

## Policies and Regulations:

1. The students who apply for the initial selection procedure (written test/GD/interview/CV submission etc.) have to attend the remaining selection procedure of that company/organisation (till the interview) if they are selected in the initial selection procedure. If noticed otherwise, the students will be debarred from taking part in further placement activities.
2. As soon as a student is selected by a company/organisation, he/she will not be allowed to take part in the placement activities till the second card opens for his/her branch.
3. The second card for placements will be opened when 80% of the students from a certain programme of a particular department (*e.g. B.Tech. ME*) are placed.
4. On opening of the second card for placements, a student can only appear for the selection procedure for a second job with a package of at least 1.2 times his/her previous job offer.
5. The students who have received PPO following internship programmes will be allowed to appear for initial selection procedure (written test/GD/interview/CV submission etc.) in ONE of their two dream companies.
6. The students who have received PPO following internship programmes will have to submit their acceptance or rejection before **28th November** OR as per the date mentioned in the offer letter by the organisation, whichever is earlier. If a student wants to appear for the initial selection procedure before 28th November, he/she has to notify the placement cell and the organization regarding the acceptance or rejection of PPO. Failure to do so would cost his option to appear in one dream company as fulfilled.
7. If a student gets a second job offer, he/she must give a letter of regret to the company, which offered the first (previous) job and letter of acceptance for the second one immediately. This means that a student can hold only one job at a time.
8. After getting a job offer, if any student decides to withdraw his/her acceptance any time during the placement session, he/she must inform the company with a justifiable reason and through the Placement Cell immediately.
9. Placement Cell has the authority to take appropriate actions against any student found violating the above policies.

## Further points to remember:

1. There may be PPTs./Tests on short notices due to unavoidable circumstances, since the companies sometimes come up with a short deadline. Students are asked to be prepared for such situations. However we shall try to avoid such situations as far as possible.
2. Always keep ready at least two sets of bio-data/resumes/CVs & four copies of photograph. Do not forget to bring institute I-card at the time of written tests.
3. Be ready with all certificates (in original & duplicates) for the curricular and extra-curricular activities as mentioned in the CVs.
4. Keep checking Placement Notice Board/mail from placement cell/online software for the schedule for PPTs/Tests/Interviews and for other important information. The venue of PPTs/Written Tests/interviews will be notified to you as and when we get to know.
5. Requests for providing printouts & photocopies from Placement Cell will not be entertained as they cause disruption of regular activities.
6. We expect you to maintain a cordial relationship with the recruiters when they come to IIT Guwahati for the placement process. They are our guests and any altercation can leave a negative impact.
7. Do not contact the HR people of the companies personally. If you need any communication with any particular person or company, contact the student placement representative or the placement cell. A strict action would be taken against any student found contacting the HR without the knowledge of Placement Cell/ placement secretary.

**Wishing you all the very best for the placement season ahead.**