

IITH Placement Policy 2019-20

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Clause 1. STUDENT REGISTRATION

- A. Each student needs to have a clear idea of their future plans (i.e higher studies / campus placement / any other option) and accordingly participate in the placement process. If a student is strongly interested in higher studies then it is better not to participate in the placement process. Taking a job and going for higher education will affect badly for (a) company, (b) other students including junior batches and (c) IITH reputation
- B. The students graduating in the academic year 2019-20 and seeking employment in the placement season 2019-20 should register on AIMS portal within the given deadline. Registration with placement office is compulsory.
- C. During the placement process the student have to (i) register with placement office (this is one time process) (see Clause 1.A) and (ii) register individually with each company for which he/she is eligible and interested. Both these registrations have to be done on AIMS portal within the respective deadlines.
- D. Students furnishing false information are liable to be disallowed from participating in placement activities.
- E. Registration for placements is a two part process, (i) registration and (ii) creating a student profile. Students must make sure that the entire process is completed on AIMS portal. Partial registrations will not be considered.



Clause 2. RESUME

- A. The AIMS system creates your resume automatically in the standard IITH format based on the information provided during registration.
- B. In addition to the AIMS generated resume, the students must prepare and keep ready multiple copies of resumes in various formats as per the job profile of individual companies.
- C. These resumes are to be submitted to companies upon request by companies / student coordinators. Resumes once submitted cannot be altered.
- D. The student will be responsible for the accuracy of the information provided in the resume. IITH will not be answerable for any objections about the accuracy of information in the resume.
- E. The student must safely maintain originals of all certificates (as applicable) including birth, SSC, education, caste, income, medical, domicile, passport, PAN, and other certificates etc. These originals should be made available for verification at any time during the process. It is advised to also maintain the above documents as xerox copies and scanned copies.

Clause 3. ATTENDANCE

- A. The following are the steps in the placement process:

Registration with placement office -> company submits ERF -> student coordinator assigned to the company -> registration for company opens -> student registers for the company before deadline -> registration for company closes -> dates for PPT and online/written test announced by coordinator after confirmation of company -> student attends PPT -> student attends tests -> company shortlists the students and informs placement office -> placement office/student coordinator announces shortlisting for interviews -> interview slot will be allotted to company -> shortlisted students attend final interview -> job offer

- B. Attendance of the student in the entire process is compulsory. Unless the student is dropped by the company in one of the steps, the student must attend each step of the placement process as described in Clause 3.A.
- C. The student is only allowed to drop out of the process after attending PPT and before writing any tests. Except for this condition, the student is not allowed to drop out of any step in the process.
- D. In case after attending PPT the student decides to drop out then he/she should inform placement office and the student coordinator assigned to the particular company.
- E. A valid reason must be provided for dropping out. Approval for de-registration may only be granted if reason found appropriate/valid.
- F. The attendance (clause 3) of the placement policy is of prime importance. Violating this clause will have serious implications, even resulting in disqualification of the student from the entire placement process for the rest of the year.



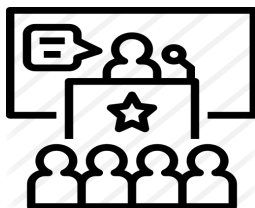
Clause 4. DRESS CODE

- A. Students must be in formal dress code for all interactions with the companies.
- B. Placement office holds the complete authority to disapprove a student to attend the selection process, unless attire is satisfactory.



Clause 5. IDENTITY CARDS

- A. Students must carry their valid IITH identity cards throughout the placement process.



Clause 6. PRE PLACEMENT TALKS

- A. It is solely the responsibility of students to check mails / announcements / notices / updates etc. from the Student coordinators / Placement Office
- B. After registering for a company, student becomes liable to sit for the company's PPT.
- C. After attending the PPT the student may decide to de-register for the company soon after the completion of PPT with a valid reason.
- D. It is the sole responsibility of students to check the details / profile of the company before registering or after attending PPT. Students are free to approach placement office for any queries.
- E. Sometimes, the company may conduct online test before PPT. In such cases, students should have a clear idea of the company before appearing for online test as de-registration is allowed only before the online test process and not after that.



Clause 7. PUNCTUALITY

- A. For every step in the placement process (see clause 3A), students should be on time and complete the step before the deadline.
- B. Post closing time no candidate will be allowed in the venue center to appear for APTITUDE TEST/ GD/ INTERVIEW.



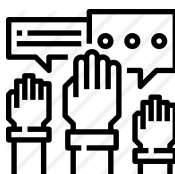
Clause 8. OFFER OF JOB

- A. Once a student receives an offer from any company, he / she is considered as placed irrespective of student's acceptance or rejection of offer.
- B. Student receiving an offer from one company will be automatically restricted to apply for any more companies (except for dream company option, see Clause 9).
- C. Offer letters received by placement office have to be collected by the students.
- D. In case, if the students directly receive the offer letters, the same must be intimated to the placement office.
- E. Any mismatch between the job particulars mentioned in the ERF and Offer letter should be brought to the notice of placement office.
- F. Submission of supporting documents before the deadline as per the offer letter to the company is the responsibility of students.
- G. Students who wish to reject an offer should inform the company and placement office immediately with a valid reason (Email / Written). However as indicated, students will still be restricted from registering for other companies even after rejecting an offer.



Clause 9. DREAM COMPANY

- A. Students who have received an offer from a company are allowed to opt for a dream company by notifying this to the placement office as soon as they get their first offer.
- B. The following restrictions apply for choice of dream company: Dream option is not applicable if
 - a. the company is in a similar field of the company giving first offer.
 - b. the package of the dream company is less than two times of the package of first offer.
 - c. students are placed in PSU / Govt. sectors in the first offer
- C. The above restrictions do not apply for selecting a dream company if the dream company is a PSU / Govt. sectors
- D. Clause 9 also applies to students accepting PPOs. PPO is considered the first offer.



Clause 10. MULTIPLE OFFERS

- A. Blanket rule: No more than two offers from the Institute. We follow equal opportunity for all registered students, to this effect, students are allowed to have one offer policy, however, a pre-declared dream option will be allowed in written declaration to the placement office by applying dream company formula
- B. If you are simultaneously appearing in hiring process for two companies say A&B, if the results of A delays and if you are selected in B company, this will be treated as first offer and vice versa.
- C. Students after getting first offer immediately have to inform their dream option to placement office or else the result of very next company will be

considered as a dream i.e. due to delay in results of A company coming after the B company and the results of B company has announced in such case B company offer will be treated as first and if students do not convey their dream company and the results of A company has been declared this will be treated as dream option.

- D. Student need to convey about their selection in the second company to the first offered company as soon as the results of second company are published/declared or announced.



Clause 11. PRE PLACEMENT OFFERS (PPO)

Accepted PPO of a company will be considered as the first offer and the student will be allowed to register for a dream company

Student who has rejected the PPO cannot change the decision later. He / she will be allowed to participate in the regular placement process.



Clause 12. DEFERRED PLACEMENT

- A. Students aspiring for entrepreneur opportunities with the incubation cell at IIT Hyderabad and have not registered for placement will get a single opportunity to sit for placements until a period of 2 yrs. after their graduation. Such student seeking to utilize the opportunity has to submit NOC from the incubation cell.
- B. Graduate students enrolled for deferred placement will only be allowed to participate in the campus placement until a period of 2 years from the date of graduation (through proper approval).



MEDICAL CLEARANCE:

Companies insist for medical clearance as part of their selection criteria.

** Rules: The above rules may be reviewed from time to time depending on the industry conditions. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions.*