



Training and Placement Office MNNIT Allahabad

----- TPO Guidelines -----

The Training and Placement Office (TPO) of MNNIT Allahabad welcomes all the eligible candidates of the college for the Placement Session 2022-23 and Intern Session 2023-24. All final-year students interested in campus placements and seeking employment are eligible to register for the campus placement session. Similarly, all pre-final year students interested in on-campus internships will be eligible to register for the internship session.

This facility is provided by the Training and Placement Office, MNNIT Allahabad. Students who are not interested can opt-out of the placement or internship session. However, interested students must register through TPO on the Students Placement Portal (SPP) and Student Internship Portal (SIP), respectively.

The Training and Placement Office continuously works for the betterment of the students and will strive to attract and retain companies of repute. Hence, all the students are instructed to cooperate with the team. Moreover, we would advocate for the students to understand the **TPO Policy** clearly and strictly abide by the rules mentioned. All the placement and internship activities will take place through the SPP and SIP, respectively.

This policy is valid for all the final and pre-final year students of B.Tech, M.Tech, M.Sc, MCA and PhD students of the college for the entire placement and internship session.

TPO Credits

1. All candidates will receive 10 TPO credits at the beginning of their internship session.
2. These credits are non-transferable and non-renewable; Credits will carry over from a candidate's internship session to their placement session.
3. Credits falling below 5 will render the candidate ineligible for participating in the internship and placement session.
4. TPO reserves the right to deduct the credits of any candidate for engaging in any act of misdemeanor, including but not limited to acts lined out in the rest of this document.

Eligibility of the Candidates and Registration Process

1. All the final year and pre-final year students will be given an account, enabling them to log in on the Students Placement Portal and Student Internship Portal, respectively.
2. The SIP and SPP portals will have different personal, academic, and project sections. Candidates will be required to submit all the required documents like resume, photograph and other relevant information, and must do so well before any deadline set by TPO.
3. The information submitted by the candidate on the portal and in their resume should not be fake, irrelevant or misleading in any way.
4. The Training and Placement Office will then verify the candidate profiles.
5. During the verification process, if any information is found to be false, the candidate will face strict disciplinary action, including but not limited to:
 - a. Deduction of TPO credits.
 - b. Debarment from further companies.
6. After a thorough checking and verification of the candidate profiles on SPP and SIP, the accounts will be marked as "Verified".

7. Post - verification, students will be able to register for the companies visiting campus through their respective portals.
8. Unverified accounts will not be eligible to register for any company through their respective portals.

Registration Rules

1. All registrations to any company will be made through the SIP or SPP portal exclusively. Candidates may view a company's openings through their respective portals.
2. Once registered for a company, a candidate is liable to attend all rounds of the selection process from start to finish. Failure to do so will result in a penalty in terms of TPO credits which may lead to your debarment from future placement activities, and/or any penalty deemed suitable by TPO.
3. Candidates cannot drop out of the placement process after registering. Any exception will be subject to the matter of validity, the decision for which rests solely with TPO.
4. If due to unavoidable circumstances, a candidate cannot participate in the recruitment process after registering, they should inform their respective Training and Placement Representatives with a valid reason for the same as soon as possible. Any further penalties will be imposed at the discretion of TPO.
5. Candidates must pay careful attention to the company-specific instructions provided in any mail sent by TPO. They must adhere to the specific format of attachments, if asked for.
6. All deadlines are to be strictly adhered to and will not be extended under any ordinary circumstances.
7. TPO will send regular updates through email and through any TPO Notice groups made on Whatsapp. TPO will not be held liable for any failure in receiving these updates by any candidate.

It is suggested that candidates learn about a visiting company from various sources like the Internet, seniors etc. before deciding to register for the same.

Moreover, they should go through the company website and the relevant job description (if provided) and finally apply only if they are genuinely interested.

Internships

1. B.Tech, MCA and MSC pre-final year students are eligible for 2 months of summer internship, tentatively from 15th May to 15th July.
2. MCA final year students are available for a **semester-long** internship, tentatively from the 1st week of January.
3. M.Tech final year students are available for a **semester-long** internship, tentatively from the 1st week of January.
4. M.Tech candidates who have an internship but have not received a PPO will be allowed to appear for full-time roles only.
5. Candidates selected for off-campus internships should report the same to the TPO Office.
6. Candidates with off-campus internships will not be eligible to participate in the on-campus internship session. Candidates violating this rule will be subject to penalties appropriated by TPO Office.
7. There is no Double-Offer policy for internships. Any candidate offered an internship must accept the offer.

Pre-Placement Offers (PPOs) and Off-Campus Offers

1. Candidates must accept any Pre-Placement Offers made to them.
2. All PPOs must be duly notified and routed through the Training and Placement Office.
3. Once a candidate receives a PPO, they will be considered placed and will be signed out of the placement session. Their SPP portal will be locked and they will not be allowed to register for any other company.
4. If no PPO is offered to a candidate before the start of the placement session, they will be eligible to appear for visiting companies.
5. If a candidate is selected for another company before they are offered a PPO, the PPO will automatically be nullified.

6. Applying to a company after receiving a PPO will be subject to the **Double-Offer** policy.
7. Candidates receiving any off-campus offers must notify the Training and Placement Office about the same.
8. Any candidate found accepting an off-campus offer and still participating in the placement session will face strict disciplinary action, the details of which will be reported to both the companies.

