



# **STUDENT PLACEMENT POLICY**

Institute of Engineering and Technology,  
Lucknow

Session: 2021-2022

## **ANNEXURE:**

### **A. ELIGIBILITY**

1. The student expected to complete his/her degree by **2022 (Placement)** and **2023 (internship)** is eligible to register.

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

- a. The cell has confirmed his/her registration.
- b. He/She meets the requirements/eligibility criteria specified
  - By the company and
  - By the placement policy

### **B. CLASSIFICATION OF COMPANY**

Classification is based on compensation packages, relationship & past record of recruitment at IET.

1. Core company: Domain-specific/open for a specific branch.
2. Generic company: Consultancy/open to all/Mass Recruiters.
3. Dream company: Very High CTC/Varied Topics/open to all/e.g.: FAANG

### **C. TYPES OF CAMPUS DRIVES**

1. ON campus: Drive is organized specifically for our college (*at or outside college campus*).

2. OFF campus: Students have to travel to company premises/other specified locations for the interview process.

3. POOL Campus: Various college students appear for the campus drive at one particular location (*e.g.: - A chosen college among the participants.*)

### **D. GUIDELINES AND APPLICATION RULES**

1. The role of the Training and Placement Cell (TPC) is of a facilitator and counsellor for placement related activities. **TPC does NOT guarantee a job.**

2. There is no restriction on applying/appearing in interviews **until the first job** is secured. A student will be considered to have secured a job if his/her name appears in the final list issued by the concerned company or an offer letter is received by the TPC in the name of the specified individual. If, in case the final selection list issued by the company is delayed, the student will be allowed to apply for further drives.

3. The placement facility is available to all the students registered with TPC through the policy '*One job to one student at the first instance.*'

a. If a student is offered a job, he/she will be de-registered from future placement drives. However, the student is eligible and can register for a recruitment drive in future (*in the same company category*) only if the company offers a CTC which is **at least 1.5 times** the CTC of the previously secured job.

b. Students can register for recruitment drives of the category of Dream Company from the one he/she has been offered a job in. For example, a student who has secured a job in a "Generic" company can register himself/herself in any further recruitment drive of a "Core" or "Dream" company, organized thereafter (*irrespective of the CTC offered in those categories*).

4. During an on-campus drive a student must keep their **Identity Card** with them at all times (*at the time of Pre-Placement Talk (PPT)/ Tests/ Group Discussion/ Interviews*), and produce the same when asked by the visiting team, company's staff or TPC representatives. In **NO** scenario a student will be allowed to take part in these activities without the aforementioned document.

5. During a pool-campus drive conducted via TPC, the participating students must carry all the required documents as informed in advance by the TPC of our college. Any request with respect to the drive will not be entertained if the candidate fails to meet the above-mentioned criteria.

6. Every company has its own selection process; like online tests, written tests, technical interviews, group discussions, HR interviews, etc. It may vary from company to company. The concerned company will have the sole right to alter the procedure of the rounds to be conducted.

7. Students should have access to the college provided email id (*rollno@ietlucknow.ac.in*) to receive official information and updates from TPC. **Only the information conveyed through the official handles of TPC will be considered credible in any possible cases of discrepancy.**

8. Other than Pre-Placement Talk and Interview sessions, no student will be allowed to contact company officials for any purpose without prior permission of the Officer-In-Charge or TPC representatives conducting that drive.

9. If a student makes any false claims in the official information provided to TPC when asked, his/her candidature will be cancelled immediately from further recruitment drives until he/she takes permission from the concerned authority. If the student has already received a job offer, it could be revoked and there could be further disciplinary action as per the decision of the Officer in Charge, TPC.

10. It is the responsibility of every individual student to check whether he/she fulfils the eligibility criteria (which might be required at the time of joining like the academic record, medical, etc.) for the opportunity he/she is applying for.

Ex: - If a company requires the applicant to have a min CGPA of 8.0 at the time of joining, he/she should be well assured before applying for that company.

11. Any kind of indecent behaviour during the placement procedure may lead to the **blacklisting of the student** involved and his/her case shall be forwarded to Officer in Charge, TPC for further disciplinary action.

