



# Placement Hiring Process Policies

## 2023-2024

### IIT Guwahati

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#### **Preamble –**

This policy establishes the guidelines and procedures for the placement hiring process at IIT Guwahati. It aims to ensure fairness, transparency, and integrity in the selection and placement. This policy applies to all companies recruiting full-time and students seeking placements through the Centre for Career Development (CCD) at IIT Guwahati.

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#### **Disclaimer –**

The CCD, IIT Guwahati, reserves the right to review, revise, and update these policies as necessary to maintain the integrity and effectiveness of the placement hiring process. The policies outlined below are subject to change without prior notice. The CCD, IIT Guwahati, will strive to communicate any updates in a timely manner. It is the responsibility of all stakeholders, including companies and students, to stay informed about the current policies and comply with them.

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#### **Exceptions and Waivers –**

Exceptions to this policy may be granted in exceptional circumstances at the sole discretion of the CCD, IIT Guwahati, subject to a formal appeal process.

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#### **Definitions –**

- **Slot/Spot:** A specific period allocated for the placement hiring process may include multiple companies and span over multiple days.
- **Preference Order:** The order in which students rank their choices of companies during the application process. This applies to slot rounds only.

- **All IITs Placement Committee (AIPC):** The committee responsible for coordinating the placement activities across all Indian Institutes of Technology.
  - **Extended Offer:** An extended offer refers to an offer made by a company to a student who was not initially selected during the placement hiring process but is considered for a placement opportunity due to remaining vacancies or unconverted offers.
  - **Tests:** Evaluations conducted to assess students' skills and capabilities in various domains, such as coding, technical knowledge, analytical thinking, or problem-solving. These evaluations include coding rounds, technical interviews, analytical rounds, hackathons, or other competitive formats.
  - **Slot with Spot-On Offer:** Slots with a spot-on offer system enable companies to present offers to students during their allocated slots, with immediate exclusion from the processes of other parallel companies upon student selection.
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## **Modes of Selection –**

The CCD, IIT Guwahati allows for two modes of selection for placements:

- Pre-Placement Offers (PPOs) through Internships provided by CCD, IIT Guwahati.
- Selections via on-campus tests.

These selection modes aim to provide students with diverse opportunities for professional growth, catering to their varied interests and preferences. The CCD, IIT Guwahati, ensures a comprehensive placement hiring process encompassing these three selection modes.

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## **For STUDENTS –**

### **Placement Process:**

- There may be multiple companies in a slot. Also, there may be multiple slots in a single day. The company and the students shall be notified about the slot/period.
- Each student will be limited to **55 applications** before the Phase 1 interviews of the Placement process. Applying for 1 profile in 1 company counts as 1 application. Students who remain not placed after phase 1 shall be allowed to sit for any number of companies in the subsequent phases of the placement session that academic year.
- Students are free to attend multiple processes as per their will and convenience during a particular slot if they have not yet been given an offer by a company.
- During a slot offer system of placement, students **must** attend interviews with all companies they are shortlisted for, and the offers are given by companies at the end of the slot. The preference order declaration submitted by students before the beginning of the slot is considered to decide the final offer.
- For slots with a spot-on offer system, companies can give offers to the student at any point during the allocated interview slot. If a student gets selected by some company/organization, then they will be excluded from the procedure of any other company whose process is running in parallel with immediate effect.
- If a company decides to defer its final selection list, students will be allowed to appear in other companies on subsequent days until they are selected. In the scenario where a student is selected by a company on a subsequent slot/day, and the company that initially deferred its decision also makes an offer to the student later on, the following guidelines shall be followed:
  - *If more than one offer is made to the student on the same day, the student will be given the option to choose between the company of the previous slot/day and the current slot/day. The CCD, IIT Guwahati, will coordinate and facilitate this process, ensuring that the student's decision is recorded accurately.*
  - *If the company (which deferred its selection process) provides its result after another company has already selected the student, the late offer will be rejected, and the company will be promptly informed. The decision made by the CCD, IIT Guwahati, in such cases will be final and binding.*
- CCD, IIT Guwahati **shall not** be held accountable for any technical difficulties faced during tests and interviews due to poor or unstable internet connection.

### **Eligibility:**

- Final year students of bachelors, masters, and those completing their PhD are eligible.
- Students with a **CPI of 5.0 and above** are allowed to participate in the placement procedure.
- Each student can avail of on-campus placement only once.

