



Students' Guide & Policies Document

Placements 2023-24



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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Message from the Team

Greetings, folks!

You are now reaching the end of one of the most influential phases of your Insti life. And what better way to end this journey than a roller coaster ride throughout the year that gives you your dream job at the end: **Campus Placements!**

Placements are probably one of the most important reasons you chose to aspire for IIT Madras. The fight you put for the PoRs under the perception that they will look good on your resume, the struggle to get a good CG, begging profs for a few marks or attendance; now is the time to bring fruit to your labors!

Fair warning, this will be one of the most gruelling phases of your Insti life. It will be loaded with fundae sessions, mock tests, mock interviews, PPTs, and interviews. You will need to find your weaknesses, work hard on them, learn to sell yourself with a piece of paper, and go through many sleepless nights. But in the end, you will have made yourselves (and even us) proud!

Slightly scary? **Don't worry; you are not alone. We are with you in this!** We, the Placement and Internship Team, will be at your disposal for literally anything you need in the next year. Any queries, requests, complaints, or praises, feel free to contact us anytime.

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

Read ahead to get a concise idea about Placements and the Placement Team. Happy reading!

Warm Regards,

The Placement & Internship Cell 2023-24

How the Team helps you:

Coordinator – Student Mapping

Each student will be mapped to a Placement Coordinator. He/She is your first point of contact in the team and would help you throughout the process – answering all your queries, getting you in touch with the right people for fundae, and most importantly, managing your interviews and helping with walk-ins during the hectic placement season. Please be very open with your PC and Core regarding your aspirations, expectations from placements and any issues faced. We are here to help you get the best you deserve, given your level of preparation and confidence, and seek your active cooperation in achieving this end.

Resume Verification

Making a good resume is an art. Highlighting the right set of work, skills and experience to meet the current industry/market requirements is the hallmark of a good resume. After all, it is a single sheet of paper that sums up all the four/five years in IIT have been worth. Knowing what needs to go down on that paper to make it count and stand out is the trick of the trade, and who can help you better with this than those who have seen both sides of the glass door. In addition, we recommend getting your resumes reviewed by as many seniors, professors, and industry experts as possible.

Company Outreach

We make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students. It is here that your suggestions would be very useful. If you have a company that you want to see on campus, please let your Department/IDDD Team know. We will try our best to make it happen.

Preparation Drive

The Preparation drive is a one-stop destination for anything and everything you will need for your Placement preparation, at least from our side. We have collected and compiled a good amount of material for Core and Non-core profile preparation over the years. This includes reference books, sample questions and mock test papers. This material can be found on the drive which has been shared with you already.

Contact your Department team/ check smail for further details regarding documents like Non-Core Bluebook, Case Book, Preparatory material & Sample resumes

Career Development Cell

CDC organizes Preparatory events throughout the year. Information regarding the sessions will be provided to the students via **Smial, WhatsApp groups**. Students are requested to keep a tab on the above-mentioned channels for timely updates and make use of the sessions and resources made available for them. In case of any queries/concerns regarding any of the sessions or resources, students are requested to get in touch with CDC at cdc@smail.iitm.ac.in or through the Placement & Internship team.

Emphasis on Soft skills

Soft skills are as important as technical knowledge in the outside world, perhaps more. The way you speak, talk, interact with people, and respond to counter arguments make a huge difference not just in the professional world, but also in personal relations. As for the interview, having sound **communication skills** and **clarity of thought** and **presentation** is extremely important.

For all those who cannot communicate fluently in English, no matter how **'convent school-like'** it may sound, we recommend speaking in English as much as possible.

HR preparation

The HR round forms an important part of the interview process. Making up crafty, catchy answers, as cool as it may sound, is very difficult... and risky! The simplest questions like, **"Tell us something about yourself"** or **"Why our company,"** can be the hardest to answer and form the base of the interviewers' perception.

While you can never predict what may be thrown at you from across the table, it is always better to be prepared with at least the standard questions. Do let us know if you want us to arrange for mock HR sessions.

Feel free to reach out to us for as much as you want and for anything you need

Eligibility Criteria

All final-year students having 3 or fewer backlogs are eligible to register without restrictions. Backlogs are defined as per the rule below,

- For the July-Nov 2022 semester and before, any core course with a U, W or an I/blank grade is considered a backlog.
- For the Jan-May 2023 semester, any core course with a U or W grade is considered a backlog. A course falling into the above categories will not be considered a backlog if:
 - The student can obtain an email from the course faculty for a written assurance that the student will complete the course before graduation. (OR)
 - The student has registered for the course in the July-Nov 2023 semester

The 2023-24 Placement & Internship Cell has prepared this table to assist in identifying a “special category” that a student may belong to. This is valid for the current Placement year 2023-24.