Ex: - If a student is found misbehaving with a TPC representative/company official during the drive, his candidature for applying in any further drive will be revoked immediately and he shall face strict action from the concerned authority.

### **E. PENALTY STRUCTURE**

1. A student will not be permitted to participate in the further procedure of a company's recruitment drive if he/she misses any round involved in the selection procedure and shall be marked absent from that drive.

Ex: If a student skips the Pre-Placement Talk (*marked mandatory by the company*) and appear directly for further rounds, his request shall not be entertained until permitted in writing by the Officer-in-charge before the completion of the concerned placement round.

2. No student will be allowed to opt-out of the selection process of a company after registering for it if the mentioned deadline has passed.

3. If a student fails to mark his/her presence in a recruitment drive, in which he/she is registered, he/she shall be blacklisted from further drives. In order to remove his/her name from blacklisted candidates, the concerned student has to get an apology letter signed by the Officer In-charge, TPC, stating the valid reason for his/her absence.

**4. If a student is blacklisted more than two times, it will be considered misbehaviour towards TPC and the institute. In this case, the student shall need to get an apology letter signed by the director of the college.**

5. Any sort of behaviour on the part of students which shall affect the decorum of the selection process or the reputation of this Institute in front of company officials, attracts a severe penalty as per the discretion of TPC and the severity of the situation.

6. Cheating (*in any form*) or marking proxies during the selection procedure is strictly prohibited and unacceptable in any situation. The defaulters shall be **debarred from participating in campus placements permanently**.

### **E. RULES OF APPLICATION**

1. Students are advised to check the background/T&C/profile/position before applying for any company's drive. Once enrolled, all the aforementioned rules of the policy will immediately be in effect.

2. Students are required to be well assured of meeting all the required criteria of the company. (*Annexure D.10*)

3. It is necessary to appear for the test/interview if shortlisted. Absence from such activities may attract severest of actions from TPC. (*Annexure E.1*)

4. Students under no condition are allowed to scout details regarding the selection criteria or final selection list from any company official. **This will be considered as an act of misbehaviour and the clauses of Annexure E.5 shall be in immediate effect.**

5. If a student is selected in a company's drive and gains an offer letter for the same but does not join the company on the mentioned date despite his/her acceptance for the offered opportunity for any reason whatsoever (*except as under Clause G*) **shall be penalised with a fine or authorities shall call for an immediate withhold of his/her course degree.**

### **G. NON-ACCEPTANCE DUE TO BETTER OPPORTUNITY**

1. **\*\*If a student wants to decline an offer in order to pursue higher education, he/she is supposed to inform the TPC within 1 week** of receiving the allotment letter from the concerned institution/facility.

For example - If a student gets a call letter from IIM-L after appearing for CAT (which he/she ultimately decides to join), he/she is supposed to inform the **TPC within 1 week** of receiving the communication from the institute.

2. If a student is selected in a company's drive and he/she fails to notify TPC (*and ultimately the company concerned*) regarding his/her decision of joining via mail/written form within the specified deadline, by default his response will be considered as 'rejection of the offer letter' which shall be reflected in his/her character certificate.

3. **\*\*If a student is selected in any off-campus opportunity while holding another job secured through an on-campus recruitment drive, he/she is supposed to inform TPC about his/her decision within 1 week** of accepting the off-campus opportunity. **Upon failure to do so, he/she shall be either liable for a penalty or affect the obtaining of his/her course degree or both.**

**\*\* The final decision in case of any conflict remains with the Director and Officer-in-Charge of IET Lucknow.**

### **H. CODE OF CONDUCT**

1. During a campus recruitment drive, you should be in **Formal Attire only** and must be in decent look. No jeans, T-shirts, floaters, sports shoes will be considered to participate in the campus drive.

2. Students must report at the venue 15 minutes prior to the time mentioned in the notice/circular.

3. TPC has all rights to change/modify the policy according to its discretion and **blacklist students** on grounds of misconduct. In situations of dispute, TPC will have the final right to make decisions.

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