- Students who have procured and accepted a Pre-Placement Offer (PPO) through CCD are considered placed and cannot participate in final placements. If the acceptance/rejection of PPO is not intimated to CCD within the stipulated time, it will be considered as ACCEPTED by default.
- Only students admitted through regular admission are eligible. Students who are part of IIT Guwahati through special programs like 'sponsored,' 'project staff,' or 'part-time' are not allowed.
- A regular student of IIT Guwahati with foreign nationality who wishes to participate in campus placements must inform the company about their nationality. Their application is subject to acceptance by the company/organization, and the process of obtaining a work permit and other formalities will be managed by the student and the company itself.
- CCD retains the authority to take appropriate decision against the eligibility of any student found guilty of any action violating the student code of conduct.
- There is an option for deferred placement in the case of higher studies/UPSC/entrepreneurships. For more information please contact CCD or refer to the Deferred Placement Policies.

**\*\*** Students are allowed to utilize the CPI provided by the Academic Section only in their Resumes. It is crucial to understand that any discrepancies uncovered could lead to serious academic consequences.

## **Disciplinary Policies:**

- Students must attend the presentations/tests of the companies they apply for. In the case of absenteeism due to valid reasons, the student must submit a leave form stating the reason signed by the appropriate authority. As stated earlier, failing to do so may incur a fine on the student and a reduction in application. Repeated violations may also result in debarring from the whole placement season.
- Students caught indulging in fraudulent actions, vulgarity, or malpractice shall be debarred from the entire process. Serious disciplinary actions by appropriate authorities will be taken against such students.
- Declining offers secured through the CCD, IIT Guwahati are not allowed. If a student does not join the company without having a genuine reason and the company informs the CCD, IIT Guwahati about the same, CCD, IIT Guwahati will take appropriate action against the student.
- Posting grievances on social media platforms without resolving the issue with CCD, IIT Guwahati, first shall not be entertained. Any post that may slander the institution or an individual on the campus shall be strictly dealt with as per the legal defamation policy of the institute.
- Any form of misbehaviour or disrespect towards student placement coordinators or volunteers will result in immediate and stringent disciplinary actions.

## **Code of Conduct:**

Students who qualify for a test or round during the placement hiring process for a company **must fulfil their obligation to appear for the next test or round** for the respective company as scheduled. Failure to do so without valid reasons will result in being declared as a placement defaulter. Valid reasons for non-appearance include documented illness, family emergencies, or other extenuating circumstances, which must be communicated to the CCD, IIT Guwahati, with appropriate supporting documentation.

## **Pre-Placement Offer (PPO) Policy:**

Students who receive a Pre-Placement Offer (PPO) through the internship process and accept it within the stipulated period will be considered placed. They will be exempted from the final placement process and are not required to register for the same. Students who reject the PPO will be eligible to participate in the final placement process and will be considered as part of the general pool.

## **Student Side Deferred Placement Policy:**

To be eligible for the placement session in the following year (2024-25), it is necessary to apply based on the points detailed below. For more details, refer to the Deferred Placement Policies.

- Only applications for higher education foreign universities will be considered; applications for GATE, CAT, IIMs, or any other Indian universities/institutes will not be accepted. Proof of their applications and decision letter from the University to be submitted.
  - If a student is applying for deferred placement on an entrepreneurial basis, the company must be in the incubation period, and all relevant documents must be submitted.
  - Students applying for deferred placement to prepare for UPSC exams will be considered only if they have appeared for Prelims or Mains exams and can provide valid proof.
  - Additionally, students applying for deferred placement should NOT register for the placements of the current year.
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## **For RECRUITERS (AIPC Suggested Regulations)-**

In order to have a mutual benefit and to have a long-term association, the AIPC has indicated the following guidelines to the recruiters. All the recruiters are requested to kindly stick to these positively to have a smooth placement process.

