



Indian Institute of Technology Madras Training & Placement Office

Date: 20.06.2016
No.T&P/Reg/16-17/001

Dear Student,

2016 - 2017 PLACEMENT REGISTRATION

We wish to inform you that the Campus Recruitment Program will commence on December 01, 2016.

All the final year students who are eligible for placement can register on the days stated below:

Registration for all programs : August 03 to 10, 2016

A. ELIGIBILITY & REGISTRATION

1. All students who expect to graduate from the Institute by the end of the academic year 2016-17 and are seeking employment may register for campus placements with this office. Placement Registration is for ONE ACADEMIC YEAR ONLY.
2. Registration for all programs will be done during the month of August.
3. MS & PhD scholars' placement will happen round the year. Their registration will be valid for one year only. They can register by attaching a certificate (NOC) & Abstract in the prescribed format available in the Placement website. .
4. Campus placement is a facility provided for the students. Registration is not compulsory. Students **not interested** in placement are advised not to register for placement.
5. **Backlogs:** Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, the extended students can register in case of non-completion of course/project requirements in their last two semesters.
6. Registration fee will be Rs.1210/- per student. The students are requested to remit the placement fees through Workflow using the link "Placement Fee Payment" available in student portal.



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- The Branch Councillor for BTech / Dual Degree / MTech /MBA / MA / MSc and Class Representative for others may collect the Registration Form with student details from the Placement Office on 04 August 2016. Filled in form with fee receipt details collected by Class Representatives / Councillors / Research Affairs Secretary and submitted to the Placement Office for Registration. Placement Registration (PR) number will be assigned to the students on 12th August 2016. Students are requested to fill-in the fee receipt details required in the Registration Form available with the Branch Councillors.

- **SPONSORED / QIP / PGT / R&T / UoP students are not eligible to register for Placement.**

* ***The registration fee will not be returned under any circumstances***

7. **Re-registration:** Students who have lost the job for genuine reasons will be allowed to re-register on a case to case basis.

Students who have graduated in 2015-16, but not placed due to various genuine reasons, may be permitted to re-register with the approval of the concerned authorities. They will be permitted to appear for placement only from 5th December 2016, subject to approval by the Board of Placement.

8. Each registered student will be given a Placement Registration (PR) Number to access the placement notices, company announcements and to upload resumes.

9. **Pre-Placement Offers:**

The Placement office has de-linked Pre-Placement Offers (PPO) from placements. The following rules are applicable to companies that make PPO through the placement Office.

- a. In case the student is required to make a decision on the PPO with a specified period (no longer than 10 days), then such a PPO must be made on or before 2nd October.
- b. Once a student accepts a PPO, he/she shall be de-registered from placement.
- c. In case the PPO is an open offer, or is offered after 2nd October, to participate in the placement process until the day / session in which the company that has given the PPO is slotted to come to campus.
- d. The offer of PPO (by the company) and its acceptance (by the student) shall be through placement office only.



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10. **DRESS CODE:** Students **must be formally dressed** whenever they participate in any interaction with a company

****This office reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:**

- * T-shirts with printed text; un-collared T-shirts;
- * Shorts
- * Jeans
- * Shirt not-tucked in
- * Chappals / flip-flops

11. Any queries regarding procedure / rules etc. may be addressed to the Placement Office through the respective Branch Councilors / Class Representatives only.

12. **Students are requested to adhere to the time schedule indicated above.**

We wish you all the very best in your endeavors.

Sd...
Advisor (T & P)

To
Placement Office Notice Board / All Hostel Notice Boards
All Department Notice Boards / Mega Mess Notice Board / smail