

Placement Policy for Students

Career Development Cell, IIT Goa

All students must note the following points before progressing with various Career Development Cell (CDC) formalities

- The CDC cannot guarantee a job. It is a facilitator and a counsellor.
- Placement is a privilege, not a right.
- Registration is not compulsory. Students not interested in placements are advised not to register for placements.

A. Eligibility and Registration:

1. Registered full-time student of IIT Goa, expected to complete the degree by July 2023 is eligible to register. Self-sponsored full-time MTech and PhD students are also eligible to register.
 - Students having 5 or more backlogs are not permitted to register for the placement season.
 - Those who acquire this qualification criterion by the end of seventh semester (3rd semester for MTech) can register for placements after their results without any penalty.
 - Part-time/ sponsored students are not eligible to register for placements.
 - Students who are in academic probation are not allowed to register.
2. Last day for registration will be communicated to students by emails. Students who fail to register in time may be allowed to apply with an applicable late fee of five thousand rupees.
3. CVs of each student will be thoroughly checked. Any false claims in the CV/ cover letter/ resume will lead to disqualification. This may also lead to disciplinary action, if found to be done intentionally.
4. A student can request to de-register from placement processes anytime during the placement activities. Until it is approved by the CDC, he/ she should appear for all activities relevant to the placement process.
5. The policy is applicable to all full-time students of IIT Goa.

B. Job Placement rules

1. It is the responsibility of students to keep themselves up-to-date by reading emails from the placement office, and by reading all relevant posts in the portal. The CDC is not responsible for any consequences of a student missing emails or communications from the portal.
2. The decision and responsibility for applications is that of the student completely.
 - If a student signs up for an opening, he/she must complete the entire evaluation process set by the company. This includes attending pre-placement talk until the final round of interviews.
 - During the selection process of a company, if the student receives offer from another company, he/she should inform the CDC within 24 hours. This applies to off-campus opportunities as well. The cell will do the necessary processes. A student should not directly discuss this matter with the company officials.

- Students are considered hired if their name appears in the list of selected students by any one company, irrespective of whether the students accepts/ declines the offer.
 - If the student receives an offer from any company, they will be considered unavailable for further rounds. This is irrespective of whether he/she accepts the offer or not. We have one-student-one-job policy. See section E for policy exception rules.
3. All queries/ communications from students should be routed to the placement officer through the CDC student coordinator only.
 4. It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
 5. Students are strictly forbidden from contacting the company officials directly. Moreover, students are advised against approaching the company directly for off-campus placements because this will seriously affect industry-institute relations.
 6. Any sort of unprofessional behaviour or not adhering to any of the policies during the placement session may lead to debarring from placement process and warrant an appropriate disciplinary action.
 7. CDC student coordinators shall hold the authority to temporarily freeze a student from any placement-related activities with immediate effect if he/she feels any activity by a student hampers the ongoing placement processes at the institute or impact the reputation of the institute.
 8. Student should follow the list of “dream companies” issued by the CDC. If a student is placed in any of the mentioned companies, he/she will not be allowed to sit for any other company irrespective of salary considerations. The same will be mentioned over the mail while floating the registration form for those specific companies.
 9. Students cannot inform the company or discuss with the company, in any situation, that they are not interested in the company. Any such behaviour if brought to the notice of CDC will lead to debarring from placement process and warrant an appropriate disciplinary action.
 10. During the selection process, if the company finds that a particular student is suitable for a position which is different than that mentioned in JAF, the company will still be allowed hire the student for this new role. However, this should be discussed with the placement office and the student’s name should appear for this new position in the selection list and offer letter. In this scenario, if the student decides to reject this job offer, he/she will not be considered as hired and can continue availing the placement opportunities.

C. Pre-Placement Offers (PPO):

1. Any PPO received by a student has to be intimated within 24 hours to the CDC during registration. This will include PPOs from companies that are not-registered with the institute.
2. If a student receives a PPO, he/she needs to make a decision as to whether he/she wants to accept or decline within 3 working days or the deadline mentioned by the company, whichever is earlier.
3. Students accepting or declining a PPO will have to immediately (same day) notify the CDC of the same. If the PPO is accepted, the job will be recorded and he/she will NOT

be allowed to participate in the campus placements. However, he/she will be allowed to participate in the process if the offer is declined. The decision of the student will be communicated to the company through the campus placement office.

4. Any student found to have breached any of these rules will be debarred from the placement process and will be subjected to scrutiny for penalty. If at the time of breach, the student is already placed, the company in which he/she is placed will be intimated of the violation.

D. Code of Conduct:

1. Students are advised to maintain a proper dress code for all company interactions.
2. A student with improper dress code will not be allowed to appear for selection process of that particular company, as well as for the next 3 companies that he/she will be qualified to appear for.
 - Formal attire with polished shoes is a must.
 - Tidy clothes, hair and a small file containing all relevant documents.
 - The above rules are equally applicable for PPTs as well as selection processes.
3. In case of online interviews, students are advised to login and be online at least 15 minutes before the specified time.

E. Policy Exception Rule:

A student who already has been selected by a company will be permitted to apply for another company, as per the discretion of CDC, if a student presents the following case:

1. Holds an offer from a private company and wants to apply for PSUs or any other government organization. However, once a student has received an offer from PSUs or any other government organizations, he/she will not be allowed for any other company irrespective of salary considerations.
2. If the student holds an offer letter from a non-core company (related to non-core job profile) and wishes to apply for a core company (related to core job profile). However, this provision can be used only once by a student, irrespective of salary considerations of future companies. This is applicable only for ME/EE students.
3. Discrepancies in salary as follows: CTC mentioned in the offer letter is significantly lower than that mentioned in job description, PPT or in the JAF.
4. The organization changes its terms of engagement without proper notification and/or without approval of the cell.
5. Company started giving work related assignments/training before the joining date.

If a student receives the second offer, as per one of the points mentioned above, the company which provided the first offer will be informed immediately. This is irrespective of whether the student accepts/rejects the new offer. It is understood that when a student applies for a second company, he/she is willing to join the second one, and ready to forego the first offer.

F. Penalty:

If a student does any of the following, he/she will be debarred from the placement process, and warrant a suitable disciplinary action.

1. Not showing up for PPT after applying for a job opening.
2. Missing a selection process either intentionally or due to not following up the email/portal updates.
3. Not attending any one of the selection processes after getting shortlisted by the company.
4. Any sort of misbehaviour on the part of students which affects the decorum of the PPT or the selection process or the reputation of CDC.
5. Cheating or proxies in the forms / process.
6. If found trying to communicate directly to any company official, bypassing the CDC.

If a student is unable to follow any of the first 3 points due to unavoidable emergency situations, the candidate must attempt to inform the cell prior to the date of process to avoid any penalty.

G. Resolution:

1. The director is the final authority, and in case of any dispute or grievance, the director's decision will be the final.
2. Some policy changes may be implemented during the placement year in the interest of the students appearing for placements. This will be discussed in Placement committee meeting and the Director.