Special Cases :

CATEGORY	CAN APPEAR FROM	ACTION FROM STUDENT
A student who deferred placements in the past academic year with valid permission and did not appear in any placement test or PPT in the past academic year	Slot 1 (Day 1)	Need to provide proof of approval of deferral request from the previous year; need to pay the Placement Registration fee
A student who deferred placements in the past academic year after having appeared in test(s) and/or PPT(s)	Slot 1, on the provision and approval of a valid excuse as to why they deferred after participating in test(s) and/or PPT(s).	Need to provide proof of approval of deferral request from the previous year; need to pay the Placement Registration fee
A student on Academic Extension and did not appear for Placements before	Slot 1(Day 1)	Need to submit relevant proof to Placement office; need to pay the Placement Registration fee

A student who appeared for interviews from Phase 1 in the past academic year and did not get a job offer	Slot 1	Need to inform placement office, and department team; need to pay the Placement Registration fee
A student who registered and appeared only for Phase 2 in the past academic year and did not get a job offer	Slot 1 (Day 1)	Need to inform placement office, and department team; need to pay the Placement Registration fee
A student who appeared for interviews in the past academic year and lost an offer received in Slots 1-4	Can appear from the slot in which they received their offer in the past academic year	Need to inform placement office and department team; need not pay the Placement Registration fee
A student who appeared for interviews in the past academic year and lost an offer received from Slot 5 onward in Phase 1 and all of Phase 2	Slot 1	Need to inform placement office and department team; need not pay the Placement Registration fee
A student who received and accepted a PPO in the past academic year and the offer was withdrawn by the company	Slot 1 (Day 1)	Need to inform placement office and department team; need not pay the Placement Registration fee
A student who wishes to defer placement to 2024-25	Would be decided by the 2024-25 Placement team	Should submit a valid request and get it approved
A DD/ IDDD student who chooses to sit for placements after reverting their degree to a B.Tech (wherever applicable)	The student should submit a request before September 12th and register on the placement portal after paying the registration fee. In case the student has an internship account active, they would need to deregister the same. The student would be allowed to take part in all placement activities that occur after their account is activated, and the team would not be liable for any processes (resume deadlines, tests, etc.) the student has missed out on.	

Registration

- All the students appearing for placements are supposed to register on the Placement Portal with the relevant details and credentials. This is essentially a two-step process:

1. Payment of Placement fees

a. Students need to pay a registration fee before the decided deadline. The fee is ₹1350 for PhD students and ₹2000 for others (incl of GST).

b. Further instructions and details regarding the mode of payment shall be given later.

2. On payment of the fees, the student will be sent a login ID and password (which can be changed later) to create his account on the portal. Please refer to the **Registration document** for detailed instructions on steps for registering on the portal.

- Through this account, the student can upload resumes, view companies as they register, check the profiles and packages being offered, apply to the companies of his choice, keep a track of the test and PPT schedule and view shortlists.

Timeline (Tentative):

ACTIVITY	DATE
Student Registration	10 August
Portal Resume Submission Deadline	15 August
Resume Verification	16 August - 28 August
Resume Deadlines	30 August onwards
PPTs	15 August onwards
Deadline for closed PPOs	10 September
Test start date	11 September onwards
Interview start date	1 December onwards

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

Resume

Resume Drafting

- Student's can upload up to 6 fixed resumes on the Placement Portal.
- A master resume will have to be uploaded as well, containing all the points that appear on any of the resumes and proofs for the same.

The Career Development Cell has put together a resume archive to help you out with resume preparation, kindly make use of it! The Archive will be sent to the students via mail duly.

Resume Uploading and Verification

Students need to submit their resumes on the created portal accounts before the announced deadline.

1. A student is allowed to upload a **maximum of five resumes**.
2. The student must submit **proofs** for **everything (except Institute PoRs)** mentioned in the resume(s) which will be checked strictly during an elaborate **Verification process**. Any point without a proof/certificate to attest for its authenticity will not be permitted on the resume, and all such resumes will not be approved. Students can refer to the Resume guidelines for more details.
3. Students can participate in the Placement process (including applying to companies) **only after their resumes are approved**.
4. A detailed resume guidebook with instructions about proofs that are accepted, sample resumes and templates has been shared for your reference.

