



## CENTER FOR CAREER DEVELOPMENT, IISER BHOPAL

### PLACEMENT POLICY

(Placement Session 2024-25)

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The Center for Career Development (CCD), IISER Bhopal welcomes all the eligible students to take an active part in the placement process and wishes to extend all the possible support to achieve the best possible placement for its students. We strive to extend all possible support to provide the right career opportunities to our students to fruitfully pursue their career interests.

In order to achieve the best possible results for all, all the students are expected to understand the placement policy and follow it strictly. The Placement Policy is applicable to all graduating students UG, PG and Ph.D. programmes.

The Centre for Career Development only acts as the facilitator in inviting companies to the campus for placements and cannot carry any guarantee for securing a job. Placement is a privilege, not a right. Registration for the campus placement does not guarantee placement. The terms and conditions of employment will be agreed upon between students and the companies hiring them.

#### 1. Eligibility:

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

- i. They are full time registered students at IISER Bhopal.
- ii. They have a CGPA of 5.0 or more at the time of registration.
- iii. The students who are expected to complete the degree by July 2025 are only eligible to register for the placement process.
- iv. They are not debarred from the academic/placement activity due to disciplinary action by the Institute.
- v. In addition to the aforementioned rules, a company coming for campus placements may have its own eligibility criteria (CPI, Specialization, backlogs, year gap etc.) and only the registered students satisfying all the criteria will be allowed to apply for the role offered by the company.

#### 2. Registration:

- i. The UG students seeking employment and meeting the above eligibility criteria have to register for the placement session through the placement portal or online registration form circulated by CCD, by the end of month of August 2024 (or during the stipulated time window). The last date of registration for the placement process will also be communicated to students by email.
- ii. Students should register by remitting a registration fee of Rupees 1000 /- (Rupees one thousand only), non-refundable through SBI I Collect to the Institute account.
- iii. Kindly note the placement registration is for One Academic Year Only (i.e. 2024-25).
- iv. Students who are not interested in job opportunities are strongly discouraged from registering for the placement process. Registration is solely voluntary.
- v. The Students while registering in the placement process will have to furnish all necessary personal and academic information along with their resume. The details given in the resume and placement registration should be genuine. Any student found furnishing false/mis-appropriate information or

claims in the resume/cover letter/placement registration at any time during the placement session will be de-registered and debarred from all placement activities.

vi. A student can request to de-register from the placement process anytime during the placement session. In this regard, he/she should make a formal written request to Chairperson CCD through the Center for Career Development.

### **3. Invitation to Companies for Campus Placement & Pre-Placement Talks (PPT):**

The Center for Career Development in support with the student placement coordinators and the faculty placement representatives will invite potential recruiters to conduct campus placement drives and will share the profile of the Institute and the registered students. Students and faculty members are also encouraged to forward contacts they have, if any, in different companies, so that CCD may formally invite them for placements.

i. The companies interested in conducting campus recruitment drives, will share the details of Job Descriptions which will be shared with the registered students. The CCD will schedule the Pre-Placement Talk of the company with the registered eligible students, in which the company will clarify all necessary details (Company Details, Job Description, Job location, Designation, Remuneration and other facilities, eligibility criteria, any other specific terms & conditions etc.), about the job and recruitment process. The students are also encouraged & responsible to clarify all details about the company, job and recruitment process during the pre-placement talk.

ii. The Notice of the Pre-placement talks will be sent in advance to the students. But there might be PPTs on short notice if the companies come up with a short deadline, students are required to be prepared for such situations.

iii. Students interested in a particular company are required to attend its Pre-Placement Talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.

### **4. Placement Process**

i. All communications regarding the placement process will be communicated by CCD through the registered email id of the students. It is the responsibility of the student to check announcements/notices related to placement by emails/student placement coordinators/CCD.

ii. The students who are fully interested & sure to join the company if selected, will apply for its placement process (Written/GD/PI etc.) only, after understanding the company details and job roles, responsibilities and agreeing to all details shared with them.

iii. Students are advised to check the company profile and background thoroughly before applying. If a student has applied and opted to take part in the recruitment process of a company, it is mandatory for the student to participate in the entire placement process (i.e. all rounds/stages), unless rejected midway by the company.

