

Placement Policy AY 2025-26

1. Placement Registration:

- 1.1 The registration takes place in the month of August of the academic year. Non-registration of students within the stipulated date shall be deemed as opting out of the campus placement process.
- 1.2 Each student should register online in the form mandated by Placement Cell, such as Superset, Google Forms, etc., by uploading the filled resume in the prescribed format along with the registration fees.
- 1.3 Students, who are not interested in pursuing jobs associated with placement processes, are advised not to register (Students planning to pursue Higher Education)

2. Placement Calendar:

- 2.1 The placement process for all the final year students of all programmes will commence August/September of every academic year and conclude in May/June.

3. Eligibility Criteria:

- 3.1 The students who are expected to graduate from the institute by the end of the academic year 2025 - 2026 and are seeking employment can register for placement
- 3.2 Students having 3 or more course backlogs on completion of semester 6/8/2 for B.Tech, Dual Degree, M.Tech and respectively are not eligible to register for placement. In case a student clears excess backlogs in the 7 / 9 / 3 semesters, the student will be permitted to register for placements.
- 3.3 In addition to the above criteria, students must qualify for the PET (Placement Eligibility Test) to participate in the placement process.

4. Students' Responsibility:

- 4.1 Information regarding company visits will be informed through email/ notice board/website/Superset/WhatsApp group (henceforth referred to as communication channels). Students are advised to check timely announcements, go through the company website, and apply only if interested.
- 4.2 Students are expected to follow the institute resume template available on the placement website to prepare resumes. The resume's details must be genuine, and any student found violating this will not be permitted to apply for placements for the rest of the academic year and the same will be communicated to the parents respectively.
- 4.3 Students should satisfy the requirements in terms of CGPA/percentage, academic background, technological/skills requirements, etc., specified by the respective company according to the job description. Only application submitted within the deadline will be considered. Late submissions will not be considered for further processing.
- 4.4 If companies request/ask the placement cell to perform the initial screening for further processing, the placement cell will shortlist the students based on their CGPA.
- 4.5 If students do not apply for 5 companies consecutively for which they are eligible, they will be deregistered from the placement process.
- 4.6 Rules of Withdrawing an Application: student can withdraw the registration for the interview ONLY before the last date of registration.. Student CANNOT withdraw their application after the stipulated date.
- 4.7 Students who willingly withdraw or do not participate in the selection process after registering without any valid reason will be issued a warning in the first instance, and subsequent two withdrawals or non-participations will result in deregistering of the student from the placement process.
- 4.8 The student is expected to inform the Placement Cell about the acceptance of the offer (whether an offer is received from one company or multiple companies) within 24 hours of the announcement of the results. A student can accept only one

offer in the case of multiple offers received, and the same must be communicated to the Placement Cell immediately.

4.9 Students who receive offers from Off-Campus drive must also inform the offer details to the Placement Cell.

4.10 Students are strictly prohibited from making any contact with organizations listed with the institute as recruiters in the past. If students are found promoting or applying to those companies prior to the campus recruitment process, they will be deregistered from all placement processes and will face strict disciplinary action.

5. Pre-Placement Talk

5.1 Those who submitted the resume and attended the PPT (Pre-Placement Talk) session are only eligible to appear in that company's selection process. PPT attendance is compulsory.

5.2 Students must clarify their queries regarding salary break-up, job profile, place of work, bond details, medical fitness requirements, etc. with the company officials ONLY during the PPT. Students shall not question the policy of the company.

5.3 The communication and interaction with the company officials during PPT should be conducted with respect.

6. Attendance and Punctuality

6.1 Students appearing for any Presentations/Tests/GDs/Interviews should be present at the venue at least 15 minutes before the start of the process. Latecomers will not be allowed to appear for the selection process.

6.2 A student who applies and gets shortlisted should go through the entire selection process unless rejected midway by the recruiter.

6.3 Any student who withdraws deliberately during a selection process will be deregistered from placement for the rest of the academic year.

