PLACEMENT POLICY: 2026-27

1. Introduction

Providing students with quality career opportunities through campus placements and equipping them to successfully secure employment is of utmost importance to the Institute. The Institute through its Centre for Career Planning and Development(CCPD) extends all-out support to ensure that students are given appropriate opportunities to fulfil their career interests. The placement team continuously strives to achieve these objectives and to maintain the Institute's reputation as a preferred destination for all reputed organizations. To achieve this, students are consistently helped to acquire the skill sets required for their chosen career profile according to the industry expectations. The CCPD of the Institute endeavors to achieve 100% placement of interested and eligible students. With an aim to maximize the sum of benefits to all stakeholders, the Placement Policy for the students has evolved over the years. To realize a win-win situation for NIT Warangal and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly. The various aspects and provisions of the 'Placement Policy' of the institute are elaborated in the succeeding paragraphs.

2. Eligibility for Placement / Internship through CCPD

All the final year students of NIT Warangal having satisfactory attendance in classes and not having any serious disciplinary action against them (as certified by the HoD) are eligible for the placements. They must have successfully completed the pre-final year of their admitted program and be bonafide students of the Institute.

All the pre-final year students of NIT Warangal having satisfactory attendance in classes and not having any serious disciplinary action against them (as certified by the HoD) are eligible for the Internship opportunities through CCPD.

3. Rules for Full time employment Process

a. All the students interested and eligible for on-campus placements have to compulsorily register themselves in the CCPD.

b. All applications/registrations to participate in the placement process of the companies are to be made through the online platform of the CCPD and the students have to apply to a particular company through CCPD on or before the last date of registration.

c. The entire placement process will be coordinated by the concerned Point of Contact (POC) designated by the Head, CCPD in consultation with the Faculty In-charges and placement associates. All students/candidates are to abide by the instructions of POC for smooth and efficient execution of the placement process. Candidates / students may raise their issues, if any, through the POC.

d. All the details pertaining to the placement process of a company i.e. eligibility criteria, selection process, job profile, job description, CTC, service bond etc., as provided by the company, will be made available to the students through suitable means, such as the JOB NOTIFICATION FORM (JNF). Students are required to get their doubts and queries clarified, if any, through the POC or from the company delegates during the Pre-Placement Talks (PPT).

e. Students are expected to make informed decisions before applying to any company for

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campus placement. All students are required to check the company's profile, its background and other relevant aspects about the job and career profile offered by the company thoroughly before applying for it. The Institute / CCPD would not be liable for any issue or problems at any later stage.

f. Once a student applies for and registers for the placement process for a company, the rules as per the placement policy shall apply to the student. The student shall be responsible for his/her presence in the entire selection process, i.e. registration, PPT, online test, writtentest, GD, PI etc., of that company, on time. The inability to attend the process must be communicated to CCPD well in advance along with the relevant proof and must be approved by the Head, CCPD well before to the placement drive.

g. A student may be deemed ineligible to participate in the placement process if a recommendation to that effect is received from their Head of the Department or any of the Deans, based on reasons such as poor attendance (as per Institute policy) or any disciplinary concerns.

h. If a student registers for a company but fails to participate in the subsequent stages of its selection process, disciplinary actions as outlined in Point 8 (Students' conduct) will be initiated. Students are advised to register for a company only if they are genuinely interested in participating in its placement process.

i. Once a student submits their application for an internship or full-time position, withdrawal is prohibited. This rule maintains fairness and transparency in the placement process, and any breach will result in disciplinary action.

j. In the event that a candidate receives multiple offers (excluding instances outlined in Point 9), the initial offer received remains final, regardless of the placement schedule.

k. All UG/PG students retain the right to engage in recruitment processes with Public Sector Undertakings (PSUs) or Public Sector Enterprises (PSEs), notwithstanding existing job offers from alternative entities. It is imperative to underscore that offers extended by PSUs/PSEs shall hold precedence over any other offers received by the student.