- This is for students selected as interns through the on-campus internship hiring process by recruiters. After successful completion of the internship, it is highly desirable that the status of the PPOs be informed within two weeks of the completion of the internship and preferably not later than 15<sup>th</sup> September.
- In order to have a healthy environment, a company is expected to quote uniform CTC for the same job profile across all IITs as well as for all students selected from the same institute.
- If a company does not accept students with arrears/backlogs, the condition must be clearly mentioned in the JAF. Unless otherwise stated, this backlog would mean only the active backlogs.
- Companies are strongly discouraged the use of bonds as a means of retention since it acts as a deterrent to most students. If a company's policy still requires signing a bond as part of the joining, it must be clearly specified at the time of registration (on the registration portal /JAF). A sample draft of the bond should also be made available during registration. No blank cheque signing will be permitted as a part of on-campus offer confirmation.
- A maximum of two pre-assessment tests (preferably one) of a total duration 2 hours or less is allowed before the final placement. Any further assessments (telephonic interviews, group discussions, personal interviews, etc.) should be held on the same day and slot allotted to the company for the final round. Companies are free to decide the mode of pre-assessment tests, viz. through virtual/online or through physical campus visit or a hybrid one. If the mode of assessment is virtual / online, the companies are encouraged to arrange appropriate proctoring from their side. In case of a campus visit, it is encouraged that representatives from the company are present in the venue during pre-assessment tests. In case the institutes require an invigilated examination centre, companies must inform the institute well in advance. Companies often quit the hiring process mid-way after conducting assessment tests, causing a huge waste of time, efforts, and resources. This will be treated as a violation of AIPC guidelines inviting actions.
- The maximum time for any pre-assessment test (online or offline) is 90 minutes. Under certain exceptional cases, another 30 minutes may be considered. Since the deadlines during final placements are very close with a sequence of companies scheduled, the process will remain smooth if a company completes the personal interview process within 6 hours window allotted to them. The duration per personal interview per candidate per company should not be more than 45 minutes for offline and 30 minutes for online interviews. If there are PwD applicants, companies must take care of any of their special requirements such as additional time, scribe, bigger fonts, etc.
- If the company has stringent medical conditions such as colour blindness etc., it must be clearly mentioned in JAF. If such conditions are not mentioned in JAF, students cannot be denied joining later this ground. For international offers regarding medical tests and visa

delay issues, it will be beneficial that the recruiter informs students in advance through CCD, IIT Guwahati. For such offers, companies must communicate and guide the selected students regarding visa/work permit/medical test and other related processes and lead time for obtaining the same.

- All recruiters are advised to clear the employment terms and conditions, payment terms, etc., with the students before asking for offer acceptance. Companies should prescribe a proforma for obtaining offer acceptance from the students. If, in the future, existing terms and conditions are violated or new terms and conditions are imposed over the specified one (especially not in favour of the students), the matter can be referred to AIPC for further action. If needed, the matter can be referred for further legal action.
- On-campus internship and full-time placement through Hackathon, Case studies competition, etc., before the placement phase-1 season, is strictly prohibited. Upon observation of such cases, these companies will be debarred from the recruitment process in all IITs.
- Spot offers during the time of personal interview are not permitted.
- All the offers should be intimated/communicated to the selected students through the CCD, IIT Guwahati. The companies must issue offer letters to the selected students within three months from the date of hiring and preferably no later than 31<sup>st</sup> March.

**In case of a deferred joining date, change in the package and/or profile, and withdrawal offers, the same is to be intimated to CCD, IIT Guwahati, with suitable justification for such a decision. This may be intimated to CCD, IIT Guwahati before informing the candidate. If a company cannot honour the offer made or delay joining (beyond September), the candidate is to be compensated with 3 months' salary as mentioned in the JAF or offer letter, whichever is higher.**

### **Policies regarding Placement Recruiter Registration:**

- **JAF Completion:** Companies are required to complete a Job Application Form (JAF) through the online portal using the link provided in the invitation email. The JAF must be filled out accurately and completely. In the event that the online portal is inaccessible or experiencing technical issues, the CCD, IIT Guwahati will provide an interactive PDF version of the JAF to be completed and submitted via email. The profile can only be shared with students after the JAF has been completed and approved by the CCD, IIT Guwahati.
- **Multiple Profiles:** In the case of companies offering multiple profiles, it is mandatory to fill out a separate JAF for each profile.
- **Mandatory Fields:** Companies must ensure that all mandatory fields indicated in the JAF are duly filled. The CCD, IIT Guwahati, will assess whether the submitted JAF meets the specified requirements.
- **JAF Modifications:** If there are any changes required in the JAF after it has been shared with the students, the company must promptly notify the CCD, IIT Guwahati. Any modifications to the JAF will be made by the CCD, IIT Guwahati, after the approval process.