

Placement Cell – IIT Delhi

Student Placement Policy

(Placement Season 2016-17)

The Training & Placement Office, IIT Delhi welcomes all eligible students to take active part in the Placement Process for the Placement Season 2016-17. IIT Delhi considers the Placement Process very crucial and extends all out support to ensure that students are given the right opportunity to streamline their career interests.

The placement team continuously endeavors to ensure IIT Delhi coming up with the best Placement results and continues to be the most favored destination for recruiting organizations. This is possible only with the assistance and full co-operation of all students.

In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has evolved over the years. To realize a win-win situation for IIT Delhi and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly. **It may be noted that some policy changes may take place during the year in the best interest of the whole batch.**

The placement policy is applicable to all students registered for the 2016-17 Campus Placements of IIT Delhi (including the ones who may de-register) and is to be followed during the entire duration of the placement season.

Eligibility & Registration

- All full time registered final year students of IIT Delhi (except QIP and Industry Sponsored students) are eligible to participate in the recruitment process for placements through the Training and Placement (T&P) Cell
- All students eligible for on-campus jobs have to register themselves with T&P.
- Students from earlier batches who are specially permitted as per Deferred Placement Policy will also be eligible to participate in the recruitment process.

Master CV and Verification

- The eligible students are required to fill in the T&P Master CV and also upload their photograph in the space provided.

- It is expected that a student shall NOT add any ambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement process. If, on verification, any discrepancies are found, the student would be de-barred from placements. This may also attract strict disciplinary action.

Application Rules

- All applications to the companies are to be made only through online system of the Training and Placement Cell, IIT Delhi. If a student does not apply on T&P website for a particular company, he/she will not be allowed to participate in the selection process of that company.
- A student can apply to a maximum of 50 companies before 1st December. He/She can apply to infinite number of companies post that. No withdrawal allowed is after the deadline. The quota status and the number of companies the student may further apply to will be constantly available on the T&P account application status page. Please check it after every application/withdraw.
- If any student falls below 80% attendance in the presentation, he/she will not be allowed to have infinite applications in the month of December (attendance is compulsory if you have applied/ pre-registered for any company). No extension of 50 applications will be permitted in any case. Students are responsible for their attendance during any activity.
- All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions BEFORE applying to any company on campus. T&P would NOT be liable for any default from the company's end at any stage later. Once you apply to a company all rules as per student policy will apply.

Rules of Withdrawing an Application

The student may withdraw his/her application from a company on campus subject to the following rules and regulations:

- 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 done after this date.**
- The student may withdraw from any or all companies without any limits, but only before the last date of application to company/ies concerned.

- The student may also reapply to a company that he/she had earlier withdrawn from, provided he/she has not exceeded his/her application quota & application deadline for the company is not over.
- Each withdrawal from a company (before the last date of application to the company) will increase his/her application quota by one.
- After the last date of application all rules and regulations (including absenteeism penalty) mentioned in the section 'SELECTION PROCESS' will be applicable.

Selection Process

- One student is allowed to secure only one job if the gross package is more than 5.5 lakh per annum. If the gross amount offered is less than or equal to 5.5 lakh per annum, he/she is eligible to apply for a company whose gross amount is more than 5.5 lakh per annum. And therefore after one secures a job with gross greater than 5.5 lakh per annum, one would be automatically deregistered from that day onwards.
- As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance **for each placement day**, ranking the companies he/she has applied to/ has been shortlisted on a particular day, in the descending order of his/her choice. The preferences are editable till a day before by 23:59 hours or as notified.
 - These preferences shall be used in case the student gets selected in more than one company on the same placement day.
- In case a student gets selected in 2 or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.
- In case a student does not fill the preference order for a placement day, then the allotment will be done by the electronic system and he/she will NOT be allowed to continue to appear for the placement process of the other companies.
- It is therefore advised that one MUST register their preference.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent day & the company that deferred its decision also makes an offer to him/her later on, then:

- In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day and the company of the day.
- In case the result of the company (which deferred its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

Acceptance of Offers

- Selected students would get the message on their desktops. After this stage the student would be required to accept the offer by clicking on appropriate link in the T&P student login within 24 hours of declaration of the result. In case the offer is not accepted within 24 hours, the same would get communicated to the company through its online account with T&P. Whether one accepts or does not, one would not be allowed to participate further. It is advised that the students accept the offer immediately through the T&P online system.
- Students are advised not to sign offer letters under any company's pressure before accepting it on the placement portal.

Off-Campus Application Rule

- Students are strictly prohibited from making any contact with organizations that are likely to visit or have visited the campus for placement in the past 3 years. Link of companies available on: <http://tnp.iitd.ac.in/past-recruiters.php>
- Students found promoting or applying to companies identified as *non-on-campus* by Training and Placement cell, would be debarred from applying through T&P and may face strict disciplinary action

Pre Placement Offers policy

- All Pre-Placement Offers by any organization, extended to any student, have to be immediately reported to the Placement Office by the student after registration. This also includes offers extended by organizations that are not participating or are not likely to participate in the 2016-17 campus placements.
- All pre placement offers extended to any student have to be routed through the placement cell. If one likes the offer, one is advised to accept the offer. Such students

who accept the PPO would, however, be deregistered from the on-campus placement process.

