



Recruiters' Guide & Policies Document

Placements 2023-24



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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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 & Internship 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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Preface

The Placement Office of IIT Madras along with the Student Placement & Internship Cell headed by the Student Placement & Internship Heads, under the guidance of the Advisors and Dean (Students), strives to provide full-time job opportunities for graduating students of IIT Madras.

This document encloses the policies pertaining to companies wishing to recruit students through the Institute Placements Process. For further details regarding the Placement Process, kindly visit the Institute Placement Portal

We might include the name and publicly available details of your firm in media releases. If this is not desirable, kindly let the office know specifically.

Timeline

Please find below the tentative timeline for Placements 2023-2024:

ACTIVITY	DATE
Student Registrations	August 10th
Student Resume Submission Deadline	August 15th
Resume Verification	August 15th-22nd
Company Registration	August 10th Onwards
Company Resume Deadlines	August 23rd Onwards
Pre-Placement Talks start from	August 15th Onwards
Deadline for Closed PPOs	September 12th
Tests Commence	September 13th Onwards
Interview Dates	December 1 Onwards

Company & Profile Registration

Registration Procedure

- Company Registration will begin in August for Phase 1 of Placement Season. Interviews will commence in December.
- Companies have to register with the Placement Office by **paying a registration fee of ₹10,000** (incl of GST) following the instructions on the Portal. Since our Placement process is self-sustaining by design, this non-refundable amount is charged as a service fee and is fixed for all companies, whether they choose to come on campus or not.
- Post payment, companies should fill the online Employer Registration Form (ERF) with every detail of all profiles to be offered including the Job Description (JD), Compensation Details etc. The JD should contain the details about the profile and the detailed eligibility criteria.
- Using the same account, a company can post multiple job profiles on the Placement Portal. Companies can choose the programs and departments they wish to open each profile to.
- Each profile will be verified by the Placement Office, and any error or clarification required will be flagged to the company. Post background checks, the profile will be announced to the students.
- In case a change is needed at a later stage, the Placement Office can be emailed for the same.

Allocation of Student PoCs

- A confirmation mail will be sent, and 2 Student PoCs (Primary & Secondary) will be assigned as well. These Student PoCs will act as the Points of Contact for the company, and recruiters are requested to discuss the timeline for their recruitment process with the assigned Primary Student PoC.
- The Student PoCs can bring in the pitching requests from other departments and programs. Companies are then requested to consider the possibility of opening the profile to these programs.

Profile Withdrawal

- At any later stage if a profile is withdrawn from the Placement Portal, the corresponding Student PoCs and the Placement Office have to be informed about the same.

Resume Screening

Resume Submission

- A Resume Deadline can be set for each profile on the Placement Portal which states a date until when an eligible student can apply for the profile.
- Companies are requested to decide upon a date keeping the Primary Student PoC and the Placement Office in the loop.
- Once a deadline has been set, students will be able to apply for the profile via the submission of a resume.
- The resume submitted by students is pre-checked by a research scholar set up by the Placement & Internship Team to verify the authenticity of their Resume points.

Shortlisting

- Post the deadline, the resumes can be downloaded from the Placement Portal or can be requested from the Primary Student PoC.
- Companies can shortlist students who they wish to consider further, and send a list back to the Primary Student PoC and the Placement Office. The updated list will be reflected in the portal for the applicants as well.

Tests/PPTs

Timeline

- Companies have the option to conduct a Pre-Placement Talk and as part of the selection process conduct a test. The Placement & Internship Team will assist companies in scheduling these events.
- Kindly note that in some extreme cases, conducting a PPT may not be feasible due to various institute restrictions and otherwise, in which case the Placement Team has the full right to disallow the company from conducting one.
- Tests/PPTs can be conducted in the following timings
 - Working Days: 6 PM - 12 AM IST
 - Weekends & Other Holidays: 6 AM - 1 PM IST & 3 PM - 11 PM IST
- A company will be given a maximum of 2 hours 30 minutes to conduct both a PPT and a test.

Shortlisting

- As discussed in the “Resume Screening” section, companies can choose to shortlist students who can appear for the test. It is advisable to share the shortlist with the Student PoCs and the Placement Office as early as possible to enable students to prepare better.
- The shortlist for further stages (GD/Interview) must be shared with the Placement Team at least 3 days prior to the scheduled time.

