



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

"An Institution of National Importance by an Act of Parliament"

RTTC, BSNL Near TV Tower, Besides Balaji Temple, Seminary Hills, Nagpur - 440 006

Website: www.iiitn.ac.in, Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 0712 - 2985010

PLACEMENT POLICY 2020-21

Eligibility Criteria for Placement Assistance

1. The student must register with the T&P Office for Campus Placement Season 2020-21.
2. Eligibility criteria for placements are decided by the company visiting for placements. The Institute or the T&P Office has no role in this regard. Eligibility criteria will be communicated in advance to the students. Students shall check their eligibility before applying for placement.
3. Students are advised to read the Job Announcement Form by company carefully, check the company background and job profile thoroughly before giving consent/applying.
4. Students from earlier batches who are specially permitted by the Authorities, will also be eligible to participate in the Campus Placements 2020-21.
5. The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals done after this date.

Campus Placements

1. Student shall be permitted to appear for selection process subject to satisfying the eligibility criteria laid down by company.
2. Selection procedure is decided by the company; same shall be communicated to students beforehand. The T&P Office has no say in this regard. Undue requests for consideration shall not be entertained.
3. IITN has **ONE STUDENT ONE JOB OFFER** policy. However, students are permitted to apply for additional DREAM JOB (CTC > 8LPA), with prior intimation to the T&P Office.
4. In case the company withdraws the offer of appointment to student for any reasons and informs the Institute about the same, then such students shall be allowed to apply for further opportunities.
5. In view of travel restrictions due to COVID-19, companies might opt for Online/Remote hiring process. The Institute shall encourage Online/Remote hiring process.

Acceptance of Offers

1. Students are required to accept the offers within 24 hours of declaration of result. In case the offer is not accepted within 24 hours, the same would be communicated to the company. Whether the student accepts or not, he/she would not be allowed to participate in any further processes. It is advised that the students accept the offer immediately.



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2. In scenario where a student is applying in multiple companies visiting the campus same day, he/she is required to fill up individual preferences in advance before commencement of selection procedure of companies.
3. Students are advised not to sign offer letters under any company's pressure without intimating to the T&P Office. Any cases of pressure from companies may be reported to T&P Office.

Off-campus Application

1. If any student gets placed due to his own efforts (outside the purview of the T&P Office) shall inform the T&P Office immediately. The student shall be out of the placement process with immediate effect.

Pre-Placement Offer

1. If any student gets a pre-placement offer from any organization, the student shall inform the T&P Office immediately. This also includes offers extended by companies not participating in Campus Placements 2020-21. All rules as per the placement policy shall be applicable with immediate effect.
2. All pre-placement offers have to be routed through T&P Office. Decision to accept/reject PPO shall be taken by the student. However, if accepted, the student will be out of placement process with immediate effect.
3. Any form of intimation from any company about possibility of extending PPO in future, must be informed to T&P Office. The T&P Office will coordinate with the company and student will be allowed to appear till a formal communication of grant of PPO is made by the company. In case student neither accepts nor rejects the PPO within 7 days, he/she would be deemed to have ACCEPTED the PPO and would be out of placement process with immediate effect.
4. Students accepting or rejecting a PPO will have to immediately notify the Placement Office of the same with a copy of their communication to the organization.

Joining

1. If any student after accepting an offer, is unwilling/unable to join the company, or pursuing higher studies or for any other reasons, he/she should inform the company AND T&P Office simultaneously before 31st March or as soon as possible.
2. In all other cases if the student does not inform about the above, he/she will be liable for any further consequences, including referral to the Institute Director for disciplinary actions.



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General guidelines:

1. Students are not authorized to communicate with the companies in any individual capacity when company visits our campus for placements. Any official interaction by any student at any stage before and after selection must be carried out in consultation with the T&P Office. No discussion with the recruiters regarding selections/selection process should be done.
2. Dress code during all the interactions (pre-placement talk/tests/interviews) shall be **BUSINESS FORMALS**
For boys: Sober colour formal full shirt, formal trousers, and polished formal shoes.
For girls: Sober colour Salwar-Kurta or western formals.
3. Students must reach the venue well within time for campus placement. Late comers will not be allowed.
4. While attending campus placements, students must carry below documents:
 - a) IIITN ID Card
 - b) Passport size colour fotos – 5nos
 - c) 2 copies of the updated and signed resume (In format prescribed by the T&P Office)
 - d) Original mark sheets from SSC onwards in a file folder.
 - e) 2 sets of photocopies of all relevant marksheets, certificates (self-attested)
 - f) 2 sets of ID Proofs (PAN Card/Aadhar Card/Passport/Driving License)
 - g) 2 sets of Address proof (Aadhar card/Electricity bill/front page of Bank passbook)
5. Students need to honour the timelines regarding the documentation formalities, completion of trainings as prescribed by the company offering employment
6. Students need to adhere to the work ethics, rules and regulations, code of conduct prescribed by the company offering employment.
7. Company or Institute reserves all rights to disallow any student from applying for placements in case of non-compliance. Students guilty of any misconduct during campus placements shall be barred from appearing for any campus placements at IIITN.
8. Students are required to check the notice board of the T&P Office regularly. It will be student's responsibility to be informed on placement related processes and activities. Individual details and academic details shall be updated time to time at the T&P Office.
9. IIITN reserves all rights to allow/disallow any student from applying in placement process without assigning any reason thereto. Requests/Grievances/issues shall be referred to the Director-IIITN through the T&P Office. Decision of the Director IIITN, shall be binding on all.

Harshad Panse
T&P Officer

Dr. A.G. Kothari
Dean - IIITN

Dr. O.G. Kakde
Director – IIITN