- All organizations contacted will also be informed about the PPO policy of the institute.
- Any form of intimation from an organization about the possibility of a PPO being granted in future should be informed to the Placement Office without waiting for the formal offer letter/email. The Placement Office will take up the matter with the organization further and the student will be allowed to appear for on campus placement activities as per normal policy until a decision regarding the grant of a PPO is made by the organization.
- Students should proactively review the terms and conditions for the PPO. In case of any difference between the company's terms and conditions and the Institute Policy, the same should be explicitly brought to the notice of the Placement Office.
- In case the candidate rejects the PPO by 15th August or within one week of the release of PPO (whichever later), he is treated as a normal candidate.
- In case the candidate neither accepts nor rejects the PPO by 15th August or within one week of the release of PPO (whichever later), he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be deregistered.
- Students accepting or rejecting a PPO will have to immediately notify the Placement Office of the same with a copy of their communication to the organization. If the PPO is accepted, the job will be recorded, and he/she will be deregistered from the process.

Post Selection/ Joining Policy

- In case the candidate after accepting the offer in December is not willing to join the company to pursue higher studies or for any other reasons, he/she should inform the company and T&P simultaneously before 15th April.
- In all other cases if the candidate does not inform about the above, he/she will be liable for any further consequences, including referral to the institute for disciplinary actions.

Student Conduct and Disciplinary Policy

- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- No discussion with the recruiters regarding selections/selection process should be done.

- If there are any behavioral problems from the recruiter's side that students face, kindly inform the T&P Office immediately. Do NOT take action from your end.
- If there are any behavioral problems reported side against any student, appropriate disciplinary action will be initiated.
- Absenteeism rules and policy:
- 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 – Fine of Rs. 1000
 - Absence of second time - Fine of Rs. 2000
 - Absence of third time – Debarred from on-campus placement
- Re-registration requests will be entertained from 10 AM – 5 PM on working days only. Re-registration can take upto half a working day after receipt of the stamped payment voucher from the bank. If you fall below **80% attendance** in the presentation you will not be allowed to have infinite applications in the month of December. No extension of 50 applications will be permitted in any case. Students are responsible for their attendance during any activity.
- **A fine of Rs. 500 would be imposed on students who are absent in pre-registered placement events without LAF**
- In case of emergency fill in the Leave Application form within working hours (10 AM – 5 PM) before the activity. You need to submit LAF in the T&P office yourself or send a representative on your behalf with his/her undertaking on the form. You can also drop a mail with the filled LAF on tnp.suggestions@gmail.com atleast 3 hours prior to the start of the activity. Relevant proof needs to be attached with LAF for missing the event which includes
 - IIT Delhi medical certificate for medical reasons
 - If the class is scheduled at the activity time (if any) screenshot of Campus1 site showing that you are a part of that course.
 - Other relevant proofs as per the reason.
- Please note: The LAF will not be counted as your attendance for the event. Attendance is counted ONLY when you are physically present.

- If for whatever reasons the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the further placement processes till he/she gets himself/herself re-registered as described above.
- Students appearing for any tests/GD/presentation should be present atleast 10 minutes prior to the start of process. Any entry to the gate **5 minutes post the scheduled time** would not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after that time limit would be entitled to the above effects liable.
- No cell phones are allowed in a test. The process holds the same sanctity as any of the IIT minor/major exams and the candidate will be debarred if found violating it.
- Impersonation in tests or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by T&P, any violation will be considered as malpractice and the student is liable to be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
- A list of companies coming on-campus for recruitment is put up on the T&P website. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and IITD, companies would notify T&P whenever they receive an off-campus application from any of IITD students. In all such cases suitable action as per the institute rules would be initiated apart from the candidates being deregistered.
- Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill at any places, you should fill the contact details of T&P office, refer to the T&P notification site for details or contact T&P office in case of discrepancy before proceeding.
- Students are NOT allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through the T&P system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action. Only special cases allowed with prior approval of T&P.

General Advice

- Students must carry their **I-cards** at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P internal website.
- Be seated 10 minutes prior to the start of any activity to avoid delays.
- Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students **MUST** carry copies of the T&P resume only as was submitted to that company online & **NO** other resume.
- Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.
- Please be aware that some companies may use the attendance of candidate for shortlisting purposes if they so wish.
- All students are informed that any student aiding the blacklisted companies' off-campus or contacting them for internship or placement will be liable for strict disciplinary action as per institute norms.
- T&P is not liable for any visa related issues.
- No mobile phones are allowed in the interview area. Kindly refrain from carrying one into interview venues.
- Dress Code*: Semi-Formals Dress Code to be followed in normal working days and during placement activities are given below:

Normal Working days (PPTs & Written Test) :

- Shirt / T-Shirt with collar
- Trousers (full pant)/ Jeans for Boys
- Any formal attire/ Trousers (full pant)/ Jeans for Girls
- Hair combed
- Polished Sandals/ Shoes

****Flip flops (Bathroom/Rubber), Crocs etc NOT permitted.**