

# Career and Placement Cell - IIT Mandi

## Student Placement and Internship Policy

### (Placement Season: 2016-17)

The Career and Placement (CnP) cell, IIT Mandi welcomes all eligible students to the 2016-17 placement season. We strive to extend all possible support to provide right career opportunities to our students to fruitfully pursue their career interests.

The CnP cell endeavors to achieve the best possible placement outcomes. To meet the expectations of all the stakeholders, the placement policy has evolved over the years. In order to achieve the best possible results for all, IIT Mandi and recruiting organizations, all students are expected to understand the placement policy and follow it strictly. It may be noted that to take care of some situations in the best interest of all concerned, some policy changes may take place during the year.

The placement policy is applicable to all students registered for the 2016-17 campus placements and internships and is to be followed during the entire duration of this placement season.

The Career and Placement Cell, IIT Mandi only acts as the *facilitator* in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship does NOT guarantee a placement or an internship.

## Table of Contents

### [General Rules](#)

[Registration Procedure](#)

[Student Portal](#)

[Schedule and Slotting](#)

[Registration for companies visiting campus](#)

### [Internships](#)

### [Placements](#)

[Regulations for Pre-Placement Offers \(PPOs\)](#)

[Pre-Placement Talks \(PPTs\)](#)

[Deferred Placements](#)

### [Slotting and Jumps](#)

[Slots](#)

[Tags](#)

[Eligibility criteria](#)

[Taping](#)

# I. General Rules

## Registration Procedure

To participate in the Placement Season 2016-2017, the following procedure needs to be followed:

1. An Email shall be sent to you wherein you are required to register for the placement/internship session providing your personal details.
2. The registration would be online on a website(referred to student portal henceforth) provided by above said email. Students have to login on student portal through their LDAP account. The student have to ensure that the profile information should be kept updated at all times. The student portal will serve as platform for placement/internship news and registration for specific company.
3. A standard template has been made for the resumes (or curricula vitae) which could be used by the students for the sake of uniformity and clarity. Each is free to choose a different template. These resumes have to be kept updated and shared with the Career and Placement Cell. Credibility of your resumes will be counter checked by the faculty advisor and the Career and Placement Cell executives. In case of any mis-information or discrepancy found, appropriate actions will be taken. Students can keep different resume for different companies, which could be provided while registering for the company.

## Student Portal

1. **Login:** Login have to be done by LDAP account of IIT Mandi.
2. **Profile:** Student can fill and edit the general profile information like contact details, personal information and previous academic records. Student also need to upload a primary resume and a photograph.
3. **Forum:** Career and Placement Cell would be posting news about company info, shortlisting and other relevant information.
4. **Company info-page:** Each company, for each job profile(for internships and placements), a info-page would be created with all the relevant info about the company and the job profile and the deadlines.
5. **Resume verification:** A resume would be broken into four parts:
  - a. Personal Contact Details
  - b. Academic Qualifications at IIT Mandi: CGPA, Backlog data
  - c. Verifiable Data: All data which can be backed with valid documents have to mentioned as verifiable data.
  - d. Non-verifiable data: Any information that a student fills in the resume that cannot be verified by valid documents have to be specifically marked in all of the resumes.

The resume verification part of Student Portal would require student to upload the verifiable data. This have to be done in the deadline mentioned. For the sake of resume verification, the verifiable data in resume uploaded by students (primary resume and secondary resume for different companies) would be made available to every student. The students can report any mis-information or any discrepancy in information provided by other students in their resumes. Student should be able to present valid documents of all the points mentioned in verifiable data in the resume when asked by Career and Placement cell or the company that the student is applying to. Only the information mentioned for resume verification can be used in the resumes. Rest of information has to be clearly mentioned as non-verifiable information in all of the resumes.

### **Schedule and Slotting**

The placement season would be held in early November. However, companies both for internships and placements could be coming before or after the said placement season - for complete procedure or screening tests. Each day would be considered as a single time slot and would be from 7:00 am to 11:00 pm.

The companies will be invited and allotted slots by the Career and Placement Cell based on all influencing factors. The Career and Placement Cell enforces one student one job/internship policy while giving student option to opt for a 'better option'. The options that would be available to students would be defined on the basis of slots of a given company. The policies and rules that dictate the possible jumps and re-appearing for companies is defined in section *Slotting and Jumps*. The date/time/venue of the interviews/tests/or any other placement regarding activity will be subject to changes and introduced which, at times, may be at a short notice. There shall be no option of jumps for internships. Students must keep themselves following up information passed on through E-mail/forum at student portal.

