



PLACEMENT OFFICE, IIT BOMBAY  
CAMPUS PLACEMENTS 2014-15

**Standard Operating Procedures for  
Company Tests**

The selection procedure for a lot of companies/ recruiting organizations involve conduction of online as well as offline Tests. In the best interest of the students and companies, the Placement Office - IIT Bombay will be observing following protocols for tests.

1. The students will be required to sit according to a predefined seating arrangement. The students can check the seating arrangement on <http://placements.iitb.ac.in/blog/> .
2. In case of offline tests, students are expected to raise their answer sheets, as soon as the test duration is complete. Non-compliance to the above will lead to disqualification from the selection procedure of that company.
3. The students are not allowed to carry any print/digital information during the examination.
4. The students are expected to keep their cellular phones and any other electronic gadgets, switched off and away from themselves.
5. Any student, found carrying any paper/electronic gadget in the examination will be treated as guilty of cheating.
6. It is mandatory for the students to have possession of their Identity Cards during the test, failing which, the students will be debarred from the said test. The I-cards must be placed in a way clearly visible to the invigilator during the entire duration of the test.
7. Students, as well as companies, may report any instances of unfair practices, in confidence, to the Placement Office representative at the venue.
8. Students will not be allowed to leave the test venue for washroom breaks etc. in tests shorter than 1 hour in duration.
9. Cases of impersonation in tests will be dealt with harshly and both the impersonator and the person being impersonated will be debarred from the Placement Process.
10. The Placement Office reserves the right to debar any student not only from the particular test but also subsequent procedures of other companies, incase of any non-compliance to the above rules. The decision of the Placement Office will be final and binding on the students.