6.4 Unauthorized absence for the Presentations/Tests/GDs/Interviews will lead to cancellation of placement registration.

7. Dress Code

- 7.1 Students must be formally dressed for any interaction with a company. The Placement Cell reserves the right to deny permission for students to attend the selection process if their attire is deemed unsatisfactory. This dress code applies to all stages of the recruitment process, including Pre-placement talks.
- 7.2 Boys - Formal dark pants with a light-coloured full-sleeve shirt with necktie and formal shoes (preferably Navy blue or grey suits, formal trousers, formal shirt, tie, belt and formal shoes)
- 7.3 Girls - Churidar / Salwar Suit / Shirt-Pant with overcoat and formal shoes (preferably Navy blue/grey suit, formal trouser or skirt, formal shirt, or saree with formal footwear).
- 7.4 Students must bring their ID card for all the placement process. If students fail to bring the ID card, the Placement Cell reserves the right to deny permission for students to attend the selection process.

8. Job Offers

- 8.1 Announcement on the notice board/email/website will be considered as the final offer. Offers received from companies must be collected as per the timings in the circular /notice.
- 8.2 The students should not question the company about why he/she is not selected. Selection is at the discretion of the company. Any unruly behaviour compromising the institute's reputation shall deem the student ineligible for future placement process and the student shall face disciplinary action.
- 8.3 The responsibility of going through the offer letter and taking actions therein, such as submission of documents, lies entirely with the student.
- 8.4 The students should honour the offer and communicate with the industry as early as possible.
- 8.5 In case the student receives offers directly from the company, the same must be intimated to the placement Cell.

9. Multiple Job Offers

9.1 A student is eligible for the second offer, if the CTC must be at least 1.5 times more than the first offer.

E.g.:

	1st Offer	Eligibility for the 2nd Offer
Student 1	6 LPA	> 9 LPA
Student 2	7.5 LPA	> 11.25 LPA
Student 3	10 LPA	> 15 LPA

9.2 Dream Offer - If students are looking for the third offer, he/she can apply to a maximum of 3 companies and the CTC must be at least 1.5 times more than the second offer

E.g.:

	2nd Offer	Eligibility for the 3rd Offer
Student 1	9 LPA	> 13.50 LPA
Student 2	11.25 LPA	> 16.88 LPA
Student 3	15 LPA	> 22.50 LPA

10. Joining Status

10.1 Students declining the offer after their selection, knowing all the details mentioned in the JNF such as CTC, Job location, Service agreement etc. will be deregistered from the further placement process.

11. Code of Conduct

11.1 An official complaint against any students, reported for any kind of unacceptable behaviour such as unprofessional communication, physical or psychological harassment, ragging, malpractice, cheating in exams or any unethical external

communication will be taken seriously by the placement cell, rejecting the candidature of the student from all the placement activities.

- 11.2 Students are liable to be deregistered from the placement process, if found violating academic, personal and professional integrity or any complaint reported against him or her by the placement cell is found true.
11. Direct communications with the company officials are strictly prohibited, on violation, strict actions will be taken.
- 11.4 Students are not allowed to discuss/negotiate the CTC and the company policies with the company officials during the recruitment process, if it is already revealed in the Job notification.
- 11.5 In case the students face any difficulties / challenges from the recruiter's end, they should inform the same to the placement cell immediately without trying to deal with the issue on their own.
- 11.6 Students appearing for any Presentations/Tests/GDs/Interviews should be present at the venue at least 15 minutes prior to the start of the process. Latecomers will not be allowed to appear for the selection process.
- 11.7 Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be deregistered / blacklisted from the placement process.
- 11.8 Students must bring their hard copy of their resume, required academic certificates, passport size photo and other prerequisites during the recruitment process.

12. Issues not covered

- 12.1 For all matters not covered by the mentioned regulations, the placement cell will use its discretion to make appropriate decisions. Feel free to ask any doubts or questions regarding the points mentioned here for the placement procedure.