### **Registration for companies visiting campus**

Information about the company and the job profile for companies visiting IIT Mandi for internships/placements would be provided on the student portal.

1. The general information would be taken from the profile that the student has maintained. The CGPA and other information academic information pertaining to IIT Mandi would be automatically filled.
2. The student has to register by clicking on button 'register' on the information page of the company within the given deadline.
3. Students can submit a different resume, other than her/his primary resume.
4. If needed, student could be asked to fill another form.

If more than one company is visiting in a particular day or time-slot, students would be asked to fill preference list for the given companies, ranking the companies she/he has applied to and has been shortlisted on a particular slot, in the descending order of her/his choice. After the completion of day or time-slot, the student will be given the option to update her/his preference. A deadline would be mentioned to the student to do so. In case a student gets

selected in two or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.

## II. Internships

The following policy has been implemented for the internships for the 3rd year students and will be in effect for all internships through the Career and Placement Cell.

1. You are required to do an industrial internship in India for a minimum period of **6 weeks** after the **5th or 6th semester**.
2. You receive an email as soon as the Career and Placement Cell gets confirmation that a company is visiting the campus to offer internships. You have to register for the company through the student portal.
3. A fee shall be charged as registration fees per student. This makes student eligible to sit for internship as well as placement being offered by the Career and Placement Cell. This fee will be non-refundable. It also does NOT guarantee an internship/placement through the on-campus recruitment drive of companies. Note that – this is one time fees and the student do NOT have to pay any other fees in the academic year '17-'18 for placement drive, neither will be the student given the option to do so.
4. If you apply for an internship off-campus as the two-credit academic internship, it is mandatory to send a copy of the offer letter to the Career and Placement Cell as soon as possible. The subject of your internship needs to be verified by the Faculty Advisor. Only after the approval and after the completion of your internship will you be awarded the 2 credits.
5. For all other companies which do not conduct any interviews/tests but want allotments to be done by IIT Mandi, seat allocation will be solely based on CGPA & preference list that each student will be asked to fill.
6. Students are not allowed to leave a selection process by a company unless dictated by rules based on Section *Slotting and Jumps*.
7. The two credits for the mandatory industrial internship are only given at the sole judgment of respective faculty advisor. Students are advised to get their faculty advisor's consent before applying for internships. This is particularly important for general/non-core company. If you are going for an off-campus internship, please make sure that it fulfills the institute's requirements, as you will be required to submit the internship certificate in the format specified by the institute. **An academic internship or an off-campus foreign internship is not counted as a valid intern.**

# III. Placements

## Regulations for Pre-Placement Offers (PPOs)

1. Students getting any Pre-Placement Offers from a company (only for on-campus) must make sure the Career and Placement Cell is officially informed about it before 1st October 2016.
2. The PPOs obtained from internships from the campus shall be considered as campus placements job offers and normal placement rules would follow.
3. The options for student to sit for other companies would be dictated by rules in section Slotting and Jumps, which would be same as if the student have got a on-campus job offer from the same company.
4. The slot for the company would NOT be on basis of the internship profile but the job profile offered.
5. The students will NOT be allowed to sit in the selection process for the company which has offered the PPO as long as the job profile is same.

## Pre-Placement Talks (PPTs)

A company will be allowed to hold pre-placement talks so as to enable them to spread information among the students about the job profiles they may be offering or about the company in general or about the recruitment procedure being followed by them. It will generally be followed by some time for questions and clarifications. All students who wish to apply for a particular company are compulsorily required to attend the PPT, if so required by the company.

## Deferred Placements

To facilitate a student to pursue entrepreneurial ventures, IIT Mandi allows the student to defer his/her participation in the placement process for upto two years after graduation. The student is required to declare at the beginning of the final year (when he is eligible for placements), subject to him/her being eligible for placements in that session, that (s)he won't be appearing for the placement in that year and apply for deferred placement with a recommendation from IIT Mandi Catalyst. Then in the year after graduation when such student wants to appear for the placements, (s)he again needs to inform the CnP cell at the beginning of the placement session for that year and register for the same.

It must be noted that a student who has already participated in a placement session (full/partial) cannot seek deferred placement. Also, having deferred the participation in the

placement process, a student can participate in the placement process only once in two years after graduation.

## IV. Slotting and Jumps

The slotting and jumps are only applicable for companies visiting for placements(through on-campus interview process or PPO after on-campus internships). No slotting and jumps would be allowed for companies visiting for internships.

