



Training & Placement Cell

Training & Placement Department – Rule Book

Indian Institute of Information Technology (IIIT) Ranchi
Placement Season: 2025–2026

Introduction

The Training & Placement (TAP) Cell at IIIT Ranchi extends a warm welcome to all students for the placement season **2025–2026**. The TAP Cell serves as a bridge between students and recruiting organizations, aiming to facilitate suitable career opportunities that align with the interests and competencies of our students.

While the TAP Cell actively coordinates campus placement and internship activities, it must be emphasized that **registration for campus placements does not guarantee placement**. The placement process is governed by a set of policies designed to ensure fairness, transparency, and mutual benefit for students, the Institute, and recruiting organizations.

Students are expected to strictly adhere to the rules laid out in this rule book. **Policy updates may occur during the academic year**, and such changes will be communicated as and when necessary, keeping in mind the collective interest of the student cohort.

I. Eligibility & Registration:

1. Campus placement is a privilege extended to eligible students of the Institute. Registration is **mandatory** for all students pursuing academic programs at IIIT Ranchi.
 2. Students not seeking placement opportunities (e.g., those preparing for higher studies, government exams, family business, etc.) must still complete the placement registration form and clearly indicate their career preferences.
 3. Only students with a valid CGPA after the 6th semester are eligible to register. Those awaiting results must contact the **Examination Section** or **Dr. Noopur** for assistance.
 4. Students intending to opt out of the placement process must inform the TAP Cell formally and in advance.
 5. All queries related to placement rules and procedures must be directed to the TAP Cell only.
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II. Placement Process and General Rules:

1. Resumes must be submitted in the **prescribed format only**. All information must be **accurate and verifiable**. Any falsification will lead to **disqualification** from the placement process.
2. Submitted resumes and other details will be verified by the **Academic Section** with relevant supporting documents.
3. If a student applies to a company, they must participate in **all subsequent rounds** (test/GD/interview, etc.) if shortlisted. Failing to do so will result in **debarment from future placement activities**.
4. Upon receiving an offer, the student is **expected to join** the organization. Withdrawal without prior written notice and a valid reason will lead to strict action.
5. If a student **rejects an offer**, it will still be considered their **first and only offer** unless they qualify under multi-offer eligibility.
6. **Salary negotiations** must only be conducted by the TAP Cell. Students must not directly negotiate with recruiters.

III. Debarment Criteria:

A student shall be **debarred** from the placement process (either from a specific company or for the rest of the academic year) under the following circumstances:

Violation	Consequence
Submission of false or misleading information	Debarment for next 3 companies
Leaving the process midway without valid reason	Debarment for the rest of the academic year
Using or sharing unauthorized interview/test links	Both sender and receiver will be debarred for that company
Arriving late for any placement activity (test, GD, interview)	Not allowed to participate in that company's process
Withdrawing from an accepted offer without informing TAP Cell	Debarment for the rest of the academic year
Misconduct, misbehavior, or policy violations	Debarment and cancellation of offers
Defaming the Institute or violating the company's code of conduct	Complete debarment from placements



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IV. Offer Types:

An **offer** is defined as one of the following:

- **Internship Only**
- **Internship + PPO**
- **Full-Time Employment (FTE)**

V. Offer Capping and Rules:

1. Multi-Offer Policy (Conditional)

- Students may be permitted to hold **a maximum of two offers**. The conditions are listed below:
- The current offer is **below ₹4.5 LPA**.
- The second offer must be at least **1.8x the CTC** of the first offer.
- Students who receive **only an internship** offer may apply for **Internship + PPO** or **FTE** only (not another internship).
- The multi-offer provision will be considered **only after 60%** of the registered students are placed.
- In domain-specific hiring where a majority of applicants are already placed, exceptions may be made. Domain-wise placement percentages will be considered separately.

2. One Student–One Offer Policy (For High-Value Offers)

- Any student who receives an offer with a **Cost to Company (CTC) of ₹20 LPA** or above shall be considered as having secured their final placement. Such students will **not be eligible** to participate in any further placement processes during the ongoing placement season.
 - If a recruiting company requests to reserve a selected candidate and restricts them from participating in further placement activities, then the student shall be considered to have received their **final offer** and will **not be eligible for any additional opportunities**.
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- **Strict disciplinary action** and **permanent disqualification** from the placement process will be taken against any student found misrepresenting information or attempting to mislead the Training and Placement Cell to secure multiple offers—**irrespective of the offer type (Internship, PPO, or FTE) or CTC value.**

VI. Offer Management Policy:

1. Students must inform the TAP Cell within **10 days** of receiving any **Pre-Placement Offer (PPO)** or **off-campus offer**.
2. Once a PPO or off-campus offer is accepted, it will be considered the **first offer**. Any further participation will be governed by eligibility conditions.
3. The student may apply for on-campus opportunities **only if the new offer is at least 1.8x** the accepted offer, subject to overall placement statistics and conditions.
4. Acceptance of PPOs must be formally routed through the TAP Cell.
5. The TAP Cell reserves the exclusive right to **override any rule** or take necessary decisions in exceptional cases.

VII. Punctuality & Discipline:

1. Students must **respect all deadlines** for registration and submission of required documents. Late registration or requests after deadlines will **not be entertained**.
 2. Students must be prepared for **short-notice Pre- Placement Talks (PPTs), tests, or interviews**, as companies may inform at short notice.
 3. Students must be ready with:
 - Resume
 - Academic credentials
 - Govt. ID Card (Aadhaar, PAN)
 - Institute ID Card
 - Passport-size photographs
 - Relevant certificates (as mentioned in the resumes)
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4. Students must regularly check:
 - Institute email Id
 - Personal email Id
 - Placement portal
 - Notice board announcements
 - WhatsApp announcements
 5. The Institute **will not entertain requests** for printouts or photocopies during placement events.
 6. Students are expected to maintain **courtesy and decorum** with recruiters. Any form of misconduct or disrespect is unacceptable.
 7. All **external communication with companies** must be done through the TAP Cell.
Direct contact with recruiters is strictly prohibited.
 8. Ethical conduct, professionalism, and adherence to the **placement code of conduct** are mandatory at all times.
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