

Students' Placement Office, IIT Kanpur

Student Placement Policy (Year 2017-18)

Policy

The placement policy will be applicable to all students registered for the 2017-18 campus placements of IIT Kanpur and is to be followed for the entire duration of the placement season. Placement activities performed by SPO is a service extended to graduating students and does not carry any guarantee on securing a job opportunity.

Eligibility and Registration

1. All full time registered students of IIT Kanpur expected to complete his/her degree by July 2018 (final year of respective degree level) is eligible to register with SPO for placement services. Exceptions for this are listed below
 - **Sponsored students**, i.e. students who have signed any bond for pursuing studies at the IIT Kanpur, **must produce a No Objection Certificate** from the concerned authorities/agencies prior to registering with SPO.
 - Students enrolled under QIP program **must produce a No Objection Certificate** from the concerned authorities if they intent to register for placements with SPO.
 - With holding of information from SPO will result in cancellation of registration of these students. Disciplinary actions as per SPO/Institute guidelines will be initiated against these students.
 - Full time students enrolled in MS research program **must submit a guarantee letter** from their academic/thesis advisor on expected time of completion of research/thesis work to be eligible for registration.
2. Registration fees for SPO will be Rs. 1500/-.
 - Registration fees submitted by students is non-refundable and is applicable only for the current academic year
 - Registration fees should be submitted through SBI I-collect under the head SPO registration
 - E-receipts of fees submitted should be produced at the time of filing your registration
3. Every student who is registering for placement services through SPO MUST sign a contract stating their willingness to contribute 2 percent of the first year's Take Home salary to SPO placement preparation account upon receiving a job during placement season.
 - The money will be utilized in expanding the services rendered by SPO provides to graduating students.
 - The amount may be paid in a maximum of 3 instalments within a periods of 6 months from the date of joining the company.
 - Tax exemptions (80C) applicable as per institute guidelines can be claimed on donations made. Necessary paper works on this will be provided by the institute authorities
 - Contributions made on this accord will also entitle the students to receive institute assistance in future job pursuits.
 - Institute assistance will be a onetime opportunity extended to students who loses his job (secured during campus placements) due to reasons other than in his control (ex. company shut down, firm backing out of offer etc.). Providing appropriate documentation validating this will be the responsibility of the student.
 - Assistance will not include cases were the student voluntarily resigns from a job siting personal reasons (ex. Job satisfaction, geographic preferences, work culture, family reasons etc.)
 - Assistance from institute will only be limited to initiating contact with 5 potential employers of the student's choice.

- Follow up on applications, meeting eligibility criteria, interview scheduling and all related things will solely be the responsibility of the student
- 4. Students can participate in placement services extended by SPO only once during their stay at IIT Kanpur. The policy also applies to students who changes their degree level (ex. B. Tech to Dual degree), while pursuing a degree program at IIT Kanpur.
 - Any sort of involvement in placement activities (applying for even one company) will be considered as participation in placement activity. The student in this case will not be eligible to participate in placement services extended by SPO in their graduating year.
 - For students pursuing a degree change:
 - If a student registers for placements for the current year and later on de-registers before the stipulated deadline (tentative date: October 5th, 2017), he/she will be eligible for placements in the graduating year, provided he/she has not applied to any company during this time period.
 - Exception to this is only allowed if:
 - The student has applied for a degree change prior to de-registration dead line, AND
 - Approval for a degree change was received post de-registration dead line
 - Documentation validating the (a) date of filing degree change application and (b) degree change approval letter from DOAA, must be submitted to SPO office within 48 hour of confirmation
- 5. The tentative deadline to de-registration from placements is October 1st, 2017. Any changes in this will be intimated to students via email and/or will be posted on SPO website.
 - Students should send in an email request to spooffice@iitk.ac.in with a copy to sposecy@iitk.ac.in stating the reasons for deregistration.
 - Money submitted towards registration will not be refunded or cannot be carried over to the next year