### Slots

Slots are used to rank companies that are visiting IIT Mandi, so as to enable students to sit for a 'better option'. The companies will be invited and allotted slots by the Career and Placement Cell based on a formula parameterized on various factors, including but not limited to

1. Job profile and growth prospects
2. Package being offered by the company (CTC and Take-Home)
3. Company stature/reputation
4. Past record of recruitment
5. Conduct of Pre Placement Talks/Written Test/Online Test before final placement
6. Feedback from the students/alumni regarding the company
7. Internship offered for pre-final year students
8. Likely number of offers this year

A same company could be given different slots for different branches and for different job profiles.

### Tags

Companies are tagged on the basis of job domain offered. This is done as to identify which company profile is suitable to which branch. However, the company can open profile to multiple branches(which might not be directly related to the job profile). Company would tagged one(or more) of the following:

1. CSE core
2. EE core
3. ME core
4. General

The tag assigned to a company would be based on the job profile offered and not just the company particulars. For a particular branch, companies tagged as <branch> core would be treated as core company and rest others would be treated as non-core companies.

## Eligibility criteria

Based on the above tags and slots, the student will be allowed to sit for a particular company if she/he fulfills either one of the following criteria.

1. The student has NOT received any job offer from any other company.
2. The student has only received a job offers from companies that are either:
  - a. In a lower slot(irrespective of tag) and wish to apply for any company in higher slots.
  - b. Non-core for the student and the student wish to apply for any core company.
3. The above rule are subject to a limit of at most one jump between core and none core tagged companies.
4. The student has not been disqualified or penalized for any infringement of Career and Placement Cell regulations.

In total, it means following jumps are valid:

1. Non-core to Core : All slots
2. Core to Core : Higher Slot
3. Core to Non-core : Higher Slot
4. Non-core to Non-core : Higher Slot

And a student can switch exactly once from non core to core or core to non core.

Adding to this, if a student gets placed in his/her dream company C1, after getting selected in some other company C2, then Career and Placement Cell would itself call for a rejection of offer in C2. That is, the student would not get to choose between C1 and C2.

## Taping

Few companies could be 'taped'. A taped company means that if a student is selected in the particular company, she/he have to accept the job offer and cannot sit for any other company visiting the campus in future or even if their selection process have already been initiated.

While filling preferences, companies who would be taped would be reserved top positions filled for each day/time-slot. In case of multiple taped companies for a same day/time-slot, the student can rank among the taped-companies.

The Career and Placement Cell will do its best to arrange the companies into suitable slots based on the criteria of package offered, job profile and student's preference. The final arrangement will be at the discretion of the Career and Placement Cell which will take into account all influencing factors.

## V. Code of Conduct

1. Students are NOT allowed to leave a selection process by a company after being shortlisted unless dictated by the rules in section *Slotting and Jumps*. Such actions or not joining a company for internship or placement after accepting or at the very last moment will result in strict actions including but not limited to debarring from the test/interview, de-registering from placement process and disciplinary actions.
2. It is expected that a student shall NOT add any ambiguous/wrong/misleading information in his/her resume. Resume checks will continue throughout the placement process. Students need to be consistent with resume verification rules(*Section Student Portal*). If, on verification, any discrepancies are found, the student would be de-barred from placements. This may also attract strict disciplinary action.
3. Students are required to carry their Identity Cards at all times during the selection process, including pre-placement talks, written or online tests, group discussions, personal interviews etc.
4. It is mandatory for students to attend the PPTs of the companies they wish to apply. Students are expected to come in proper attire and maintain a proper decorum throughout the presentation. Students will not be allowed to leave the room before the PPT is over. Failing to comply with any of these requirements, the student may not be allowed to sit for the selection process of that company.
5. The dress code to appear in any activity of the placement process and in particular at the time of personal interview shall be as specified by the company.
6. Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, Tests etc.
7. During the screening tests and interviews, no form of cheating would be tolerated. Cheating and using unfair means would lead to severe actions including but not limited to debarring from the test/interview, debarring from placement/internship process and disciplinary actions.
8. Students are expected to maintain decorum while interacting with any of the company officials. They are expected to arrive in time. Any student violating any of these norms may be penalized.
9. No student is allowed to directly interact with any company officials. Any instance of the same would lead to severe disciplinary actions.
10. The Career and Placement Cell will try its best to convince companies to open their placement process to all branches. No objections from any student will be entertained in this regard.

**Disclaimer:** All students are required to follow the rules laid out by the Career and Placement Cell. The Career and Placement Cell reserves the right to revise this Placement Policy as it sees fit for maximizing the benefits of the students' community. All decisions taken by the Career and Placement Cell will be final and binding on all students registering for the placement program. All disputes shall be settled jointly by the Faculty Advisors of the Career and Placement Cell. Their decision shall be final and binding on all.