



## PLACEMENT POLICY

All students are expected to understand the Placement Policy and follow it strictly. The placement policy is applicable to the graduating students of UG and PG programme.

### 1. Eligibility Criteria

All the graduating students of IIT Bhilai are eligible to be a part of the placement process, provided that they meet the following requirements:

- i. They are registered students at IIT Bhilai.
- ii. They have a CGPA of 5.0 or more at the time of registration.
- iii. They have less than 84 credits (for UG) and 60 credits (for PG) to complete in their respective program of studies at the time of registration.
- iv. They are not debarred from the placement activity due to disciplinary action by the institute.

### 2. General Guidelines

- i. Students willing to take part in the placement activity has to register on the student placement portal during the stipulated time window.
- ii. Students should register by remitting a registration fee of Rupees 1000 /- (Rupees one thousand only) to the institute account.
- iii. Students have to compulsorily attend the Pre-Placement Talk (PPT) conducted by the companies they are planning to apply for. Student are encouraged to attend the Pre-Placement Talk (PPT) conducted by the companies for which they are eligible.
- iv. Students must carry their identity card throughout the placement process.
- v. Student are advised to check the company profile and background thoroughly before applying. Once applied, it is mandatory for the student to participate in the entire placement process.
- vi. Students must have acquired good communication skills and have exhibited the same. For example, it is expected that an UG student would have taken the course LA304 - Introduction to Effective Communication and have cleared it without F grade.
- vii. Students should be formally dressed and be punctual for the entire placement process.
- viii. If a student is unable to secure a job in a particular placement season, and is not an enrolled student of IIT Bhilai, he/she will be allowed to appear for the next placement season (i.e. within one year after graduation from IIT Bhilai).

### 3. Conditions of placement activity

- i. It is the responsibility of the student to make sure that he/she meets all the eligibility criteria which might be required at the time of joining the company.
- ii. It is the responsibility of the student to check announcements/notices etc. on the notice boards/institute website. No personal correspondence will be made to the students.



- iii. Once a student applies to a company, it is implied that he/she is agreeing to all the terms and conditions of the company.
- iv. Once a student is offered a job, he/she has to respond to the offer within the deadline defined by the company/placement office. Failing which the offer will stand cancelled and the student will be liable for disciplinary action.
- v. The following policy will be in effect, in case the students have secured a job through the campus placements of the institute:
  - a) A student with a placement offer with CTC less than or equal to 7.5 LPA will be allowed to apply for companies with CTC greater than 7.5 only once.
  - b) A student with a placement offer less than or equal to 20 LPA will be allowed to apply for companies with CTC greater than 20 LPA only once.
  - c) No student who has been offered a job shall be allowed to apply more than once in the entire placement cycle.
- vi. If a student manages to convert an internship to a pre-placement offer (PPO), the following policy is applied:
  - a) If the internship was secured by a students' own effort, then the job secured by the student will not be counted as per the institute's policy.
  - b) If the internship was provided by the institute, and it gets converted into a PPO, then the job secured by the student will be counted as per the institute's policy.

#### 4. Code of conduct

- a) A student indulging in any kind of misbehavior which affects the decorum of the placement process or the reputation of the institute will be penalized as per the severity of the situation.
- b) Any kind of malpractice during the placement process is strictly prohibited. Those caught indulging in such activities may be debarred from the entire placement process.
- c) Students are not allowed to contact the company directly for on-campus placement activities.
- d) If at any point of time, it is found that any detail provided by the student is incorrect, he/she will be debarred from the entire placement process.
- e) Students are expected to report on time for any placement related activity whether – Talk, Test or interview or others. In case the student is not on time, he/she will be out of the placement activity.
- f) In case the student secures an internship provided by the institute but later does not join the same, then he/she would be fined a sum of Rs.5000 as penalty. The amount should be remitted to the institute's placement account.

#### DISCLAIMER

The placement policy provides guidelines for all placement and internship activities of IIT Bhilai. The information provided may be changed by the IIT Bhilai from time to time. For the current official policy and procedure, contact the Training and Placement Cell, IIT Bhilai. This is meant to be used only by IIT Bhilai community and not be shared with or distributed to others outside of this institute. No part of this document can be used, copied or published without prior permission from Director IIT Bhilai.