In the event of a student being selected for a particular round and then not turning up for the next rounds, the student will be liable for a disciplinary action such as barring the candidate from appearing in the placement process for next two months or may be debarred from the placement season.

iv. It is the responsibility of the student to keep themselves up-to-date by reading emails from the CCD/Placement cell or through the notice board of CCD/Placement cell. The CCD office is not responsible for any consequences of a student missing emails or communications.

v. Punctuality & Discipline:

- Latecomers for aptitude tests/GD/Interviews will not be allowed for the selection process.

- In case of online interviews, students are advised to login and be online at least 15 minutes before the specified time.
- Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the Institute's name will be disallowed from the placements for the rest of the academic year.
- Students found cheating or misbehaving or violating policy in the selection process online/offline (Test/GD/Interview) will be disqualified from the placements for the rest of the academic year. Offers offered may also be canceled, who default to above discipline.
- Students are strictly forbidden from contacting the company directly by any means without prior approval from CCD, as this affects the Institute-Industry relations. All communications between the student and the company must happen via the CCD/Placement cell only.
- Students cannot inform the company or discuss with the company, in any situation, that they are not interested in the company. Any such behavior if brought to the notice of CCD will lead to debarring from the placement process and warrant an appropriate disciplinary action.

vi. Dress Code:

- Students must get their ID cards whenever they are attending the selection process.
- Students must be formally dressed whenever they participate in any sort of interaction with the company. The CCD/Placement cell reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.
- Students should maintain originals and sufficient copies of their CV, passport size photographs, marksheets, grade cards, transcripts, certificates etc. The CCD/Placement cell will not be responsible for providing any assistance to the students on the procurement of the above said documents.

vii. A registered student can appear for multiple recruitment drives of different companies, during a placement season, considering the eligibility criteria of the company, until and unless has received an offer by a company.

**5. Job Offers:**

i. The CCD/Placement Cell strictly enforces **“ONE STUDENT, ONE JOB OFFER POLICY”**. This is to ensure that all the interested and needed students get the employment opportunity and further the reputation of the Institute in maintained with the industries/corporates.

The registered student who attends the campus recruitment process of a particular company, on being selected, will have to accept the offer of the company and will be considered as placed & deregistered from the placement process. Exceptions to this policy can be made when the pursued placement is under the “Dream Job” category (as mentioned in point no. 5 (viii) of this policy document)

ii. The responsibility of going through the offer letter and taking actions such as submission of documents, acceptance of offer letter entirely lies with the student and has to be completed within the timelines as specified by the recruiter.

iii. Generally, the offer letters/selection list are released by the company through the CCD/Placement Cell to the student. In case offers are received directly by the student from the company, the same must be intimated to the CCD/Placement Cell immediately.

iv. A Company will roll out the offer to the student after completion of the recruitment process. The CCD/Placement Cell will always try to get the selection list from the recruiting company as soon as the interview process is over, before proceeding with the recruitment process of another company.

However, if a company has completed the recruitment process and its results are awaiting, in such cases the student will be allowed to attend the recruitment process of other companies.

In the case, the student gets selected in some company, then he/she will be excluded from the procedure of any other company whose process is running parallel with immediate effect. Further, if multiple offers are offered to a student simultaneously, the student has to accept any one offer of his/her choice and the other offers will be canceled.

v. On getting a job offer, the selected student should confirm his/her acceptance in written to the CCD/Placement Cell as per timeline specified.

