



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS

RECRUITER'S GUIDE & POLICIES DOCUMENT FOR THE 2021-22 PLACEMENT SEASON

Kindly note that the sole purpose of this document is to ensure that all the stakeholders of the process are transparent and operate in good faith. The Placement Office of IIT Madras reserves the right to change these policies or add new policies with immediate effect under unforeseen circumstances.

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Timeline

Please find below the Tentative Timeline the Placements 2021 (Phase 1) shall follow :

Company Registrations	7th August onwards
Period to Upload resumes on the portal	7th August - 14th August
Resume Deadlines	29th August onwards
PPTs	16th August onwards
Deadline for closed PPOs	12th September
Tests	13th September onwards
Interviews start date	1st December onwards

Phase 2 of the placements will start right after Phase 1 and continue till April. There are no predetermined dates for conducting tests, PPTs, GDs or interviews in this phase, but **students' academic commitments** are to be respected.

We encourage you to conduct a Pre-Placement Talk (PPT) and test process if any. **Please note that the students of IIT Madras would most likely be attending classes online from their homes in the upcoming semester of August-December 2021.** A calendar of events relating to placement is available online on the placement office website.

Please be aware that the Institute students come from all regions of India, and a few may have poor or sometimes, no internet connectivity. Hence, we request you to be sensitive to their constraints and provide all eligible students with an equal opportunity for getting placed in your organization.

We look forward to a mutually beneficial interaction. **Please contact your allocated Student POC from the Placement Team or the IIT Madras Placement office at 044-22578130/22578133 for any assistance in the process.**

Registration

- Company Registration will begin by August 7 for Phase 1 of the placement season.
- Companies have to register with the Training and Placement Office via the Institute Placement Portal and fill the online Employer Registration Form (ERF) with every detail of the Profile including the Job Description(JD), CTC Details etc. In case a change is needed, the Training and Placement Office is to be emailed for the same. The job description should contain the details about the profile and the detailed eligibility criteria.
- A confirmation mail will be sent and a Student PoC will be assigned as well. These Student PoCs will act as the Point of Contact for the company and recruiters are requested to discuss the timeline for their recruitment process with the assigned Student PoC.
- Please note that only the Student PoCs can bring in the pitching requests from other departments and programmes. The recruiters are requested to consider the possibility of opening the profile to these programmes.
- Once the profile has been announced on the Portal, students will begin applying for the same and submitting their Resumes. Candidate Resumes and the option to download them are available on the Online Portal.
- At any later stage, if the Profile is withdrawn from the Placement Portal, the corresponding Student PoC has to be informed about the same along with the Placement Office.

Tests/PPTs

- Tests/PPTs can be conducted within the above-mentioned timeline. Recruiters need to convey the online platform and process that you would adopt in advance to the IIT Madras Placement team. The team would assist you in scheduling these events. Please note that IIT Madras would not be able to proctor online tests that you may conduct since our students would be most likely taking these tests from their homes.
- Recruiters are requested to have discussions with the Student PoC to decide on the schedule for the same. It is highly recommended to not keep all the processes towards the end of the timeline as the availability of free slots cannot be confirmed.
- After discussing an appropriate date for the Resume Deadline, the shortlists for tests have to be shared at least a day before the test.
- Tests can be of Aptitude / Coding Types. Any detail regarding the test has to be shared with the PoCs well in advance to have the students informed. It is optional for Recruiters to hold a PPT. PPTs are not mandatory for students and it cannot be guaranteed that full registration attendance will be present for the PPT. **Test/PPT slots timings for the working days will be from 5:30 pm to 9:30 pm, while at weekends and holidays it will be from 9:00 am to 1:00 pm and 5:00 pm to 9:00 pm.**
- A company will be given a maximum of 2 hours and 30 minutes to conduct a test and a PPT.
- Links for both Tests and PPTs have to be either shared with the Student PoC or directly with the Placement Office well in advance.
- It is not recommended to contact the students at any stage of the recruitment process by personal mail or any other means. As part of the selection process, if students are asked to fill in the contact information at any place, the Student POC should be informed.

Interviews

- Phase 1 of the Interviews will begin by the 1st of December, 2021. The whole process shall be held in an Online Mode. Company Recruiters are requested to read through the rules and contact the Student PoCs in case of any clarification.
- The IIT Madras Placement team would slot the interviews. However, the modalities of conducting the interview, over a video call or a phone call, are left to you.
- Every company will be assisted by a student team consisting of an Interview POC and a few coordinators to conduct the interviews. The links for each Interview Panel will be shared across with the students by this team. A Company can choose to keep the Interviews through any video conferencing platform. Recruiters are requested to inform about the same to the corresponding Student PoC well in advance to accommodate the necessary changes.
- Further announcements on the digital platform to be used to manage interview logistics will be communicated at a later stage by the student POCs.
- The companies are requested to scale the number of panels based on the shortlist list and to fill the logistics form circulated to them by the student POCs.
- All students who have been shortlisted for interviews should be given a fair chance to interview with the company. Kindly make sure there are enough interview panels to accommodate the entire interview shortlist in the allocated slot. Contact the allocated Student POC/Placement Office in the case of any doubts
- Companies are requested not to share with Interview Panel Links directly with the students via Whatsapp or Email. The placement team will remain in touch with the students at all times and make sure that the students get to attend all their interviews.
- Any attempt to hold the student with the panel will be met with strict action. Each round is strictly capped for 1 hour.
- Further Rules regarding the interview process will be shared closer to December

