

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
PLACEMENT POLICY FOR STUDENTS (2011-12)**

1. The role of the **Training and Placement Cell** is of a **facilitator and councilor** for placement related activities. Training and Placement Cell does not guarantee a job.
2. The companies visiting the campus are divided in the following three categories:
 - a) **Category-A:** Companies offering CTC \geq Rs 6 LPA,
 - b) **Category-B:** Companies offering CTC \geq Rs 3.5 LPA; but CTC $<$ Rs 6 LPA,
 - c) **Category-C:** Companies offering CTC $<$ Rs 3.5 LPA
3. **Teaching job** is a special category and any student getting a job in this category can apply for non teaching job in any other category as per cases 4 - 7.
4. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session 2011-12 and will not be allowed to appear for any other company.
5. A student can appear for a Company of Category-A on campus under either of the following cases:
 - a) Student has not been placed in any Company,
 - b) Student has been placed in a company of Category-B and 80% of the students with CGPA $>$ 6 have been placed in his/her respective class,
 - c) Student has been placed in a company of Category-C.
6. A Student can appear for a company of Category-B on campus under cases 5(a) or 5(c).
7. A Student can appear for a company of Category-C under case 5(a).
8. A student can have a maximum of 2 jobs excluding Category-C and teaching job.
9. In case of student being offered multiple jobs (in different categories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.
10. **Deferred Placement Policy:** Under this policy, a maximum of 5 students as selected by Dean, SRIC and Coordinator, STEP can opt out of the Placement Procedure in their graduating year making them eligible to sit once in either of the next two Placement Sessions conducted at IIT Roorkee. Ex: A Graduate of 2012 who is selected under this policy will be eligible to sit only for Placement Session of either 2012-13 or 2013-14 (and not of 2011-12).
11. In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a student may be asked to choose between the companies and hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.
12. In case a student is short-listed in two or more companies on a particular day, he/she is eligible to sit for the selection process of all the companies and following policy is to be adhered to:
 - a) In case a student appears for two or more companies of Category - A on a particular day then he/she will be considered selected in the company which first comes out with the **final selection list** and he/she will be out of the placement process of the other companies.
 - b) In case a student is appearing for companies in Category-A or B and Category-C:
 - 12.b.1 If the student gets selected in Company of Category-A or B then he/she will be finalized for the same and will be out of the placement process of the other companies.

12. b.2 If the student gets selected in a Company of Category- C then he/she will be finalized for the same. The student will still have the option of continuing with company of Category-A or B and if he/she gets selected in such a Company he/she will be finalized for it and his/her first job will stand cancelled.
- c) In case a student appears for two or more companies of Category-C on a particular day then **policy 12.a** will be followed.
13. Students having a Pre-Placement Offer from a company must inform the Placement Cell about the acceptance or rejection of the same by the end of October, 2011. In case any student doesn't inform the placement Cell about the same before the above specified date, he / she will be considered to have accepted the offer and will be considered for the further placement procedure according to policy 14.
14. Student **accepting a Pre-Placement Offer (PPO)** will be considered placed and will be allowed to appear for recruitment process of a company as per cases 4, 5, 6 & 7.
- 15.1 Student **rejecting a Pre-Placement Offer (PPO)** will be allowed to apply to companies offering CTC greater than the CTC of the PPO and will specifically be not allowed to appear for the company of which he/she has rejected the PPO.
- 15.2 Student **rejecting an internship offered through Training and Placement Cell** is required to inform (in writing through Department faculty advisor) to the Training and Placement Office on or before 15th March, 2012 failing which he/she will be debarred from the placement process for the first ten days of the next placement session and will not be permitted to participate in the recruitment process of that particular company as well.
16. Companies will be **invited and scheduled** by the Training and Placement Cell on the basis of the following parameters:
- Job profile and growth prospects.**
 - The package being offered by the company.**
 - Past record of recruitment at IIT Roorkee.**
 - Feedback from the Alumni regarding the company.**
17. Student found **adopting unfair means** of any kind in placement procedure of any company the following policy will be adopted:
- The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and shortlisted.**
18. Student **withdrawing after being shortlisted** by a company at any stage will be debarred from participating in recruitment process of the next 5 companies he/she has applied to and shortlisted.
19. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session 2011-12.
20. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session 2011-12.
21. Students must keep their **Identity Card** with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives. Candidates must also always carry **4** copies of their **resume** and **2** passport size **photographs** for the GD/Interview of a company.

22. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
 23. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
 24. It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
 25. No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All communication should be channelized through Placement Representative of Training and Placement Cell.
 26. Each student should join the online group of their respective department which will be handled by their respective Placement Representative. Students are also advised to keep a watch on the Bhawan Notice Boards and the online notice board for updates.
 27. **QIP/Sponsored/Self-financed and Part time students are not eligible to take part in the Placement Process as per the institute policy. Any student found doing so will be subjected to disciplinary action.**
 28. Any issues to be discussed should be forwarded to the respective Placement Representative and it is his/her responsibility to take it up with the Training and Placement Cell.
 29. Training & Placement Cell will try to convince the company to open for as many branches as possible so as to provide opportunity to maximum number of students and no objection from any branch / department will be entertained in this regard.
 30. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
 31. **If market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.**
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