



## Indian Institute of Information Technology, Pune

### Career Development & Corporate Relation Centre(CDCRC)

#### POLICY & RULES

1. The role of the (CDCRC) is of a facilitator and councilor for placement related activities. It must be noted that Training and Placement Cell does not guarantee a job.
2. **Classification of Companies** - The companies visiting the campus are divided in the following two categories will be based on compensation packages, relationship & past record of recruitment at IIIT-Pune  
A+ Category: CTC  $\geq$  10 Lacs per Annum  
A Category: 6 Lacs < CTC < 10 Lacs per Annum  
**\*\* Dream offer companies are decided by the (CDCRC) and will be allowed for all category placed students**  
**Companies are allotted dates based on the above parameters**  
  
**Job Offer for a student -**  
If a student's name appears on the final shortlist declared after the Company's process through the Placement Cell, then that would be considered as an Offer to the student. PPO Offer is considered as Job Offer; hence the same policy is applicable.
3. As soon as the student secures a Job in Category-A+, he/she will not be allowed to appear for any other company in any category except dream offer companies.
4. If a student placed in a company of category A, he/she will not be eligible to reappear in placement drive for the same category or any lower category. Student will be permitted to appear for a higher category, only when the package is  $\leq$ 75% above the already placed package.
5. If a student secures an Internship in any category, he/she will be considered as placed in that category and above rule no. 3 & 4 will be applied as written. If that Internship doesn't end in a placement offer, then a student is eligible to reappear in placement drive only after the completion of course of internship.
6. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
7. Student should not disclose any information regarding placement process including company, package offered etc., in any public forum/ social media without taking consent from placement cell.
8. Companies will be invited and scheduled by the Training and Placement cell on the basis of the following parameters
  - a) Job profile and growth prospects.
  - b) The package being offered by the company.
  - c) Past record of recruitment at IIIT Pune.
  - d) Feedback from the Alumni regarding the company.**Note: T&P Cell may use discretion in scheduling the company.**

9. Student found adopting unfair means of any kind during placement process will be debarred from placements and may also invite disciplinary action by the institute.
10. Student withdrawing after being shortlisted by a company at any stage will be debarred from participating in recruitment process of the next 5 companies, he/she has applied to and shortlisted.
11. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be debarred from the Placement.
12. Students who have given prior consent for appearing in any company for campus placement will have to appear in all the process of that particular company, failing which she/he may be debarred from next three campus placement processes. Repeat of such incident will debar them from entire campus placement processes
13. Attendance would be compulsory for Company PPT & written test. If any student is absent from any Company PPT session then that student will be debarred from participating in recruitment process of that company and the very next company.
14. Only unplaced students will be allowed for “internship-based placement”, offered through **(CDCRC)** only, after pre-final semester for a maximum duration of 06 months. In such cases students will be allowed to appear for third BTP evaluation as per schedule except the final BTP evaluation which will be held only after completion of their internships. These students would be required to sign an undertaking before being permitted for the internship.
15. The students are required to carry their testimonials during campus placements. In case they are unable to present the documents required by any recruiter(s), it would be their sole responsibility will of the candidate. If any document is necessary from the institute, the students are required to collect the same at their responsibility.
16. Individual requests application, if any, would be routed through batch PRs, for consideration by T & P cell. However, the final decision of the institute would be binding
17. Make sure 75% attendance in all subjects is mandatory from 1<sup>st</sup> year to Final year. Any student found violating this rule will not be allowed from the Placement under any circumstance.

### **DECLARATION**

I do hereby declare that the statements given above are true to the best of my knowledge and belief. I will abide by the rules regulations and instructions given by the Training & Placement Cell. In case I do not follow without prior informing, my registration will automatically get cancelled.

I have read T&P policy (B.Tech 2019-2022 / M.Tech 2020- 2022 Batch) I also understand the implication of T&P policy.

Place:

Date:

Signature

Name:

Roll no.: