



## Placement Policy 2023-24

The placement policy will be applicable to all students registered for the 2023-24 campus placements of IIT Kanpur and is to be followed for the entire duration of the placement season. Placement activities performed by SPO are a service extended to graduating students and do not carry any guarantee of securing a job opportunity.

### Eligibility

All full-time registered students of IIT Kanpur expected to complete their degree by July 2024 (final year of respective degree level) are 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 the QIP program must produce a No Objection Certificate from the concerned authorities if they intend to register for placements with SPO.
- With-holding of information from SPO will result in the cancellation of registration of these students. Disciplinary actions as per SPO/Institute guidelines will be initiated against these students.
- Full-time students enrolled in the MS research program must submit a guarantee letter from their academic/thesis advisor on the expected time of completion of research/thesis work to be eligible for registration.
- Registration fees for SPO will be Rs.1500/-.
  - Registration fees submitted by students are non-refundable and are 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

- Every student registering for placement services through SPO MUST sign a contract stating their willingness to contribute 2 per cent of the first year's Take Home salary to the SPO placement preparation account upon receiving a job during the placement season.
  - The money will be utilized in expanding the services rendered by SPO to graduate students.
  - The amount may be paid in a maximum of 3 instalments within a period of 6 months from the date of joining the company.
  - Tax exemptions (80C) applicable as per institute guidelines can be claimed on donations made. A 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 one-time opportunity extended to students who lose their job (secured during campus placements) due to reasons other than in their control (ex. company shut down, firm backing out of the offer, etc.). Providing appropriate documentation validating this will be the responsibility of the student.
    - Assistance will not include cases where the student voluntarily resigns from a job sitting for personal reasons (ex. Job satisfaction, geographic preferences, work culture, family reasons, etc.)
    - Assistance from the 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

- Students can participate in placement services extended by SPO only once during their stay at IIT Kanpur. The policy also applies to students who change 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: September 5th, 2023), he/she will be eligible for placements in the graduating year, provided he/she has not applied to any company during this time period.
    - The exception to this is only allowed if:
      - The student has applied for a degree change prior to the deregistration deadline, AND Approval for a degree change was received post-deregistration deadline
      - 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 hours of confirmation
- The tentative deadline for deregistration from placements is September 5th, 2023. Any changes in this will be intimated to students via email and/or will be posted on the SPO website.
  - Students should send in an email request to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) with a copy to [sposecy@iitk.ac.in](mailto: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

- 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 a company or joining a company is entirely the responsibility/decision of the student concerned.
- SPO follows **one student one job policy**.
  - Students 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 for 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 a 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 the 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 before the deadline mentioned by the company, whichever is earlier
  - Students are required to verify the job details (package, job profile, terms, 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.
  - A signed acceptance letter should be handed over to SPO Office for documentation purposes

- Details of joining (date, location, etc.), if not mentioned in the 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
- 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.
- 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 (by any means) with the companies coming for campus recruitment (either during interviews or during the preliminary screening phase).
    - If asked to fill in the contact information at any place, contact details of the SPO office should be provided (refer to the SPO site for details or contact information)
    - Please inform the 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 the student needs 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 sent to [sपोoffice@iitk.ac.in](mailto:sपोoffice@iitk.ac.in) with a copy to [sपोsecy@iitk.ac.in](mailto:sपोsecy@iitk.ac.in) and will be forwarded to the company officials by the SPO office.

- Defaulters would be subject to disciplinary actions as per prevailing rules of SPO/SPC/Institute.
- Attending a 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.
- PPT Dress code
  - Shirt/T-Shirt with collar
  - Trousers /Jeans for Boys
  - Any formal attire/ Trousers (full pants)/ Jeans for Girls
  - Sandals/Shoes
  - \*\*Flip flops (Bathroom/Rubber), Crocs, etc. NOT permitted.
  - Any change in the dress code for any particular PPT will be informed via mail ●
- Exemption on attending PPT sessions is given below
  - More than two unexcused absences from PPTs will result in the student being deregistered from the placement session.
  - In case a student misses a PPT, he/she must fill out the form given here
  - Prior approval (leave request forms available on the SPO website) for excused absences should be obtained from the SPO office (Office Manager) at least 24 hours in advance from the time of conduct of PPTs.
    - Exemption approvals will only be given in case of health issues or any unforeseen circumstances that are beyond the control of the student
    - Medical documentation explaining the reason for the inability of students 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.
  - Students should submit the details of the class, and a copy of the 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 a student is requesting for absence due to academic clashes.
  - In case of failure to attend PPTs due to any emergencies, students should send in an email to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) with a copy to [sposecy@iitk.ac.in](mailto:sposecy@iitk.ac.in) detailing the emergency. Appropriate documentation should be submitted to the SPO office within 24 hours for approval of the leave request.
- Students appearing for any tests/GD/PPT's/Interviews etc. should be present at least 10 minutes prior to the start of the 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 be considered 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

- Students are advised to thoroughly check the profile and background of each company and make 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.
- Job applications for individual companies should be submitted only through the RAS Portal- IITK online placement portal.
  - Applications should be submitted incomplete 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 the RAS placement portal.
  - No withdrawal of applications will be allowed after the stipulated deadline.
- The maximum number of applications for any student on the placement portal before November 10, 2023, is 50. In case the count increases beyond 50, the student will not be able to apply to any other company.
- After the given date, the student can apply to any number of companies.