Guidelines and application rules

1. The role of the SPO (Students' Placement Office) is of a **facilitator and counsellor for placement related activities**. SPO **does NOT guarantee a job**.
 - SPO placement services are available only to students registered with SPO
 - Applying for job in any company or joining a company is entirely the responsibility/decision of the student concerned.
2. **SPO follows a one student one job policy**.
 - Student will be considered to have secured a job if his/her name appears in the selection list given by the company at the end of the interview slot.
 - SPO enforces one job to one student at the first instance. It is mandatory for the student to accept the offer from a company if that is the only offer he has received during a placement slot.
 - If a student receives multiple offers for jobs in one slot, he/she has to choose one of the jobs at the end of the slot.
 - Once student is offered a job in a slot, he/she will be de-registered from the placement process and would not be allowed to appear in any further processes.
 - The job opening created due to offer rejections (by students with multiple offers) will be filled in from selection waitlist provided by the company
 - Students waitlisted by a company can appear for other interviews unless their selection confirmation is obtained from SPO. Policies for selected students (as detailed earlier) are applicable to these students once their name is included in the selection list
- **Once an offer letter is received** from a company

- Students are required to confirm the offer within 15 days of receiving the offer letter or at least 15 days prior to date of joining, **whichever is earlier**
 - Students are required to verify the job details (package, job profile, terms and conditions, etc.) prior to signing the offer letter
 - Verifying the details is entirely the responsibility/decision of the student concerned
 - Any discrepancy observed should immediately be brought to the notice of SPO office
 - Signed acceptance letter should be handed over to SPO office for documentation purposes
 - Details of joining (date, location etc.), if not mentioned in joining letter, should be communicated to SPO office once the details are received from the company
 - Students must provide their valid/alternate contact information (email, phone numbers, point of contact at the firm etc.) in the specified form provided by SPO while requesting for no dues certificate
 - **No dues certificate from SPO will not be issued to placed students unless the signed offer letter is submitted at SPO office**
3. Students participating in placement activities **must keep their Identity Card** with them at the time of PPT/Test/Group Discussion/ Interviews etc., and produce the same when asked by the visiting team, SPO staff or their representatives.
 4. Other than during PPT presentations, under no circumstances the students are not allowed to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview time.
 - Students are not allowed to share their personal contacts (via any means) with the companies coming for campus recruitment (either during interviews or during the preliminary screening phase).
 - If asked to fill in contact information at any places, contact details of SPO office should be provided (refer to the SPO site for details or contact information)
 - Please inform SPO office in case if you are asked to fill in personal information by any company
 - Any concerns or queries related to company specific placements should be directed to the SPO Team who will clarify the details with the company officials.
 - In case if the student need to contact a company (due to any unforeseen circumstances) prior permission has to be sought from the Chairman, SPO. Email requests with details/clarifications sought should be send to spooffice@iitk.ac.in with a copy to spo@iitk.ac.in and will be forwarded to the company officials by SPO office.
 - Defaulters would be subject to disciplinary actions as per prevailing rules of SPO/SPC/Institute.
 5. **Attending Pre-Placement Talk (PPT)** given by a company **is mandatory** for students who have applied for a job opening in the company.
 - Students must get to the PPT venue before the start of the session
 - No students will be allowed to enter the PPT venue 10 minutes after the start of the session
 - Attendance of the participating students will be taken by the SPO volunteers 10 minutes into the start of the session and a copy of that will be handed over to the company for records.
 6. Exemption on attending PPT sessions are given below
 - More than two unexcused absence from PPTs will result in the student being de-registered from placement session.
 - Prior approval (leave requests forms available on SPO web site) for excused absences should be obtained from SPO office (Office Manager) at least 24 hours in advance from the time of conduct of PPT's.

