

Placement Policy for Students

Placement cell, IIT Goa

All students must note the following points before progressing with various placement cell formalities

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

A. Eligibility and Registration:

1. Registered full-time student of IIT Goa, expected to complete the degree by July 2021 is eligible to register. Self-sponsored full-time M.Tech and PhD students are also eligible to register. Due to the unprecedented COVID situation, 2016 batch students who did not already receive a job offer will also be allowed to register. This is exceptional this year, and such a provision will not be provided from next year onwards. For 2016 batch students we will follow *one-student one-job* policy. Policy exception rules mentioned in section E are not applicable for them.
 - 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 M.Tech) 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 two 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 placement cell, 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 placement cell 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 placement cell. 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.
2. All queries/communications from students should be routed to the placement officer through the placement cell student coordinator only.
 3. 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.
 4. 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.
 5. Any sort of unprofessional behavior 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.
 6. Students cannot inform the company or discuss with the company, in any situation, that they are not interested in the company. Any such behavior if brought to the notice of placement cell will lead to debarring from placement process and warrant an appropriate disciplinary action.
 7. 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 immediately to the placement cell 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 5 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 placement cell 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 placement cell, if a student presents the following case:

1. If the CTC offered by the new company is at least 1.5 times that of his/her earlier offer. However, once a student 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. A student who received offer from a private company will be allowed to appear for PSUs and other government organizations.
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 process after getting shortlisted by the company
4. Any sort of misbehavior on the part of students which affects the decorum of the PPT or the selection process or the reputation of placement cell
5. Cheating or proxies in the forms / process

If a student is not able 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.

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.