The resume submitted will undergo first round of verification in around a week after which the status of the same will be shown on the portal

If the resume doesn't pass the first round of verification, the respective students will be informed and they are supposed to re-upload the resume after making the necessary changes. The second round is **only** for those resumes which didn't get verified in the first round.

Note: The students are requested to be clear about the resume guidelines and take help from the Department Team, if necessary and try to get their resumes checked during the Mock Verification, as the start date of applying to companies is close by.

Applying to Companies

Students can start applying for companies once their resumes are verified.

1. Be clear about your choice of profile and weigh your chances well. Speaking to seniors could be helpful. **We strongly recommend talking to your department team while applying to companies.**
2. Students **cannot forego** any selection round post the tests, that is conducted by the companies they have registered for. This includes GDs, interviews etc. **Failure in abiding by the above would result in the indefinite suspension of the student's account.**
3. Placement tests will happen from the second week of September to the end of November for phase 1 companies.
4. Hence, applying for too many companies would mean having to write those many tests of one to two hours each during the semester, which would eat up a considerable amount of potential preparation time.

Viewing Profiles

- On the Placement Portal, a student can see the list of Placement profiles offered by various companies open to the student.
- For each profile, details provided are:
 - Company Name
 - Profile Name
 - Nature of Company
 - Nature of Profile
 - Details of Selection Process
 - Job Description
 - Location (In Person/WFH)
 - Compensation
 - Base Salary (monthly)
 - Gross Taxable Income (annual)
 - Cost To Company
 - Other bonuses and stocks (if any)

Applying to Profiles

- Students can apply to a profile by submitting one of the fixed resumes that have been verified by the Placement & Internship Team.
- There is no cap on the number of profiles a student can apply for. Students are encouraged to prepare and apply for as many profiles as conditions permit.

Pitching for Profiles

- On the Placement Portal, students can view a full list of profiles that have been posted, including the ones not open to their program.
- In case a student feels the profile is relevant to him/her, the Department Placement & Internship Team needs to be notified. The team will internally direct the request to the relevant Student PoC and pitch the program to the company. The outcome of the pitch will be informed to the student as well.

Pre Placement Talks (PPTs):

- Companies that register on the Placement Portal are given the option to conduct a Pre Placement Talk to pitch the company as well as the profiles offered and provide clarity regarding the various aspects of the company and the Placement itself.
- Attendance for those talks is not compulsory. However, the Placement & Internship Team recommends that students attend the talks of the companies they are interested in applying to, this will provide valuable information to the students about the company that might come in hand in later stages of the selection process.
- Knowing about a company, their values, functioning etc is important and sometimes given value in the later stages; the same will be covered in those Talks and it is advised to attend them.

Attendance Policy

- That attendance for the talks is NOT mandatory, i.e. students can skip the PPT and still appear for the selection process of the company.

Guidelines for Pre Placement Talks

Online

- The platform details and link for the talks will be shared by the Primary Student PoC.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same.

Selection Procedure of Companies

- Companies typically select students after 3-4 stages of evaluation. Popular methods of evaluation are
 - Resume Shortlisting
 - Test
 - Group Discussion
 - Interview
- Details regarding the selection processes of companies from the last recruitment cycle can be found in the Non-Core and Department Bluebooks 2023-24.

Tests

1. Companies have the option to conduct a test as part of the selection process. The Placement & Internship Team will assist companies in scheduling these events.
2. Make sure your laptop is connected to the power and to an adequately uninterrupted internet connection
3. Be prepared with any prior setup or installation required for the test. (will be informed by the company/POC)
4. It is advisable to have a **dual-booted laptop**, as some test platforms work only in windows/Ubuntu and may not work on MacOS
5. Students found in possession of prohibited items, or caught indulging in **unfair practices** during the tests will be **deregistered** from the process with immediate effect and would invite further disciplinary action. **This will be enforced very strictly.**
6. In online tests, tab changes will be closely monitored.

Attendance Policy

- The attendance policy for tests will strictly be followed and it is mandatory for all students, who have registered for a company, to take part in the test; if they are shortlisted/eligible for the test.
- Students citing medical and other reasons might be exempted, based on a case to case basis which shall be dealt by the corresponding committee.
- Skipping the test without valid reason will attract disciplinary action.