Selection Procedure

The company may conduct their hiring in any number of stages, as per their convenience. The general procedure will be as follows:

Pre-Placement Talk >> Online Test >> Group Discussion >> Interview

The stages mentioned above can have subdivisions too. Moreover, some might not be a part of the procedure, as per the convenience of the company conducting the process.

1. PPT (Pre-Placement Talk)

1. Attending the PPT is compulsory for any candidate who wants to be a part of the recruitment process for that company.
They are advised to review any material shared by the company before the PPT.
2. The PPT may be conducted in an online or offline manner as per the company's convenience.
3. If conducted offline, candidates must report to the PPT Venue (Administrative Building, Seminar Hall, SMS or NLH etc.) at least 30 minutes before the scheduled time.
4. Candidates must make every endeavour to prevent any disturbance in the PPT on their part.
If conducted offline, phones and any electronic devices should be kept on silent while attending the PPT.

If conducted online, candidates must ensure their microphone and camera remain off, except when appropriate.

5. If conducted offline, candidates must follow a formal dress code while appearing for the PPT. Candidates wearing any attire deemed inappropriate will be denied entry.
6. Candidates should behave courteously. They must never argue with the presenters and maintain decorum even under provocation. Any problems faced by them with regards to the presenters must be reported to TPO. They must not handle such situations by themselves.
7. No questions about the recruitment process should be asked during the PPT.
8. If any misbehaviour is reported from the candidate's side by a company, appropriate disciplinary action will be taken against them by TPO which may include but is not limited to, debarment from the process of said company, a deduction in credits and debarment from further companies.

2. Test

1. For the online test, candidates should refer to the online proctoring guidelines circulated in their respective TPO Notice groups. Violation of any guidelines by a candidate will result in their test being considered invalid and they will be debarred from the company along with a deduction in TPO credits.
2. If conducted offline, candidates should report to the specified test venue (CC, CSED etc.) at least 30 minutes before the scheduled time of the test.
 - a. They must carry their ID Cards, which will be used for marking attendance.
 - b. Any required stationary should be brought by the candidate to the test venue themselves.
 - c. After a system has been allotted, candidates should sign in as instructed and start giving the test at the scheduled time.

- d. Phones, tablets or any other electronic devices won't be allowed inside the test venue unless explicitly mentioned in any official communication from TPO. They should be left in the hostel.
 - e. TPO shall not be held liable for any loss or damage of any devices confiscated with regards to point (d).
3. Candidates found engaging in impersonation, cheating, malpractice or using any unfair means while giving the test will be immediately debarred from the process and TPO will take strict disciplinary action against them.

3. Interview

1. Formal attire is mandatory for interviews.
2. Candidates must report to the interview venue at least 30 minutes before the scheduled time.
3. Candidates should have their resume and relevant documents ready well before interviews.
4. Mobile phones and any other electronic devices should be turned off.
5. Crowding the interview area is strictly prohibited.
6. After the interview, candidates should collect their belongings and quietly leave the interview area.
7. Revealing any information regarding other recruitment/internship drives is strictly prohibited.
8. Any discussion related to compensation is strictly prohibited during the interview.

4. Important Points

1. Candidates should not keep their phones silent except during the PPT, test or interview.
They must be active and available on their phones throughout the process in case any TPR contacts them.

2. Candidates must contact their respective TPRs for any doubts during the process. Claiming ignorance on their part will never constitute a valid reason.
3. Candidates must wear appropriate attire while appearing for the test. Casual attire won't be entertained while reporting at the test venue.

Offers

1. Offers made below and 4.2 LPA are considered uncountable. So if a candidate is placed with a company that has a CTC \leq 4.2 LPA; their SPP portal won't be locked and they will still be eligible to appear for a company with a countable CTC.
2. The college has a 'One Student One Job' policy. Once a candidate is placed in a company with a countable offer or a pre-placement offer the portal would be locked for further companies and they won't be allowed to appear in further companies.
3. If a candidate is selected for another company before they receive their PPO, the PPO will automatically be nullified and the company's offer will be considered final.
4. Candidates appearing for a company after getting a countable offer will be subjected to the **Double-Offer policy**.

Double-Offer Policy

A candidate receiving a PPO or a countable offer is considered placed. If the candidate wants to appear for another company, the CTC offered should be at least double the CTC of the offer previously accepted by the candidate. Additionally, at least 80% of the interested candidates in the batch of that candidate should be placed.

Example: You are a student of B.Tech, ECE branch with a batch strength of 100 and 90 candidates of the batch are interested to appear for the placement session. You've received an offer of 10 LPA. To be eligible for a double-offer, at least 80% of

the interested candidates of your batch, i.e 72 students must be placed and the CTC offered by the second company should be at least 20 LPA.

Additional Rules

1. If the candidate decides not to join a company that they have been selected in, they must inform the Training and Placement Office with a valid reason regarding the same by **31st March 2023**.
2. If the candidate does not inform the Training and Placement Office they will face disciplinary action with regards to point 1.
3. Any attempt by the candidate to contact the company representative directly is strictly prohibited.

All the guidelines mentioned are to be strictly followed by all the participants.