Placement Policy

For Students:

1. Student's eligibility for a hiring process will be decided as per company eligibility criteria.

2. Career Development Centre (CDC) follows the policy of One-Student-One-Job[1] for all the CDC assisted offers, irrespective of the company status (PSU/Private/Government/Education Sector etc.) and/or CTC offered. The policy is applicable separately for both internship[2] hiring and full time hiring.

3. (a) A student will have to give his/her preference before start of a hiring process[3] if he/she is appearing for hiring process of more than one company on a given day.
   (b) The first choice of the student will be final if the student is selected by multiple companies.

4. Any student who denies a full time offer after selection will be debarred from all the subsequent hiring process.

5. Any student who denies an Internship offer after selection will be debarred from all the subsequent intern hiring process.

6. Any final year student who has accepted Pre Placement Offer[4] (PPO) during/after internship cannot appear in any subsequent placement process conducted through CDC.

7. Any student who has accepted an internship offer through Online Contests facilitated/assisted by IIT(ISM) will be considered as on-campus internship offer and point 2 shall come into force.

8. Any final year student who has accepted a PPO by company through Online Contests facilitated/assisted by IIT(ISM) will not be allowed to appear in any placement process conducted through CDC in his/her final year.

9. A pre-final year student (of all programs) who has accepted a PPO by company through campus hiring or Online Contests facilitated/assisted by IIT(ISM) can appear for intern hiring process only in the pre-final year. However, the student cannot appear for PPO process of the company in which he/she is doing/undergoing the internship. (*This is the case of B. Tech/ Integrated student who does internship after his/her second year and subsequently gets a PPO*)

10. Any pre-final year student who has accepted Returning Internship[5] offer cannot appear for the intern hiring process of any other company. (*This is also the case of B. Tech/ Integrated student who does internship after his/her second year and subsequently gets a returning internship offer*)

11. If a candidate registers for a particular company, he/she has to appear for the hiring process of the company. In case he/she decides not to appear for the hiring process of the company, he/she should intimate CDC in writing at least five (5) days before the scheduled test/GD/interview. Otherwise the candidate shall be debarred from the hiring process for next three (3) consecutive companies in which the student is otherwise eligible to appear.

12. Any student getting pre-placement interview (PPI) [6] offer from a company can appear in the hiring process of other companies visiting campus before that company. If the student gets placement offer from any company in which he /she is appearing, the student will have to accept the offer and will not be allowed to avail the PPI offer.

13. The students are instructed not to make any direct contact with company executives during placement session. In case of defiance, the candidate will be debarred from the hiring process for next three (3) consecutive companies in which the student is otherwise eligible to appear.

14. If a student displays inappropriate behavior/communication (verbal/written/digital) during placement process, he/she may be debarred from the placement process of that particular company. The student will also be subjected to institute's disciplinary rules.

15. Punctuality is the hall mark of any decent activity/ process. Any student reporting beyond 10 minutes of the scheduled reporting time of any company process may be debarred from the placement process of that particular company. Conditions stated in point 11 may also apply. The student will also be subjected to institute's disciplinary rules.

16. Any act of cheating/violating the instructions given by CDC/company personnel/coordinators during a hiring process will disqualify the student from participating in the company hiring process. The student will also be subjected to institute's disciplinary rules.

17. If the activities mentioned in points (14), (15) & (16) are repeated by a student, he/she will be debarred from the entire placement process.

18. Unauthorized entry of students (other than the SCPT members and the CDC approved coordinators) to CDC premises during an ongoing hiring process will be considered as an act of indiscipline and may invite an appropriate disciplinary action.

19. Any final year student of dual degree/ integrated courses (M. Tech and MSc Tech), having been selected by a company for full time hiring through CDC, cannot further apply for 6 month internship. (*This rule is applicable to the current batch graduating in 2019, only*)

20. A final year student of Dual Degree/ Integrated courses / M. Tech., having been selected for internship, is allowed to appear for full time hiring of other companies. However, if the student gets full time offer through CDC, he/she cannot appear for the PPO process of the company in which he/she is doing the internship. (*This rule is applicable to the current batch graduating in 2019, only*)

Definitions:

[1] **Job**: Internship offer as well as full time offer

[2] **Internship:** Internship is project assignment given to a student by a company after selection of the candidate through proper intern hiring process and may have job prospects. Internship will be as per Institute norms.

[3] **Hiring process**: 'Internship' as well as 'full time' hiring process

[4] **PPO (Pre Placement Offer)**: A job offer given to the student by the company after internship.

[5] **Returning internship:** Internship offer given to students by the company in which he/she is already doing internship.

[6] **PPI (Pre-Placement Interview):** Direct interview offer given to the students instead of PPO, where the candidate can bypass hiring process (test/GD etc.) and directly appear for the interview.

SCPT: Students' Coordinator Placement Team