Interview Slots & Timings

All companies participating in placements will be informed about the allotted slots and slot timings around mid-November by the Slotting Committee of our campus. Any requests for a slot change can be addressed in an email to the student POC and the Training and Placement Office. Post negotiations, a confirmation email will be sent in by the Placement Office in the case of a slot change. We request the companies to adhere to the timings and plan the Interview logistics accordingly.

Interview Shortlists

- All companies participating in the placement process who have completed their tests and evaluation processes are requested to update the placement office with their Interview shortlists at least two weeks before the interviews to help us plan for the interviews.
- We urge all companies to provide us with extended shortlists from their test results in addition to the main shortlist. It will reflect in the portal as a 'waitlist'. In case the candidates in the main shortlist are placed in slots before the slot allocated to a company, students in the extended shortlist would be notified about their interviews after deliberation with the company.
- Conducting the Walkin-in process is a challenge this year and hence, extended shortlists are highly recommended.

Mode of Interview

- Interviews have to be held in either Telephonic or Video Conferencing mode. Student PoCs have to be informed about the same.
- A logistics google form will be circulated to all companies enquiring about the number of interview panels, preferred video conferencing solution, alternatives for online interviews, details of the PoC who will be coordinating interviews and other details.
- Please note that the PoCs during the interviews can be different from the Student PoC who was your Point of Contact for earlier processes. The Student PoC will share all the details regarding the Interview PoC well in advance.

- In the case that the companies are conducting interviews and GDs with their proprietary solutions, they should give owner rights/ host rights to allocated interview PoC who will add all the shortlisted candidates to the group and help the coordinating PoC from the company's end in managing interviews.
- In a situation where a student cannot join an interview due to poor connectivity, the company should be prepared to conduct a telephonic interview. We would request all companies to not let the technical difficulties reflect in the evaluation of the merit of a candidate.

Candidate Verification

A company will be provided with the following information for all their applicants:

- Name and Roll Number
- CGPA, Program and Specialisation
- Graduation Category:
 - ◆ On-time: Students who are in the final year of their program as per the stipulated duration of the taught program.
 - ◆ Extension: Students who are in the final year of their program but took more time than what was stipulated as per the duration of the taught program.
- Placement Category:
 - ◆ Final Year: Current final year students
 - ◆ Offer Rescind: Students who got an offer the previous season but had their offer rescinded
 - ◆ Deferred: Students who had graduated and deferred placements by a year
 - ◆ Repeater: Students who are appearing in the placement process for the second time.
- Nationality
- PWD Status (if any)
- Photography (Only for the interview shortlist and requires a formal request)

In-Slot Tests

- In case any company wants to conduct a test for shortlisting candidates for interviews during the first 4 days of placements, they should inform the PoC from the placement team at least 2 days before the test.
- If a company wants to conduct a test to shortlist candidates for walk-ins, the company should be open to conducting the test in batches as per the advice from the interview PoC to make sure that maximum students are interested in applying to the company to write the test.

In-Slot GDs

- Any GD can be conducted only with 6 or more students.
- The structure, duration and nature of GD rounds should be shared with the Interview PoC from the placement team at least 2 days before the GDs.
- Day 1 companies can conduct GDs on 30th November.
- For companies in the 2.1 slot onwards, the GDs can be conducted during the slot or an hour before share with their slot depending on the shortlist size.
- In case students cannot join GDs due to poor connectivity, we would urge the companies to have an alternative interview/selection rounds to accommodate such situations, and have relaxations for the same.

General Interview Policies

- Companies should not engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.
- No Interview round should exceed the 1-hour mark.

Release of Offers

- All Companies are requested to release the Offers and fill the Google Form shared by the Interview PoC within the allocated slot. Companies **CANNOT** make spot offers.
- All offers (made by the companies) shall be only through the Placement Office.
- Offers made in the timings of the next slot will be counted as offers made in the next slot.

Waitlist

- Since IIT Madras has a One Student One Offer policy, we urge all companies to have a waitlist of students in case the students in the main offer letter choose to accept offers from any other company.
- The Placement Office will reach out to the company in the case before sharing any student from the main list who does not accept their offer and only after the company confirms that a waitlisted candidate can be extended an offer the Placement Office will notify the student with the same.
- The order in the waitlist reflects the order of preference of the company for the waitlisted candidates.
- All decisions regarding the waitlist would need to be approved by the company.