Attendance Policy

- That attendance for PPTs is NOT mandatory, i.e. students can skip the PPT and still appear for the selection process of the company.
- The attendance policy for tests will be notified by the Primary PoC at the moment of registration.

No Direct Contact Policy

- **Companies are not allowed to directly contact a student without prior written consent from either of the Student PoCs.** In case a company requires interested candidates to fill out a form (e.g. contact information), the same must be informed to the Primary Student PoC.

Mode of Conduct

- The exact mode and logistics of the test/PPT will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.

Guidelines for Pre Placement Talks (PPTs)

Online

- The platform details and link for the PPT must be shared with the Primary Student PoC at least a day in advance by companies.
- Companies are requested to share the slides or recordings for the usage of students who are unable to attend the same.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic digital infrastructure necessary for conducting a PPT such as PA systems, projectors and screens will be provided by the Placement Office.
- Companies are requested to contact the Placement Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.

Guidelines for Tests

Online

- The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- If the test platform generates personalized links for candidates, prior consent must be taken from the Primary Student PoC before links are distributed to the candidates directly.
- Companies are requested to arrange helpline numbers that candidates can contact in case they require assistance with the test platform.
- Post the test, the list of students who have attended the test must be shared within 2 days with the Primary Student PoC and the Placement Office.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The Placement Team will arrange invigilators to proctor the test if required. Hence, we request companies to not have proctoring softwares whilst conducting the tests. In case if the company decides to use some proctoring software the Primary Student PoC ought to be duly informed.
- Companies are requested to contact the Placement Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.
- Post the test, the list of students who have given the test must be shared within 2 days with the Primary Student PoC and the Placement Office.

Group Discussions (GDs)

Timeline

- Companies have the option to conduct GDs as part of the selection process. The Placement Team will assist companies in scheduling these events.
- 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.

Shortlisting

- Post resume screening or a test, the list of candidates shortlisted must be shared with the Student PoCs and the Placement Office.
- The shortlist for further stages must be shared with the Placement Team at least 3 days prior to the scheduled time.

Attendance Policy

- The attendance policy for GDs will be notified by the Primary PoC at the moment of registration.

Mode of Conduction

- The exact mode and logistics of the GD will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.

Guidelines for Group Discussions (GDs)

Online

- The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- 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.
- Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues to evaluate ones facing technical difficulties.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic digital infrastructure necessary for conducting a GD such as PA systems, projectors and screens will be provided by the Placement Office.
- The Placement Team will arrange invigilators to proctor the GD if required.
- Companies are requested to contact the Placement Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.

Interviews

Timeline

- The IIT Madras Placement Team will schedule the interviews. The mode of conducting the interviews will be mutually decided upon, closer to the interview date(s).

Interview Student PoC

- Every company will be assisted by a student team consisting of a Student Interview POC and a few coordinators to conduct the interviews.

Interview Shortlist & Waitlist

- The shortlist for the interview process must be shared by the company with the Primary Student POC Placement Office as early as possible.
- 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 candidates on the main shortlist are selected by companies that visited earlier, the backup candidates from the waitlist can be interviewed as per the discretion of the company.

General Rules

- **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 time slot. Contact the allocated Student Interview POC or the Placement Office in the case of any doubts
- **Any attempt by a company to hold the student with the panel will be met with strict action.** Each round is strictly capped at 1 hour. Companies should not engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.

Candidate Verification

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

- Passport Size Photo
- Name & Roll Number
- CGPA, Program & Specialisation
- Nationality
- PWD Status (if any)

Mode of Interviews

- The exact mode and logistics of the interviews will be mutually decided upon based on the guidelines provided by the Primary PoC at the interview date scheduling.

Guidelines for Interviews

Online

- The platform details and links for interview panels must be shared with the Primary Student PoC well in advance by companies. The Placement Team will facilitate sharing of links with the students.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues such as telephonic interviews to evaluate ones facing technical difficulties.
- **Companies must send interview links to students only through the Interview Student PoC. Links CANNOT be sent to the student directly via email, WhatsApp etc. without the prior consent of the Interview Student PoC or the Primary Student PoC.**
- 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.
- **Companies CANNOT hold students in pre-interview and post-interview waiting rooms.**

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic infrastructure necessary for conducting interviews such as stationery items, internet connectivity and refreshments will be provided by the Placement Office.
- Companies are requested to contact the Placement Office through the Primary PoC for arranging the necessary things.

