Training and Placement Office Policy

MNNIT ALLAHABAD - PRAYAGRAJ

The Training and Placement Office (TPO) of MNNIT Allahabad welcomes all the eligible candidates of the college for the Placement Session 2024-25 and Intern Session 2025-26. 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).

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, MBA, and Ph.D. students of the college for the entire placement and internship session.

1. <u>TPO Credits</u>
    1. All candidates will receive 5 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 to "ZERO" will render the candidate blocked and ineligible for participating in both internship and placement session.
    4. TPO reserves the right to deduct the credits of any candidate for engaging in any act of misdemeanour, including but not limited to acts lined out in the rest of this document.

2. <u>Eligibility of the Candidates and Registration Process</u>
    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 a 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. 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.
    5. After a thorough checking and verification of the candidate profiles on SPP and SIP, the accounts will be marked as "Verified".
    6. Post - verification, students can register for companies visiting campus through their respective portals.
    7. Unverified accounts will not be eligible to register for any company through their respective portals.

3. <u>Registration Rules</u>
    1. 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.
    2. 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.
    3. Once registered for a company, a candidate is liable to attend all rounds of the selection process from start to finish. Failure to attend in any process irrespective of any reason will result in a penalty in terms deduction of 1 TPO credit and subsequently making the candidate marked not interested for the next 2 eligible companies which may also lead to complete debarment from future placement activities, and/or any penalty deemed suitable by TPO.

4. 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.

5. 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, But it does not mean that the penalties will not be imposed. Any further penalties will be imposed at the discretion of TPO. 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 communications made by the company directly to the candidate are to be strictly followed according to the deadline and it will be considered as a part of the placement process which will be considered under Section 3(3).

7. All deadlines are to be strictly adhered to and will not be extended under any ordinary circumstances.

8. 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.

9. Use of unfair means is strictly prohibited and candidates who are found to violate this will be penalised under Section 3(3) which can also lead to complete debarment from the placement process and the matter will be reported to the proctorial board, at the discretion of the Prof. In-Charge.

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.

4. <u>Internships</u>
    1. B.Tech., MCA, MBA and MSC pre-final year students are eligible for 2 months of summer internship, tentatively from 15th May to 15th July. B.Tech. final year students are eligible for 6 months internship, tentatively from January.
    2. MCA final-year students are available for a semester-long internship, tentatively from the 1 st week of January.

3. M.Tech. final year students are available for a semester-long internship, tentatively from the 1st week of January, and a year-long internship starting tentatively from June.
4. Final year candidates who have an internship but have not received a PPO will be allowed to appear for full-time roles only.
5. Once a final year candidate gets an internship offer he/she will only be eligible to sit for full time roles according to the following criteria
   a. Full time CTC <= MAX of (0.75 times the CTC of internship company or 8LPA)
   b. Full time CTC should be Greater than or equal to 1.25 times the package of the internship company CTC.
6. Candidates selected for off-campus internships should report the same to the TPO Office within a day of receiving the offer letter or selection mail whichever comes first.
7. 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 the TPO Office.
8. There is no Double-Offer policy for internships. Any candidate offered an internship must accept the offer.

5. **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 off-campus offers must notify the Training and Placement Office about the same within a day of receiving the offer letter or selection mail whichever comes first.

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 companies.

Selection Procedure

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

Pre-Placement Talk >> Resume based Shortlisting >> 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 norms 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 at 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 during the PPT, any student is found involved in any kind of unethical activity or is involved in sharing any kind of objectionable and sensitive content which might trigger the company officials, the entire process for the company might be scrapped, All the candidates attending the PPT will be debarred from recruitment session and the matter will be reported to the Proctorial Board.

6. 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.
7. Candidates should behave courteously. They must never argue with the presenters and maintain decorum even under provocation. Any problems faced by them with regard to the presenters must be reported to TPO. They must not handle such situations by themselves.
8. No questions about the recruitment process should be asked during the PPT.
9. 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 stationery 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 regard 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. <u>Interview</u>
    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 resumes 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 Company's recruitment/internship drives or any data of the students and the institute is strictly prohibited and the candidate might be permanently blocked for further placements.
    8. Any discussion related to compensation is strictly prohibited during the interview.

4. <u>Important Points</u>
    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.

<u>Offers</u>
    1. Offers made below and 4.2 LPA are considered uncountable. So, if a candidate is placed with a company that has a CTC <= 4.2 LPA (Not base Salary); 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 course of that Department of the candidate should be placed.

Example: You are a student of B.Tech., ME branch with a branch strength of 100 in ME and 50 in PIE, and 90 candidates of ME and 40 candidates from PIE are eligible 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 eligible candidates of your Department, i.e. 104 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 for, they must inform the Training and Placement Office with a valid reason regarding the same by 31st March 2024.
2. If the candidate does not inform the Training and Placement Office they will face disciplinary action with regards to Section 1.
3. Any attempt by the candidate to contact the company representative directly is strictly prohibited.

4. Any Placed candidate will be allowed to sit for Public Sector Undertakings (PSU) companies, only and only if the current CTC of the candidate is less than or equal to half of the CTC offered by the Public Sector Undertaking (PSU) company. It is however to be noted that the candidates already placed in a PSU will not be allowed to sit for another PSU or any other company in general.
5. Once a Candidate is selected by a PSU, all other company offers or pre placement offers will be rejected whether received before or after the selection made by the PSU.
6. A confirmation mail from the company is deemed to be as a final status of the selection of the candidate, and companies have the time limit till the end of academic session to release the offer letters, requests can be entertained only at the discretion of the TPO.
7. A review will be done regularly for the candidates who are applying for less than 10% of the visiting companies according to students' priority of the domain/type of the company. Action will be taken according to Section 3(3).
8. Stringent action will be taken against any Training & Placement Representative (TPR) who has been given an offer by the company and is not completing the Roles & Responsibilities of the TPO given to him/her which will include but not only limited to sending a detailed report to the company and the Department of the student, the discretion lies with the Prof. In-Charge Training and Placement Office.
9. Revealing any information regarding any Company's recruitment /internship drives or any data of the students and the institute on any social media platform (Youtube, Instagram, Facebook, Linkedin, Whatsapp etc.) or communicating to any person not of the institute is strictly prohibited and the candidate will be debarred from the recruitments session and the matter will be reported to the proctorial board.
10. The Institute's responsibility is to provide the opportunities to the candidates and once the candidate signs on any kind of document, it is completely between the company and the student, the Institute is nowhere liable in any case whatsoever.

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