



Placement Policy & Virtual Guidelines for PGDDSAI 2021-22



Registration for participating in campus placement:

- It is mandatory for the students to register with the campus placement office (on the date of registration), if the student wishes to participate in the campus placement process.
- No student will be allowed to register after the deadline.
- Placement registration is done only once in the program duration.
- CGPA/ Percentage Criteria:
 - 10th \geq 65%
 - 12th \geq 65%
 - B.Tech \geq 65%
 - M.Tech \geq 65%

Registration, Attendance, Penalty process & procedures

- It is Mandatory for the students to register for the company once the post is open on the Google form shared by the placement office, if they wish to participate in the company's process.
- Attendance in PPT is mandatory after registration, to be eligible for further placement Process/steps. However, the company may choose not to conduct the PPT.
- Students proceeding after the registration cannot quit in between. If a student quits in between, at any stage then he/she will be debarred & will not be allowed to appear in any other future placement events.
- Non participation /less participation (less than 50%) will lead the student out of the campus placement process.

Job Offer for a student

- If a student's name appears on the final shortlist declared after the Company's process through the placement office, then that would be considered as an Offer to the student.
- A student will be out of campus placement thereafter.

Provision for Experienced candidates:

- **Once the student receives an offer from any Company, the student will be out of campus placement process & CANNOT participate in any other company's process.**
- **Details of your last employer and the CTC drawn at your employment should be Submitted by the candidates while registering for the process.**
- **Candidates need to submit all of their experience certificates/letters while registering for the placement process.**

Eligibility:

All registered & interested students of the PGDDSAI fulfilling the above mentioned CGPA/Percentage criteria are eligible to participate in the placement activities.

A student can participate in the placement process of a company subject to the following conditions:

- The cell has confirmed his/her registration.
- He/ She meets the requirements/eligibility criteria specified
- By the company and by the placement policy
- Students are eligible to participate in the campus placement **only for one placement cycle.**

Student Conduct and Disciplinary Policy:

Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.

- Students must refrain from contacting personnel of companies. Any violation will attract de-registration and suitable disciplinary action.
- No late registration requests will be entertained; students need to adhere to the given deadlines
- All official emails should be sent only between office hours **9:00 AM – 5 PM on working days only. Saturday's/Sunday's & holidays which fall during the campus process will be deemed as working days as per the campus placement calendar.**

General Advice (Applicable on both placement process)

- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by checking their email, calendar frequently during campus process.
- Students must carry a complete file with a few copies of the resume on the prescribed format only.
- Students must be in proper formals during the campus placement process starting from PPT till end of process.

In case of any issue students must go through the proper channel.

Acceptance of a Job Offer

- Offer from a company is deemed to be accepted & the student is out of campus placement process.
- Post offer any changes are violations of code-of-conduct will be dealt accordingly.
- A student who has received the offer is expected to join on the given joining date.



Virtual Guidelines

Due to the Covid-19 pandemic, all processes will be conducted in Virtual mode until the situation improves.

All students registered and participating in the campus placement process need to adhere to the below-mentioned guidelines strictly.

A. Registration Guidelines:

1. Please register for a company only if you fulfill the eligibility criteria. In case the company changes/relaxes the criteria the students will be informed accordingly.
2. It is the responsibility of the student to do all necessary research about the company, role, profile etc. before registering for the company.
3. Post registration it will be mandatory for the student to go through the complete process until and unless rejected or does not qualify for the next step.
4. Post registrations for each company, a WhatsApp group will be created by the placement office inviting all the registered students. All the information related to further process will be communicated on that group itself.

B. Test Guidelines:

1. Please make sure your Laptop/Computer has a working webcam, microphone and earphone/speaker.
2. Students are required to use only the IIITD email id along with their full name while giving the test. No other email id or short names should be used.
3. Please make sure you install the required software for the online tests as per company requirements.
4. Students are required to produce the College ID Card before starting the test, using the webcam.
5. Students need to adhere and strictly follow the test guidelines given by the company
6. At no point a student is allowed to do tab switching, copy pasting or access any other site or get help from other resources. **Defaulters will be out of the complete placement process & no exceptions will be considered.**
7. **If a student faces any technical issue (software glitch, power issues etc.) the student is required to immediately write an email to admin-placement1@iiitd.ac.in mentioning the problem.** Post which the team will communicate with the company to get a solution.
8. **In case a student drops the test or fails to complete/submit the test due to any of the above reasons, there is no assurance of retest /reconsideration.**

C. Interview Guidelines & Identity verification:

1. Students need to create a new Google Hangout/Skype ID with their full name and not with any counterfeit name. They need to use the college name in the ID. Example: Rajat Sharma - rajatsharma_IITD
2. It is the responsibility of the student to ensure his/her phone is charged & is in a proper network connectivity area before and during his/her interview.
3. Students will be required to show College ID to the interviewer at every stage before starting the interview.
4. **The student will be solely responsible if he/she loses any opportunity due to negligence in any of the above stated points.**

D. General Guidelines:

1. The complete process will be conducted in a virtual manner. The test instructions & interview mode will be specified by the company which will be communicated to the students by the placement office.
2. The placement office will share a link of the weekly placement calendar on Google Sheet and all the updates will be given there only. **Students are directed to check the calendar regularly and be prepared for any last minute changes. No reminders on email will be sent unless it is an unexpected, sudden change.**
3. Please make sure the notification button of the placement calendar on Google Sheet is ON to get all the updates.
4. It is the responsibility of student to check his/her email inbox/WhatsApp group regularly in the short intervals to get timely updates on the test, interview results. No excuses regarding this will be entertained & no second chance will be given.
5. Contact numbers given at the time of registration should be correct & active. Your Laptop/Phone should be fully operational/charged. Ensure to be present in a proper network area throughout the process.
6. It is the student's responsibility to make sure that no unethical means are used at any stage.
7. A single complaint from the company against any student will lead to debarment of the student/s from the whole placement process. No excuse will be entertained and no exception will be given.
8. All the students are required to be in formals while giving the interview online/offline. Students should be ready 15 minutes prior to the interview.
9. Please avoid sending unnecessary emails to the Placement Office during the process.
10. **No student is allowed to contact the HR Team directly. All matters should be escalated to the placement office team only.**