



## Policies for Placement Hiring Process 2021-22 at IIT Guwahati

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The general policies of the permanent hiring process are given at the following link:

[https://www.iitg.ac.in/ccd/?p=placement\\_policies](https://www.iitg.ac.in/ccd/?p=placement_policies)

### Placement Process

1. 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.
2. Each student will be limited to **50 applications** before the starting of 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 placement session that academic year.
3. A student who has applied for a company is required to attend all events/stages of the company's process. A count of **total penalty score** will be maintained for each student. A penalty score of **5 - for failure to attend test, and 2 - for failure to attend PPT**, without a legitimate reason will be imposed. Every time a student's penalty score count crosses a **multiple of 7** (eg. 7,14,21 and so on), **1 application** will be deducted from the 50 available applications for each subsequent violation.
4. 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.
5. During a placement slot having a slot offer system, students **must** attend interviews of all companies he/she is 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.
6. For slots with a spot-on offer system, companies can give offers to the student at any point during the allocated interview slot. In case a student gets selected in some company/organization, then he/she will be excluded from the procedure of any other company whose process is running in parallel with immediate effect.
7. In case a company decides to defer its final selection list, the students will be allowed to appear in other companies on subsequent days till they finally get selected. If a student is selected by a company in the subsequent slot/day & the company that deferred its decision also makes an offer to the student later on, then:
  - If more than one offer is made to the student on the same day, then the student will be given an option to choose between the company of the previous slot/spot and the company of the current slot/spot.
  - If the company (which deferred its selection process) gives its result after the student has been selected by another company, this late offer will be rejected and the company would be informed.
8. The CCD and Placement Team **shall not** be held accountable for any technical difficulties faced during tests and interviews due to poor or unstable internet connection.
9. In cases where the student wishes to reject an on-campus placement offer, he/she has to inform CCD by **15th April** with relevant reasons along with supporting documents.

## Eligibility

1. Final year students of bachelor's, masters, and those completing their Ph.D. are eligible.
2. Students having CPI 5.00 and above are allowed to take part in the placement procedure.
3. A student can avail on-campus placement only once.
4. Those who have procured & accepted PPO through CCD are deemed to be placed and thus, cannot sit for final placements. Also, if the acceptance/rejection of PPO is not intimated to CCD within a stipulated time, it will be considered as ACCEPTED by default.
5. Students who are a part of IIT Guwahati through special programs like 'sponsored', 'project staff', 'Part-time' are not allowed.
6. A regular student of IIT Guwahati having foreign nationality, who wishes to sit for campus placements, must inform the company about his/her nationality. His application is subject to acceptance by the company /organization. Moreover, the process of getting a work permit and other formalities will be done by the student and the company itself.

## Disciplinary Policies

1. It is mandatory for students to 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. Failing to do so may incur a fine on the student and also a reduction in application as stated in **Policy No. 3**. Repeated violations may also result in debarring from the whole season.
2. Students caught indulging in fraudulent actions, vulgarity or malpractice of any kind shall be debarred from the entire process. Serious disciplinary actions by appropriate authorities will be taken against such students.
3. Declining offers secured through the CCD office are not allowed. If a student did not join the company without having a genuine reason and the company informs the CCD office about the same, CCD office will take appropriate action against the student.
4. Posting grievances on social media platforms without resolving the issue with CCD first, shall not be entertained. Any post that may slander the institution or an individual of the campus, shall be strictly dealt with as per the legal defamation policy of the institute.

## Pre-Placement Offer (PPO) policy

Those who receive PPO through the on-campus internship process and accept it within the stipulated time period, are deemed to be placed. These students will be out of the final placement process and need not register for the same. Those who reject the PPO will be eligible to sit for the final placement process and will be considered in the general pool. Also, if a candidate rejects the PPO of a company then he/she is not allowed to sit in the placement process of the same company.

## Guidelines for the students

1. Keeping the current scenario in mind, the students are hereby instructed to make necessary arrangements for the online placement session 2021-22. The students are advised to arrange a stable and reasonably fast internet connection. Failing to do so may result in loss of opportunity for the student, for which neither CCD nor the Placement team shall be held accountable.
2. The students are advised to act professionally and responsibly in all presentations, tests, group discussions etc. that they attend.
3. Students are expected to dress appropriately for online interviews, discussions and presentations.