If a student decides to decline the offer, the same has also to be initiated within the timeline specified by CCD/Placement Cell. Further, if no reply is received from the selected student within the specified timeline, it will be deemed that the selected student has rejected the offer letter. However, students are highly discouraged from doing so, to prevent a bad impression of the Institute and also ensuring wastage of the job opportunity.

vi. During the placement session, if any student receives any offer of employment (off campus drives) or admission of higher studies, the same has to be shared with the CCD/Placement cell within 24 hours.

vii. A student registered for the placement process and if he/she has accepted the offer of employment by company, will not be allowed to apply for any internships or joining in the Internship program, as it will result in wastage of the Internship opportunity.

viii. Dream Job Offer:

A Dream Job is defined as an offer of at least twice (2 times of the CTC) of the offer that the student has received from the company in the campus placement process. The student who has accepted the offer of the company in the placement process of the placement session will be allowed to apply ONLY ONCE in the dream job of that placement session. A student will be de-registered from the placement session once offered the dream job offer.

Exceptions to Dream Job: If a student is offered a job from government organizations/PSU in the campus placement process (on campus or off campus), then the student will not be allowed for the Dream Job process.

ix. The CCD/Placement Cell will always make efforts for salary negotiation with the recruiting company as per the IISER Bhopal standard and offer the best to the students.

#### **6. Pre-Placement Offer (PPO):**

The student who receives PPO will have to take clearance (NOC) from the respective academic department and office, before proceeding for joining. The students who receive a PPO will be considered as placed and will be de-registered from placement session, however ~~are~~ are eligible for 'Dream Job Offer' as per point 5 (viii) of the policy.

#### **7. Breach of Placement Policy**

i. Students who attend the Pre-placement Talk and decide to proceed for the recruitment process, get selected with an offer, accepts the offer and later decline to join owing to any reason (opting for higher studies or appeared the interview 'just for experience 'or any other) will be considered unprofessional and have breached the placement policy.

Exceptions can be considered for the student who has accepted the offer in campus placements and later gets selected in government organizations/PSU on production of the offer/appointment order.

ii. Students who apply for a particular company recruitment process after understanding the Pre-placement talk and do not complete the recruitment process midway citing reasons as they are no longer interested in the company or do not reply will be considered as breach of the placement policy.

If a student is not able to attend the recruitment due to any technical issues (in online process) or medical reasons, then the same has to be communicated with the CCD/Placement Cell immediately with proper proof and justification.

iii. Students found cheating or misbehaving with the company during the placement process will be considered as breach of placement policy.

#### **iv. Penalty for Breach of Placement Policy:**

The students found breaching the placement policy will be imposed a fine of Rs. 5000/- (Rupees Five Thousand only) and will be debarred from all placement and internship opportunities of CCD/Placement Cell. No dues will not be cleared from the DAIR/CCD office, unless the student who has breached the placement policy clears the penalty.

This policy ensures that only committed and serious students participate in the placement process, preventing the waste of job opportunities for those who truly need them. This will prevent hampering of Institute reputation among the recruiters (companies) and also results in efforts of CCD/Placement Cell going in vain.

### **8. Point of Deferring**

A Student who has registered for placement process in a placement session and appeared for the recruitment process, however could not secure any offer from any of the recruiters will be allowed to participate in the campus placement process of the next placement session, in the companies in which he/she is eligible. In such cases the student has to inform the CCD/Placement Cell before the commencement of Placement Session i.e. end of July and register for the same.

### **9. Guidelines for Ph.D. Students for Placement Process**

i. Ph.D. placements operate independently from the regular placement session of the UG Students.

ii. A full time Ph.D. Scholar interested for placement, may register for campus placements after his/her open seminar till a period of one year by remitting a registration fee of Rupees 1000 /- (Rupees one thousand only), non-refundable through SBI I Collect to the Institute account.

iii. To register for the placement process, the students submit an off-line form available at the CCD/Placement cell with their CV.

iv. Ph.D. students are eligible to apply for all companies (open to Ph.D.) visiting campus for placements. It is also recommended that students to provide a list of relevant companies/organizations they wish to be considered for, so that the CCD/Placement Cell will approach them for necessary processes.

v. Once a Ph.D. student receives a job offer from any company/organization, they will be considered placed and de-registered from the placement process.

### **10. Resolution**

The Director, IISER Bhopal in consultation with the Chairperson CCD and DAIR reserves the right to allow any exception to this policy and the Director will be the final authority for resolution of any dispute or grievance during the placement process.

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