Offer Management

Offer Release

- The companies must release offers to candidates only at the end of the selection process, i.e. after every candidate has been interviewed. **Companies CANNOT make spot offers.**
- The list of offered students must be sent via mail to the Interview Student PoC, Primary Student PoC and the Placement Office (placement@iitm.ac.in). All offers (made by the companies) shall be only through the Placement Office.
- **Offers must be made in the same slot as the interview process.** Offers made in the timings of the following slot will be counted as offers made on the next slot.
- Companies are also requested to share a waitlist. In case students on the offer list decline the offer extended, the company will be given an opportunity to extend offers to people on the waitlist at their discretion.
- Please note that you are required to intimate us by mail on the cancellation of the waitlist i.e. no offer / upgradation of the waitlist to offer if any within 24 hours. If this deadline is not met, the waitlisted students getting other offers will be removed from the waitlist.

One Student One Offer

- Each student is eligible to accept at most one placement offer through the process.
- **A student is deregistered from the Placement Portal after the slot in which they receive the first offer, and is considered “placed”.**
- **If a student receives multiple offers in a slot, they can accept at most one offer, and the other offers will be considered rejected.** The student must inform the Placement Office of their 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 by companies visiting on a day 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.

Offer Acceptance

- The students will inform the acceptance of the office 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.

Offer Letter

- **Companies should send out offer letters to the candidates before the end of April 2024.** The Placement Office must be informed of the same.
- The Academic Section of IIT Madras will be able to provide graduating students with a
 - No-Dues Certificate - second week of June
 - Provisional Certificate - end of June
- The Convocation will be held sometime in July. Exact dates will be communicated to recruiters in early February enabling you to decide upon a joining date.

Kindly note that the above dates are tentative.

Pre Placement Offers (PPOs)

- PPOs fall under the purview of the Placement Office.
- A PPO can be offered to a student by any company that wishes to do so.
- PPOs are of 2 types - "Open" and "Closed".

Closed PPOs

- A PPO that has to be accepted/rejected by a student within 72 hours.
- A student who accepts a closed PPO will be considered "placed" and de-registered from the Placement Portal. If a student rejects a PPO, they can appear for the Placement Process without any restrictions.
- A closed PPO can only be offered by a company that visits the IIT Madras Internship Process or the IIT Madras Placement Process.
- A closed PPO can be made only before September 10, 2022. The deadline to accept the offer shall be no later than September 12.

Open PPOs

- A PPO that need not be accepted/rejected by the student until the slot in which the company which has offered a PPO conducts or will have conducted visited interviews.
- An open PPO can be made anytime before November 30th.
- Deadline to accept/reject an open PPO will be as follows:
 - If the company offering the PPO registers on the Placement Portal in the current season, the acceptance of the offer will have to be conveyed at the end of the slot the company visits in.

- If the company offering the PPO is a regular visitor of the Placement Process but doesn't register with the Placement Office in the current season, the students will have to accept the offer at the end of the slot the company would have conducted interviews in.
- If the company doesn't visit the IIT Madras Internship or Placement Processes, the student will have to convey the acceptance latest by September 28, 2022 or 28th of the month in which the offer is released, whichever is later.

Pre Placement Interviews (PPIs)

- A PPI can be offered to a student by any company that wishes to do so.
 - If the company registers in the Placement Portal for the current season, the interview will be conducted for the student alongside the other candidates shortlisted for the profile.
 - If the company is a regular visitor of the Placement Process but doesn't register with the Placement Office in the current season, interviews can be conducted as per a mutually agreed upon date by the Placement Team and the company. The offer, in this case, is considered a PPO and corresponding rules apply.
 - If the company doesn't visit the IIT Madras Internship or Placement Processes, interviews may be held by the company as per convenience, and the offers can be conveyed to the Placement Office. The students who have received offers will have to convey their acceptance latest by December 10, 2022.

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.

Placement Defection Policy

- As stated in the One Student One Offer section, students are considered "placed" and are deregistered from the Placement Portal once they accept an offer. Post accepting an offer, they cannot appear for any of the selection process of other profiles.

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 placements are offered back, they will be demoted to a later slot the following 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 and physical tests excluded)**

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

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

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

- **Offenses not listed here**

The penalty will be decided after consulting with the Advisors and the Student Placement & Internship Head