l. Companies have the flexibility to provide either direct Full-Time Employment (FTE) offers or a combination of a 6-month internship + FTE offer for UG students. For PG students, the companies can offer Full-Time Employment (FTE) plus a 6 / 12-month internship + FTE offer (even through PPO).

m. Additionally, the minimum stipend provided for the internship must be 20000 per month.

n. The firm must offer a minimum package of 5 LPA (Lakhs per annum). Any offer below this threshold will not be considered by the CCPD.

o. If special permission is granted by the CCPD for those who got internship offers, a student will remain eligible to participate in other Full-Time opportunities. However, they will not be eligible to apply for any opportunities that include an internship component that conflicts with the duration of internship offer that the candidate already has.

p. If the firm opts to include a bond in the offer, the duration should not exceed 2 years. Moreover, the subsequent bond amount (if applicable) should be capped at 1 lakh, or 10% of the base package, or as specified by the company, whichever is lower.

q. Any student placed in educational institutions or coaching centres as a faculty member will not be eligible to participate in any further placement drives.

4. Rules for Pre-placement offers (PPOs)

a. The PPOs obtained from internships shall be considered as campus placement job offers and placement rules would follow. All PPOs extended to any student must be routed through the CCPD.

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b. Students retain eligibility to participate in Full-time placement drives conducted by other firms until clarity is provided regarding the permanent offer, commonly known as a Pre-Placement Offer, by the company.

c. For Postgraduate (PG) students undertaking long-duration internships (typically 10-12 months), the company is expected to provide clarity regarding the Pre-Placement Offer (PPO) status within the first six months of the internship or at least before 3 months of the end date of the internship.

d. Once a Pre-Placement Offer is extended to a student, rejection of the offer is not permitted. Subsequently, the student will be deemed ineligible to participate in further Full-Time placement drives.

5. Rules for Internship offers

a. All the UG students are allowed for 2 months summer internship, which may lead to a Performance based Full time employment offer and the rejection of the offer is not permitted. However, prior to the issuance of a PPO, a student may express unwillingness by writing to the HR with a copy to the Head, CCPD and *taps mail*. If a PPO is still extended after this communication, the student may be allowed to decline the offer.

b. A UG student is permitted to undertake a 6-month internship only if it is directly associated with a confirmed Full-Time Employment (FTE) offer, and **not** a performance based FTE.

c. All the PG students are allowed for 6 / 11 months internship with performance based Full time employment offer and the rejection of the offer is not permitted. However, prior to the issuance of a PPO, a student may express unwillingness by writing to the HR with a copy to the Head, CCPD. If a PPO is still extended after this communication, the student may be allowed to decline the offer.

d. All the internships (for both UG and PG students) has to be approved by the respective department heads after getting the formal approval from their project / dissertation supervisors.

6. Rules for Withdrawing of Application

A student cannot withdraw his/her application/ registration for participation in the placement process of a company. However, if the student secures a placement offer before the recruitment process of the registered company begins, withdrawal is permitted.

7. Selection / Placement Process

'One Student, One Job' Policy. The Institute follows 'One Student, One Job' policy. Accordingly, once a student is placed in a company, he/she shall not be eligible forthe subsequent placement processes. In case a company does not give its final selection list on the campus placement day, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.

8. Pre-Placement Offer (PPO)

A student has to report immediately to CCPD if he/she has been extended a Pre-Placement Offer (PPO) by any organization. Issues related to the PPO will be governed by the Internship / Training Policy of the Institute. The placement policy shall also be applicable to the students having (PPO).

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9. Students' Conduct

Students are required to maintain highest standard of discipline, proper dress code, appearance, and etiquettes during campus placement process irrespective of the gender, caste and religion. They must adhere to the following in this regard: -

a. Providing incorrect information, knowingly or unknowingly, regarding CGPA, backlogs, or other academic details will attract serious consequences such as debarring from the placement process.

b. Every placement process / test holds the same sanctity as any other examination of the Institute. Impersonation in tests or any kind of malpractice during the process is a serious offence and may result in expulsion of the concerned student from the entire placement process of the session and further disciplinary action.

