

Placement Policy for Students (2016 - 17)

1. The role of **Training and Placement Office (TPO)** is to act as a **facilitator and counselor** to the training and placement related activities on the campus. The Training and Placement Office does not guarantee a job.

Regulations:

2. The companies visiting the campus have been divided into the following three categories:
 - a) **Category-A:** Companies offering CTC \geq Rs. 7.0 Lakh Per Annum (LPA),
 - b) **Category-B:** Companies offering CTC \geq Rs. 4.5 LPA; but CTC $<$ Rs. 7.0 LPA,
 - c) **Category-C:** Companies offering CTC $<$ Rs. 4.5 LPA
3. **Teaching job** in an academic institution has been regarded as a special category. Any student getting a job in this category can apply for a job in any other category subject to the conditions given at 5 to 7.
4. As soon as the student secures a job in Category-A, he/she will be out of the Placement Session 2015-16 and will not be allowed to appear for any other company.
5. A student can again appear for a Company of Category-A on campus under either of the following cases:
 - a) Student has not been placed in any Company,
 - b) Student has been placed in a Company of Category-B and 80% of the students with CGPA $>$ 6.00 have been placed in his/her respective class,
 - c) Student has been placed in a Company of Category-C.
6. A student can again appear for a company of Category -B on campus under cases 5(a) or 5(c).
7. A student can again appear for a company of Category-C under case 5(a).
8. **A student can have a maximum of two jobs including the teaching job.**
9. In case a student is offered two jobs (in different categories), he/she will be allowed to take up only the last job offer and any previous offer(s) will stand automatically cancelled.
10. It is possible that more than one company is assigned a particular slot. A slot is defined as the period of time assigned to a company to conduct their final recruitment process

and declare the results. It may span over a period of more than a day. Also, there may be multiple slots on the same day.

11. In case, a student is short-listed in two or more companies of a particular slot, he/she is eligible to sit for the selection process of a maximum of four companies, and the following policy will be adhered to:
 - i) The student will be required to select a maximum of four companies for which he/she wishes to continue and will fill in a preference order for the said companies. This preference order shall be filled in before the start of any process and shall be considered final. In case a student receives multiple offers at the end of a given slot, he/ she will be offered his highest preference company and he/she will be out of the placement process. The rest of the offers shall stand cancelled. The results of all the companies shall only be disclosed to the placement office and after the compilation of all results TPO will declare the final results at the end of a given slot.
 - ii) In case, a student is appearing for companies in Category-A or B and Category-C:
 - a) If the student gets selected in company of Category-A or B, then his/her selection will be final for the same and he/she will be out of the placement process of the other companies.
 - b) If the student gets selected in a company of Category- C, then his/her selection will be final for the same. The student will still have the option of continuing with company of Category-A or B and if he/she gets selected in such a company, his/her selection will be considered final for it and his/her first job will stand cancelled.
 - iii) In case, a student appears for two or more companies of Category-C on a particular day then **regulation 11 (i)** will be followed.
12. In case of parallel recruitment processes of two or more companies if, due to unavoidable circumstances, there is a clash of process, then a student will be asked to choose the company before hand and hence can only continue in the company/companies selected by him. No change in this regard will be accepted in any case after advancement in the selection process from that point onwards.

Regulations for Pre Placement Offer (PPO):

13. Students having a Pre-Placement Offer (PPO) from a company must inform the Training and Placement Office about the acceptance or rejection of the same within 1 week of being informed about their selection. In case, any student does not inform the Training

and Placement Office about the same within this deadline, he/she will be considered to have accepted the offer by default and will be considered placed. He/she will therefore not be considered for further placement as per **regulations 5 to 7**.

Further, a student **rejecting a Pre-Placement Offer (PPO)** will be allowed to apply to companies offering CTC greater than the CTC offered in the PPO and will specifically be not allowed to appear for the company of which he/she has rejected the PPO.

Regulations for Deferred Placement Session:

14. Under this policy, a maximum of 5 students as selected by Dean, SRIC and Coordinator, STEP can opt out of the Placement Procedure in their graduating year making them eligible to sit once in either of the next two Placement Sessions conducted at IIT Roorkee. For example: A student graduating in 2017 who is selected under this policy will be eligible to sit only for Placement Session of either 2017-18 or 2018-19 and not of 2016-17.