- Exemption approvals will only be given in case of health issues or any unforeseen circumstance that are beyond the control of the student
 - Medical documentation explaining the reason for inability of student to attend PPT should be produced from an institute approved body for health related issues
 - Leave approvals/leave requests submitted to the institute should be submitted as proof for exemptions' sought in any other cases.
 - PPTs missed due to academic clashes will be counted as an excused absence.
 - Student should submit the details of class, a copy of class announcement for the particular time period (send by the concerned faculty) as supporting documents along with the leave request.
 - Proof of attending class may be sought from the faculty if the student is requesting for absence due to academic clashes.
 - In case of failure to attend PPTs due to any emergencies, student should send in an email to sproofice@iitk.ac.in with copy to sposecy@iitk.ac.in detailing the emergency. Appropriate documentation should be submitted to SPO office within 24 hours for approval of leave request.
7. Failure to attend PPT session will disqualify the student **from** participating in selection process of the company (This does not apply to excused absence or absence due to academic clashes).
- Student who fails to appear for a PPT session (non-excused absence for first time) are required to meet SPO office prior to their next PPT session and handover a written explanation on reason for absence.
 - The student will be allowed to participate in the next PPT unless a formal explanation is handed over to SPO office.
 - Second non-excused absence will result in deregistration of student from SPO. The student will not be allowed to re-register with SPO unless agreed upon by the SPC committee.
8. Students appearing for any tests/GD/PPT's/Interviews etc. should be present at least 10 minutes prior to the start of process.
- Entry to the gate will be closed 5 minutes post the scheduled start of the session
 - No students will be allowed to attend the session after gate closure and will considered as a non-excused absence from the session
 - Any violation or forced entry after that time limit would be entitled to disciplinary actions as mentioned later in the document

Rules on submission of job applications

1. Students are advised to **thoroughly check the profile and background of each company and take informed decisions BEFORE applying** to any company participating in campus placements.
 - SPO will NOT be liable for any default from the company's end at any later stage.
 - Once a student applies to a company all rules as per SPO student policy will be applicable.
2. Job applications for individual companies should be submitted only through PAS – IITK online placement portal.
 - Applications should be submitted in complete prior to deadlines mentioned by the respective company.
 - No extension on application deadlines will be provided unless requested officially by the respective company
 - No student will be allowed to participate in the selection process of a company unless he has formally applied for that job through placement portal (PAS).
 - No withdrawal of applications will be allowed is after the stipulated deadline.
3. There is **no restriction** on applying/appearing in interviews **until the first job** is secured.
 - Though there are no restrictions, the student are encouraged not to apply to more than 50 companies in the first 3 days of placements.

- This is to help the students focus on the jobs/companies that they have applied to. This may also help the student effectively utilize the available time to do their ground work on companies and maximize the chances of landing on a job offer during this time.
- 4. Student is responsible to check/meet all eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
 - Ex-1. If a company requires the applicant to have a CPI of 8.0 at the time of joining, be well assured before applying to that company.
 - Ex-2. If a company does not select candidates with a particular medical disability, please ensure that you do not have that disability.
- 5. Final selection of students may be based on Resume screening/Written tests/Group discussions/Interviews etc. and may vary as per the firms requirement
 - Participation in final interviews is mandatory for all short listed students
 - Short listing of students for final interview will be based on selection/cut-off criteria set by companies and may vary among participating firms
 - Only those students who has applied for the job through SPO and has been shortlisted by the company will be allowed to participate in final interview
 - Students should not engage in any discussion with the recruiters regarding final selection list and/or selection process during personal interviews
- 6. SPO strongly **discourages the students to go for off campus placements in the companies** as this affects the company-institute relations adversely.
 - In case if a student is interested in applying for a firm not included in the list of companies participating in campus recruitment, they are encouraged to forward the personal contact information they have in the company to SPO team. SPO may formally invite these companies for participating in campus placements. Proper reference of the source of interest will also be shared with the company during this process
 - Students are **mandated NOT to apply** on off-campus mode to companies who are visiting for the current year or those who have visited in the past 2 years.
 - Any evidence of students approaching companies (details mentioned earlier) will invite disciplinary actions as recommended by SPC
- 7. Students engaging in off campus placement mode (applying to companies currently participating or have visited IITK in the past 3 years) can adversely affect the relationship the Institute has built up with these companies and also deter the companies from participating in campus recruitment process in the following years. Hence the defaulters will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute.