- This is to help the students focus on the jobs/companies that they have applied to. This will also help the students in effectively utilizing the available time to do their groundwork on companies and maximize the chances of landing a job offer during this time.
- The 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 for.
  - 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.
- The final selection of students may be based on Resume screening/Written tests/Group discussions/Interviews etc. and may vary as per the firm's requirement.
  - Participation in final interviews is mandatory for all shortlisted students
  - Shortlisting of students for the final interview will be based on selection/cut-off criteria set by companies and may vary among participating firms
  - Only those students who have applied for the job through SPO and have been shortlisted by the company will be allowed to participate in the final interview
  - Students should not engage in any discussion with the recruiters regarding the final selection list and/or selection process during personal interviews

- SPO strongly discourages the students to go for off-campus placements in the companies as this affects the company-institute relations adversely.
  - In case 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 the SPO team. SPO may formally invite these companies to participate 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
- 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 the 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**

- Students will not be allowed to withdraw a submitted job application AFTER the last day of the application deadline mentioned by the company.
- 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.
- 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 the disciplinary actions section will be levied.

## **Post-Selection Joining Policy**

- In case a student is not willing to join the company to pursue higher studies or for any other reasons (after accepting the offer in December), he/she should inform both the company and SPO before 15th April 2024.
- If the candidate fails to inform the concerned authorities about his/her decision, he/she will be liable for any further consequences, including referral to the institute for disciplinary actions,
- Also, the candidate will have to pay 2 per cent of the first year's Take Home salary quoted by the company he/she was offered a job from the SPO placement preparation account.

## Student conduct and disciplinary actions

- Cheating/attempting in all forms during the selection process (PPTs, written exams, group discussions, etc.) is a serious offense.
  - 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 a case.
- 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
- In case of any misbehaviour on part of the recruiter during the interview process
  - Please do NOT retaliate under any circumstance, even under provocation.
  - Please report the matter to SPO volunteers/Office immediately
- Mobile phones are not allowed during any placement-related activities. This includes written tests, PPTs, group discussions, personal interviews, etc.
  - The process 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 offences which may even lead to the deregistration of students from placement processes. The penalty may be decided in a case-by-case manner and

the decision of SPC on this will be binding and will not be reconsidered under any circumstances.

- Malpractices of any sort during written tests, PPTs, group discussions, personal interviews, etc. are 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. Students will be escorted out of the examination centre and will not be allowed to participate in the current or any 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 a student makes any false claims in a resume submitted for a job application.
    - A job offer will be revoked, in the case, a falsified resume is found after receiving a job offer.
    - Students involved will be deregistered from placements with immediate effect.
    - Further disciplinary action, as per the 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 a dual degree), his/her registration at SPO will be cancelled immediately and would lead to further disciplinary action as per the decision of the Chairman, SPO.
- 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
  - The 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 the cancellation of the extended offer.
- The decision off SPO/SPC will be binding and will not be revoked under any circumstances
- Students found to have engaged in any discussion with the recruiters regarding the final selection list during personal interviews will be debarred from participating in placement activities
- 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 at per discretion of SPO/SPC ○ The disciplinary action may be decided in a case-by-case manner and may vary depending on the severity of the situation.
- In case of discrepancies, all decisions taken by the Chairman, SPO would be final and will not be revoked under any circumstances.

## **Pre-Placement Offers (PPO)**

- All Pre-Placement Offers by any company whatsoever, extended to any student, have to be immediately intimated to the Placement Office by the student after registration. This also includes offers extended by companies that are not participating in the 2023-23 campus placements.
- All companies contacted will also be asked in advance about any Pre Placement offers that have been extended by them and the company will be informed about our PPO policy in advance.
- Any form of intimation from a company about the possibility of a PPO being granted in the future should be informed to the Placement Office. The SPO will take up the matter with the company further, to aid the student in receiving the PPO.
- If a student receives a Pre-Placement Offer before September 15, 2023, he/she needs to make a decision as to whether he/she wants to accept or decline by September 20, 2023, or the deadline mentioned by the company, whichever is earlier.
- Any PPOs received after September 15, 2023, need to be accepted/declined within 5 days of receipt of an offer, or the date specified by the company, whichever is earlier.
- Students accepting or declining a PPO will have to immediately notify the Placement Office of the same. If the PPO is accepted, the job will be recorded and he/she will NOT be allowed to participate in the campus placements. However, he/she will be allowed to participate in the process if the offer is declined. The rejection letter will be sent to the company through the SPO.

Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach the student is already placed, the company in which he/she is placed will be intimated of the violation.

## Penalty Structure

- A student will be allowed to be exempted from compulsory attendance for PPT for a maximum of 2 companies due to genuine reasons\* by filling a leave application form (which can be downloaded [here](#) within 2 days after PPT).
- The student will not be allowed to participate in the selection process of the company for which he/she has missed the PPT (Exempting the 2 companies missed due to genuine reasons).
- Opting out of the selection process of a company after a student has applied for it is not allowed.
- Any sort of misbehaviour on the part of students which affects the decorum of the PPT or the selection process or the reputation of SPO attracts a severe penalty as per the discretion of SPO and as per the severity of the situation. For example, asking inappropriate questions during PPT or interviews.
- Cheating in all forms or marking proxies during the selection process is strictly prohibited and those caught indulging in such activities would be debarred from the placement process. Also, note that no concessions in any form shall be provided in such a case.

\* Genuine reasons include health problems or other reasons subject to the approval of the Chairman, SPO. PPT missed due to academic clashes will not be counted among the 2 companies. Attendance will be marked on submitting the PPT leave application form.