Guidelines for Tests

Online

- The platform details and link for the test will be shared by the Primary Student PoC.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same will be provided in advance by the Student PoC.
- Companies might share personalized links for candidates, helpline numbers etc, and details regarding the same will also be informed by the Student PoC.
- Post the test, the list of students who have attended the test will be shared with the Primary Student PoC and the Placement & Internship Office; the attendance policy will be implemented strictly.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same.
- The team will enlist invigilators to assist with test supervision, ensuring a fair process for all participants.
- Post the test, the list of students who have attended the test will be shared with the Primary Student PoC and the Placement & Internship Office; the attendance policy will be implemented strictly.

Group Discussions

- The structure, duration and nature of GD rounds will be shared with the PoC from the Placement & Internship team before the GDs.
- The shortlist for further stages will be shared by the Placement & Internship Team.

Attendance Policy

- **The attendance policy for GDs will strictly be followed and it is mandatory for all students, who have registered for a company, to take part in the test; if they are shortlisted/eligible for the GDs.**
- Students citing medical and other reasons might be exempted, upon prior information to the Department Team.
- Skipping the GDs without valid reason will attract disciplinary action.

Guidelines for Group Discussions (GDs)

Online

- The platform details and link for the test will be shared with the Primary Student PoC.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same will be provided.
- Students are requested to arrange a stable network connection and attend the GD in a calm environment with good lighting.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same

Interviews

1. Companies are given slots on respective days for conducting their interviews. The First 4 days have 2 slots, one in the morning and the other in the afternoon denoted as 1.1, 1.2 etc. From Day 5 there is one slot per day from morning to night.
2. Each company prepares an interview to shortlist based on performance in the test, GD, etc.
3. The company announces its offers at the end of the respective slot. In some cases, a waitlist may also be announced.
4. A Student has 24 hours from the announcement of the offer to accept or reject the offer, after which the offer will be deemed rejected. If a student receives multiple offers, they can choose one among the standing offers.
5. If a waitlisted student gets an offer in a later slot, and later gets a confirmation from the company that waitlisted him, he can choose between both offers.
6. Irrespective of acceptance or rejection, the student will be deregistered from the placement process, i.e., they cannot continue the process in further slots.
7. Acceptance or rejection of the offer is to be confirmed online, through the portal or any other electronic means, as will be instructed later, within the stipulated time windows, as mentioned below:

- a. For Days 1 to 4:
 - i. Slot 1 - Time of offer to 12 PM the following day
 - ii. Slot 2 - Time of offer to 5 PM the following day
- b. From Day 5 and beyond:
 - i. Time of offer to 5 PM the following day
- c. In the case of a waitlist, an additional 12 hours will be provided

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.
- The Interview student PoC will help the interview shortlisted student with the logistics.

Interview Shortlist & Waitlist

- The shortlist for the interview process will 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 will be given a fair chance to interview with the company. Contact the allocated Student Interview POC in case of any doubts
- Each round is strictly capped at 1 hour. Companies are not allowed to engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.

Mode of Conduction

- The exact mode and logistics of the interviews will be decided later 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 by the Primary Student PoC. The Placement & Internship 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 will be provided by the companies.
- Students are requested to arrange a stable network connection and attend the interview in a calm environment with good lighting.
- 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 students will be notified of the same.

Dress Code:

Dress Code to be followed in normal working days and during Placement activities are given below:

Pre Placement Talk:

- Shirt / T-Shirt with collar
- Trousers (full pant)
- Shirt to be tucked in
- Polished Sandals/Shoes

Placement Interviews:

- Full Sleeve Shirt (tucked in)
- Trousers (full pant)
- Hair combed
- Shoes (Polished)

Flip Flops/Sandals; Shorts, Sleeveless will not be allowed

Offer-Management and Policies:

Offer Release

- The final offers will be informed to the respective students, at the end of each slot, by the corresponding Interview PoC

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 he or she receives the first offer, and is considered “placed”.
- If a student receives multiple offers in a slot, he or she can accept at most one offer, and the other offers will be considered rejected.
- If a waitlisted student gets an offer in a later slot, and later gets a confirmation from the company that waitlisted him, he can choose between both offers.

Multiple Offers

- Each student is eligible for only one job offer.
- If a student receives multiple offers on the same day, 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 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.