Regulations for Internship:

15. Any student who is offered an internship through the **Training and Placement Office** is **not allowed to reject the offer**. In case, it is brought to the notice of TPO that the student fails to join company which offered the internship, he/she will be debarred from the placement process for the first ten days of the next placement session and not allowed to appear for the recruitment process of that particular company as well. An exception to this point shall occur in case the students get an offer from a foreign university for a research internship.
 - During interview, if any student denies to join the company and it is brought to the notice of TPO, then the student will be debarred from next 5 companies.
 - The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. **There can be no withdrawals after this date.**
 - For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:
 - Absence of first time – Debarred from 5 Companies
 - Absence of second time – Debarred.
 - Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.

- A list of past recruiters is available on channeli. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and IITR, companies would notify T&P whenever they receive an off-campus application from any of IITR students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.

Code of Conduct for Placement:

16. **Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.**
17. The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. **There can be no withdrawals after this date.**
18. A list of past recruiters is available on channeli. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and IITR, companies would notify T&P whenever they receive an off-campus application from any of IITR students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.
19. For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:
 - Absence for the first time – Debarred from 5 Companies
 - Absence for the second time – Debarred from on-campus placement
20. Correct and verifiable information should be produced in the Resume. If any student is found violating this rule, he/she will be de-registered from the Placement Session 2016-17.
21. Student misbehaving in any manner with the staff of Training and Placement Office and any of the student representatives of the placement team will be debarred from Placement Session 2016-17.
22. Students must keep their **Identity Card** with them at the time of PPT/ Written Test/ Group Discussion/ Interviews etc., and produce the same when demanded by the company officials or Training and Placement Office staff or the student representatives.

Candidates must also always carry **4** copies of their **Resume** and **2** passport size **photographs** for the GD/Interview of a company.

23. The dress code to appear in any activity of the placement process and in particular at the time of personal interview shall be Business Formals:

Boys: Collared shirt, tie, suit, trouser, formal shoes.

Girls: Skirted suits/trouser suits, button-down shirt, close toe shoes with moderate heels.

24. **It is compulsory for every interested student to attend the Pre-Placement Talk of a company in proper attire for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.**

25. Students are not allowed to use mobile phones in the vicinity of company officials. Students are forbidden to carry the question paper out of the examination hall after the written examination.

26. Students are expected to maintain decorum in all the interactions with the company officials, such as PPT, written examination and so on. Students should reach for PPT/ Test/ Group Discussion/ Interviews on time. Students will not be allowed to leave the Hall before the PPT is over. Any student found violating this will be liable to an appropriate disciplinary action.

27. No student will directly contact any company official for any purpose. This includes forwarding of Resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be routed through the student Placement Representative of the concerned academic programme.

28. Training & Placement Office will try to convince the company to open the placement process for as many academic programmes as possible so as to provide opportunity to the maximum number of students and no objection from any branch / department will be accepted in this regard.

29. Under no circumstances should a student negotiate with a company executive about CTC (i.e. Salary Package) offered during the course of the selection process. Any student violating this norm will be liable to appropriate disciplinary action.

30. **QIP/Sponsored/Self-financed and Part time students are not eligible to take part in the Placement Process as per the institute policy. Any student found doing so will be subjected to appropriate disciplinary action.**

General Guidelines:

31. Companies will be **invited and scheduled** by the Training and Placement Office on the basis of the following parameters:
- a) **Job profile and growth prospects.**
 - b) **The package being offered by the company.**
 - c) **Past record of recruitment at IIT Roorkee.**
 - d) **Feedback from the Alumni regarding the company.**
32. Each student should join the online group of their respective department which will be handled by their respective student Placement Representative. Students are also advised to keep a watch on the Bhawan Notice Boards and the Online Notice Boards for any updates related to Training and Placement.
33. Any issues to be discussed should be forwarded to the respective student Placement Representative and it is his/her responsibility to take it up with the Central Placement team.
34. **If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community in general.**
35. In case of any dispute regarding matters relating to the placement office, the decision of the Professor In charge, Training and Placement shall be considered final.