placement activities. Registering with TPC does not guarantee a Job or Internship.
- A student is free to apply for as many companies as he/she wants.
- The TPC follows the **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.
- All applications to the companies are to be made through the system of the Training and Placement Cell (TPC), IIIT Allahabad only. If a student does not apply on the TPC portal for a particular company and appears for the process of a company without prior permission, he/she will NOT be allowed to participate in the selection process of that and subsequent companies.
- The students participating in the On-Campus Recruitment Drive are 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 anyone 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. TPC 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 on 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. Records of the same will be handed over to the company for record-keeping purposes.
- Non-attendance of the Pre-Placement Talk (PPT):
  - If a student happens to miss a PPT, he/she is required to submit a written explanation to the TPC duly signed and recommended by the Faculty In-charge of the Training and Placement Cell (TPC).
  - Not more than two unexcused absences will be entertained by the TPC.
  - Absence after two unexcused absences will lead to deregistration from further placement process.
- Students appearing for Test/GD/Interviews are advised to report to the location at least 30 minutes before the scheduled time.
  - Entry to the process may be denied by the TPC representatives if you fail to arrive on time.

### **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, the application can not be withdrawn under any condition.
- There is no restriction on the number of companies a student might apply to until the first job is secured.
- Under no circumstances, the 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 the final selection list from any employers.

### **Students' Code of Conduct**

- Electronic Gadgets are not allowed at the time of Technical Tests(Coding Rounds).
  - Students found in possession of any such gadget will be expelled from the test location immediately.
- Any student found indulging in any form of cheating will attract punishment in the 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 to 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.

### **Acceptance of Offers**

- Selected students would get the mail on their college mail id. After this stage, the student would be required to accept the offer by replying to the mail sent by [placements@iiita.ac.in](mailto:placements@iiita.ac.in) within 24 hours of the declaration of the result. In case the offer is not accepted within 24 hours, the same would get communicated to the company by TPC. Whether one accepts or does not, one would not be allowed to participate in any further processes. It is advised that the students accept the offer immediately.
- Students are advised not to sign offer letters under any company's pressure before accepting them through the mail to TPC. Any case of pressure may be reported to TPC.

## **Off-Campus Application Rule**

Training and Placement Cell (TPC) does NOT encourage applying for Off-Campus Recruitment Drive but does not impose a strict restriction.

- In case, a registered student gets an Off-Campus Offer before an On-Campus Offer, they are required to report to the TPC immediately. Withholding any such information may lead to the non-issuance of the No Objection Certificate (NOC) from the TPO Office.
- In case, if a student is having an Off-Campus Offer, he/she will be deregistered from the ensuing Placement season.

## **Pre-Placement Offers(PPOs)**

- Students getting a PPO by any company whatsoever, are required to report the same to the TPC at [placements@iiita.ac.in](mailto: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 to appear for the On-Campus Placement drive.
- Withholding PPO-related information may also attract severe disciplinary action and non-issuance of a No Objection Certificate (NOC).

## **Student Conduct and Disciplinary Policy**

- Students are expected to behave with the companies courteously and should not argue with the recruiters and maintain decorum even under provocation.
- No discussion with the recruiters regarding the selections/selection process should be done.
- If there are any behavioral problems from the recruiter's side that students face, kindly inform the TPC immediately. Do NOT take action on your end.
- If there are any behavioral problems reported against any student, appropriate disciplinary action will be initiated.

## **Important Pointers**

- A student will be exempted from non-attendance (unexcused absence) in PPTs at most twice.
- Opting out of the selection process of a company after a student has applied for it is NOT allowed.
- It is compulsory for all the students taking the Coding Round of a particular company to be seated in the labs at least 30 minutes before the commencement of the Test.
- Marking Proxies and Identity theft shall attract the severest punishments.
- No student shall be granted entry to Technical/Coding/Written tests if they are found possessing any electronic gadget.
- Carrying the Institute and TPC ID cards is mandatory to be a part of any Placement related activity.
- In all circumstances, the Placement Team's decision will be irrevocably final and binding.