Rules and regulations on withdrawal of job applications

1. Student will not be allowed to withdraw a submitted job application AFTER the last day of application deadline mentioned by the company.
2. Once a student withdraws his application for a job profile offered by a company, the student will not be allowed to re-apply to the same job opening.
3. If a student backs out of a job application (not appearing for PPT or interviews) after the last date of application, all rules and regulations as mentioned in disciplinary actions section will be levied.

Student conduct and disciplinary actions

1. Cheating/attempt in all forms during the selection process (PPT's, written exams, group discussions etc.) is a serious offence

- All students involved in these cases will be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute
 - SPO registered students caught indulging in such activities would be debarred from the placement process with immediate effect and their registration will be cancelled.
 - Also note that no concessions in any form shall be provided in such case.
2. Students are expected to behave with the companies in a professional and courteous manner
 - Ex. Refrain from asking inappropriate questions during PPT or Interview
 - Students should not argue with the recruiters
 - Students should maintain decorum even under provocation
 3. In case of any misbehaviour on part of recruiter's during interview process
 - Please do NOT retaliate under any circumstance, even under provocation.
 - Please report the matter to SPO volunteers/Office immediately
 4. Mobile phones are not allowed during any placement related activities. This includes written tests, PPT's, group discussions, personal interviews etc.
 - The processes holds the same sanctity as any of the IIT examinations. Institute recommended disciplinary actions for students carrying cell phones to examination halls will be imposed on students found using cell phones during placement activities
 - Additional disciplinary actions as recommended by SPO/SPC will also be imposed for repeated offence which may even lead to deregistration of students from placement processes. The penalty may be decided on a case by case manner and the decision of SPC on this will be binding and will not be reconsidered under any circumstances
 5. Malpractices of any sort during written tests, PPT's, group discussions, personal interviews etc. is strictly prohibited
 - Students caught attempting/presenting falsified information during SPO activities will be reported to institute authorities for disciplinary actions.
 - Students involved in these violations will be deregistered from placements with immediate effect. Student will be escorted out of the examination centre and will not be allowed to participate in the current or any of the future placement activities.
 - Cancellation of registration for these students will not be revoked unless cleared by SPC and SSAC
 - Students involved will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute.
 - If student make any false claims in resume submitted for job application
 - Job offer will be revoked, if the case of falsified resume was found after receiving a job offer
 - Students involved will be deregistered from placements with immediate effect.
 - Further disciplinary action as per decision of the SPO/SPC will also be imposed on the students.
 - If a student is found to have hidden the nature of his/her enrolled program (for example, conversion to dual degree), his/her registration at SPO will be cancelled immediately and **would lead to further disciplinary action as per decision of the Chairman, SPO.**
 6. Student, if found to have violated any of the rules and regulations of SPO/IITK other than those mentioned above or indulging in conduct unbecoming of an IITK student or any behaviour that may affect the relationship of the institute with a company
 - Case will be reported to SPO Chairman, SPC, DOSA, DOAA and SSAC
 - Students involved in violation of SPO norms will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute

- Students if already placed, the concerned firm will be intimated officially on the details of the violation. Under no circumstances will SPO be responsible for the firm's follow-up actions which may even include cancellation of the extended offer.
 - Decision off SPO/SPC will be binding and will not be revoked under any circumstances
7. Students found to have engaged in any discussion with the recruiters regarding final selection list during personal interviews will be debarred from participating in placement activities
 8. Any sort of misbehaviour on the part of students which affects the decorum of the selection process or the reputation of SPO attracts a severe penalty as per discretion of SPO/SPC
 - The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.
 9. **In case of discrepancies, all decisions taken by Chairman, SPO would be final and will not be revoked under any circumstances.**