c. **Fine for Not Joining the Company After Acceptance of Offer**. If a student is not willing to join the company after accepting the placement offer, he/she has to inform the CCPD about his/her unwillingness before the specified date (declared by the FIC) with the relevant proof for consideration. If he/she fails to do so and later on does not join the company, he/she has to deposit a fine of minimum Rs. 30,000/- (Rupees Thirty thousand) to get the degree and other documents from the institute. In addition to this, further disciplinary action may also be taken by the institute.

d. **Prior Approval for Internships during Dissertation Period:** Students intending to apply for any internship that overlaps or conflicts with their dissertation/project work duration must obtain **prior written approval** from their respective project guide before applying. Any student found applying for or accepting such internships without the necessary approval will be debarred from participating in at least 5 eligible placement drives and may be subject to additional disciplinary action.

e. **Fine for Absence from Placement Process**. Students shall be responsible for their punctual presence in all the stages of selection process i.e. registration, participation in PPT, written / online test, GD, PI etc. If a student fails to appear on time for any of the selection process / test without prior permission, he/she shall be levied a fine of Rs 5000/- (Rupees Five thousand) and may be debarred from the upcoming up to 5 eligible companies.

f. **Dress-code and Grooming**. All the candidates should follow proper grooming and appearance at all times during their presence at CCPD. Any candidate failing to do so shall be levied a fine of Rs. 3000/- per company and shall be debarred from upcoming up to 3 eligible companies.

g. **Courteous Behavior with Panelists**. Students are expected to behave with the company's delegates / panelists in a courteous manner and to maintain decorum during theirinteractions with company executives. Any student, who is found misbehaving with the company executives/ T&P Staff will be debarred from attending the entire selection process of the concerned branch. If any student or guardian of any student is found trying to contact or influence HR will be debarred from the entire session. So, students are advised not to indulge with company HR during or after the campus drive. If any behavioral complaint is reported by the recruiter's side against any student, strict disciplinary action will be initiated. Further, students found involved in any indiscipline will not be eligible to participate in the placement process and the case will be reported to the Institute Standing Disciplinary Committee (ISDC) of the institute for further action.

h. **Communication with Company**. Students are advised not to communicate with the company (HRs) directly until unless authorized by the CCPD. In case a company is directly communicatingwith them, they should keep the Placement Cell in loop and inform the conversations to the CCPD.

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10. Double Placements

Any UG student will be eligible to sit for placements twice under the following conditions.

a. The current batch's placement percentage is equal to or greater than previous years placement percentage of the respective branch and the current placement percentage for the respective branch is equal to or greater than 75% of the total candidate count.

b. The second company for which the already placed student wants to appear must be offering CTC equal to or greater than twice the current CTC the student holds.

11. General Advice to Candidates / Students

a. The date/time/venue of tests / interviews may be subject to changes which, at times,may be at a short notice. Students must keep themselves well informed by following the POC.

b. Students should prepare well for the placement process by honing the skills and knowledge required for the particular job profile.

c. Students must carry IDs issued by the Institute at all times during the process.

d. Students must carry their complete file with all the relevant documents, resume and photographs while appearing for the interviews.

e. Students / candidates should follow the 'Formal' dress code during the placement process, starting from PPT to final interview round.

12. Disciplinary Action

In case a student is found to be violating any of the instructions mentioned in this document, he/she will be liable for fine and disciplinary actions such as,

a. Withdrawal of placement offer.

b. Withholding of degree / documents.

c. Any other punishment recommended by the Institute Standing Disciplinary Committee.

This placement policy is applicable to all the students registered for the Campus Placements and is to be followed strictly during the entire duration of the placement season. It may be noted that some policy changes may take place during the year in the best interest of the whole batch. The Head, CCPD shall be the concerned authority for interpretation and implementation of this placement policy. In the event of any ambiguity, dispute, or situation not explicitly covered herein, the decision of the Head, CCPD shall be final and binding, in the best interest of maintaining fairness and smooth conduct of the placement process.

This is issued with the approval of the competent authority.

Centre for Career Planning and Development ★ NIT, Warangal. ★

Head, CCPD

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