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 will send out offer letters to the candidates before the end of March 2024. The Placement & Internship Office will be informed of the same. Any updates to these dates caused by unforeseen circumstances will be conveyed via mail to the registered email address of the student.

Pre-Placement Offer Policy

- The Placement Office has de-linked Pre-Placement Offers (PPO) from the placement process.
- The PPOs offered to the students can be of two types:
 1. 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.
 1. These can only be issued by the companies that have taken part in the institute's internship process to the students it had selected
 2. 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, 1.2 and 2.1
 1. It can be issued by any company to the students of our campus. The mode can be campus internships, off-campus competitions and opportunities.
 2. 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, he/she shall be de-registered from placement.
 - All students offered a PPI can only be interviewed in the slot assigned to the company. All PPI have to be directed through the placement office only.

Off-campus policy

- Students registering for campus placements are strongly dissuaded against pursuing job opportunities in companies outside the institute Placement (on-campus) process. However, if a student still wishes to pursue such an opportunity, any communication with the concerned company must be made through the Placement Office.
- On receiving an offer from the said company, the student will be deregistered and will not be allowed to sit for any on-campus companies in the forthcoming slots.
- Students registered for Placements found pursuing off-campus opportunities without the knowledge of the Placement Office will be barred from Institute Placements and will attract strict disciplinary action.

Placement Code for Companies

If offers are revoked unconditionally/citing criteria that weren't mentioned earlier (Background verification and physical tests excluded) or if companies are not following the JD/ERF or the terms & conditions (eg: compensation less than filled in ERF, extending the training period and/ or paying less) etc, students are advised to contact the Department Placement & Internship Team for help.

The Do's and Don'ts

This section is a **conclusion** of sorts drawn from the above points mixed with some lessons which someone out there probably learnt the hard way. **Do all the dos and don't do a lot of don'ts and you should be just fine.**

- Be sure about your choice of profiles. This is your last chance to give it a thought.
- Having the resume ready ahead of the deadline gives you time for getting them reviewed and cross-examined.

Registration, Resume Verification & Applying to Companies

- Abide by the rules and deadlines for registration and fee payment
- Prepare resumes and get them reviewed by as many people as you can.
- Resumes and proofs must be submitted following the instructions. A detailed document regarding the format for resumes can be found on the drive.
- You can start applying to companies only after your resumes are approved.
- Choose your companies wisely. Plan your preparation well.

PPTs and Test

- Keep checking the portal regularly for updates. Keep a close track of your test schedule. Setting reminders might help. Attendance is compulsory for tests.
- Resorting to any unfair means like cheating, impersonation, trying to talk to anyone, going against the test guidelines mentioned by the company, etc. will be dealt with very seriously. You will be **de-registered from the Placement portal** immediately.
- The laptop should be connected to the power source and have an uninterrupted internet connection while taking the test.
- It is highly advisable to have a dual-booted system, as some test platforms are compatible with either windows or ubuntu and may not work on MacOS
- **Do not undervalue any company.** Take the tests seriously if you have registered. This would improve your chances, or at the least serve as useful practice. Attending PPTs is advisable.

Interviews

- Update on your Portal a preference list of the companies for whom you're giving an interview in a particular slot to help us during clashes.
- Adequate rest and sleep are extremely important and wear proper formal dress for the interview
- Confidence wins half the battle. Thinking out loud (not random scattered thoughts of course) can help. Guide the interview in the direction of your strengths wherever possible.
- Keep calm at all times! We are there whenever you need.

General Instructions

- Check your mailbox and WhatsApp groups regularly for updates and discussions. Check the Placement portal at regular intervals. .
- Be aware of and make good use of the available resources – Placement guide, bluebook, material shared, videos uploaded.
- Do not neglect HR preparation. It decides whether you get the job or not.
- Get adequate food and sleep and the requisite amount of exercise and recreation to keep you healthy and charged throughout. Avoid irregular sleep patterns till Placements.
- The team will update you regarding the exact tools to be used for conducting the Placement interviews as we move closer to the process.

Epilogue

The next few months are going to be a roller coaster ride, not just for you, but also for us. We hope that our efforts are instrumental in ensuring good Placements for all the students. In what we would call a joint effort in meeting this objective, we seek your cooperation, as this would only be possible if you keep in constant touch with us, conveying your expectations and problems, or an occasional word of praise (or critique) throughout the next few months....

May the force be with you!