Multiple Offers

- Each student is eligible for only one job offer.
- If a student receives multiple offers, the student may choose from the offers in hand and inform the placement office of his/her choice, within 24 hrs of the announcement of the results of their first confirmed offer.
- Please note that if a student receives more than one offer in a slot and there is a delay in the announcement of results by some companies, the student is bound to accept the company's job offer whose results are declared in time. Hence companies are advised to not delay the release of the offers after all the processes have been completed.

Companies are not allowed to personally contact any student in an attempt to coerce them to accept their offer. Neither are any off-campus opportunities allowed to be promised for declining other offers.

Implementation of Walkins

The Company's Interview PoC will float a Google form to collect the resumes and a few basic details of the interested candidates. The form will accept responses for 30 minutes or more.

- This will be announced in the Walk-in announcements channel and through WhatsApp groups.
- The Interview PoC will conduct a mandatory Verification check on the Applied Resumes with the details on the Portal after which they will be shared with Recruiters for the Shortlisting. In case of discrepancies, the Interview PoC would inform the company of the same.

The Shortlisting process can involve:

- Resume shortlisting
- Group Discussion
- Aptitude/Coding Test
- A separate channel has to be created by the company to accommodate the shortlisted candidates who applied for Walk-Ins. Information on further rounds of shortlisting and interviews will be announced to the shortlisted candidates on this channel.
- The process from hereon will be the same as for a shortlisted Candidate.

IMPORTANT NOTE

There is a good chance that a walk-in might be announced when a student is in another Interview. Hence, we request all the companies keep a good number of extended shortlists to avoid this situation. If there are any In-slot tests for walkins, it is recommended to have them in at least two sessions to accommodate as many eligible students as possible.

Offer Acceptance

- The students will inform the acceptance of the offer within 24 hours (on the day following the release of the offer).
- The company shall be intimated of the offer acceptance within three days of the release of the offer.

A company that has waitlisted the students is required to release the offer or delete the name from the waitlist within a day The company so that the student can make a decision.

Offer Letter

- Companies should send out offer letters to the candidates before the end of March 2022. The Placement Office must be informed of the same.
- The provisional degree certificates will be issued to the candidates before convocation to help them transition to the job quickly.
- The joining date should be before the end of August 2022. Extensions to this date will be possible only after approval from the placement office.

PPOs & PPIs

- The PPOs offered to the students can be of two types:
 - **Closed PPOs:** A PPO that needs to be accepted/rejected in 72 hours. Post acceptance, the student will not be allowed to sit for the placement process.
 - These can only be issued by the companies that have taken part in the institute's internship process to the students it had selected
 - A closed PPO has to be issued on or before September 12
 - **Open PPOs:** A PPO that need not be accepted/rejected until the slot in which the company which has offered PPO visits the campus or will have visited the campus. Students who have an open PPO will be allowed to register for placements. However, such students will be eligible to appear for placements only until the above-mentioned slot. For example: If a 2.1 company makes an open PPO, the student can appear in placements for slots 1.1 and 1.2.
 - It can be issued by any company to the students of our campus. The mode can be campus internships, off-campus competitions and opportunities.
 - It can be issued anytime on or before November 30
- No PPO can be issued to the placed students after November 30
- The offer of PPO (by the company) and its acceptance (by the student) shall be through the placement office only. Once a student accepts PPO, the student shall be de-registered from the placement portal.
- All students offered a PPI (Pre Placement Interview) can only be interviewed in the slot assigned to the company. All PPIs have to be directed through the placement office only.

Off-Campus Policy

- No company should urge or engage in interviewing candidates after they have been deregistered from the Placement Portal as it is against the Off-Campus Policy of IIT Madras.
- By registering on the IIT Madras placement portal all companies implicitly agree to adhere to this policy and any diversion from the same would result in the company being deregistered from the placement portal with immediate effect and necessary action would be taken against the company and the students.

Actions Against Offences

Recruiters are requested to keep a note of the measures that will be undertaken in case any of the following happens:

Revoking offers unconditionally

The company will be blacklisted for the next season. If the jobs are offered back, they will be demoted to a later slot next year.

Revoking offers stating students are not eligible as per criteria that weren't mentioned earlier in the JD or written communications with the placement team (Background verification excluded)

The company will be demoted to a later slot next year. There will be no consequences if the job is offered back.

Companies not adhering to the JD and the terms & conditions (eg: salaries less than filled in ERF, extending the training period and paying less)

Demotion to a later slot next year or blacklisting depending upon the significance of the additional terms included.

Offences not listed here

The penalty will be decided after consulting with the placement advisor and the student placement heads