

Placement Rules and Regulations for Students

The Training & Placement Cell (TPC) of the Institute welcomes all the eligible students to take an active part in the Placement Process for the Academic Session 2023-2024. The Cell will extend all the possible support to the students. The Placement Team will help in achieving the best placement results in the given condition. It is only with the assistance and full cooperation of all the students and alumni, the recruiting organisations will find this Institute as their most favoured destination.

The role of the Cell is of a facilitator and counsellor for placement related activities. It does NOT guarantee a job to a student even on his/her being registered with the cell. The [placement policy](#) detailed hereunder will apply for the session 2023-24 and to all the students registered for the campus placement during the Academic Session 2023-2024.

A. General Policy

1. All full-time registered final year students are eligible to participate in the recruitment process for placements through the Cell.
2. Applying to a company via the placement portal is entirely the responsibility of the student concerned.
3. A student can apply to a maximum of 50 companies in the first phase of placements (till the end of December 2023). In case, a student is shortlisted in less than 3 companies out of these 50 companies then he/she will be allowed to sit for more companies until he/she gets shortlisted by 3 companies in the first phase of placements.

A student will be considered to have secured a job if either his/her name appears in the placement- selection list, an appointment letter is received by the TPC or if a PPO is accepted by him/her. After December 2023, there is no restriction on the number of companies to which a candidate may apply.

4. The Institute follows One-Student-One-Job policy with the following exceptions :
 - I. Low paid jobs that are from IT companies recruiting 30 or more students and offering a CTC less than or equal to 4.5 lakhs/annum.
 - II. Jobs from Government organisations such as defence services, BARC, ISRO, DRDO, etc., if not already placed in them or any PSUs.
 - III. A student who has secured a job, say from a company 'X', can appear for the placement procedure of another company 'Y' only if all the following conditions are satisfied:
 - A. The CTC offered by the company 'Y' should be more than 1.5 times of the CTC offered by company 'X'.
 - B. The company 'Y' conducts its placement process after December 2023, i.e. in the second phase of placement.
 - C. The student has a CPI ≥ 7.5 at the time when the willingness of the company is opened.
 - D. At least 60% of the registered students from the 2023 batch have earned the job through campus recruitment. This condition will be waived off if none of the unplaced students meets the eligibility criteria laid out by the related company or such a number is too small (the size of such a number is left to the discretion of the Coordinator and may vary from company to company).
 - E. A student can reapply for a maximum of 2 companies post December 13, 2023. This will include PSUs/Government organisations.
 - IV. Jobs from PSUs only if all the conditions mentioned in (iii) above, except for (iii)a, are satisfied.

Any selection under this clause will amount to the rejection of the earlier secured job and the concerned company will be notified of the same.

5. There are cases where a company may offer a different profile or a lower CTC (against what was mentioned in JAF) to a student during the interview process. This issue has to be sorted out by the student with the company at the time of interview itself. No such issue will be heard later by

the Cell and thus a job earned by a student of this kind will amount to his/her categorization as a placed student for all purposes.

6. The final results of all the companies interviewing in a particular slot will be submitted to the cell by the end of the slot.

In case of a student being selected and offered by more than one company then he/she has to choose only one of these offers immediately after the prescribed slot of such company. Any discrepancy above will be cleared by the coordination committee at the due discretion of the coordinators. Their choice would be informed to all the concerned companies.

The companies are suggested to prepare a panel of students in order of their merit who would be kept waitlisted. Any drop-out from the main- list will enable movement of the waitlisted candidates to the list of selected candidates and the same will be informed to the company.

7. The students are requested to forward their contacts in various companies so that the Cell may formally invite these companies for campus placements.
8. A student is allowed to appear for at most 4 companies in a single slot on any day. This count will not include the companies that would entertain students exclusively from a particular Department/School.

B. Resume Verification Policy

9. All the resumes are going to have a fixed format. Except for the career objectives and any other interest related information, all other fields will be verified by the Cell using TPRs, TPVs, core team members and staff of the Cell.
10. The students will have to make entries in the respective fields in the specified structure of resume before the portal is closed. The date of closing of the portal will be 2nd August 2023, after which the process of verification of the entered data will start regarding which a schedule will be notified by the concerned TPRs to the students for their physical presence at the specified venue or at an electronic platform.
11. Any data which is not supported by any document and/or not duly forwarded by the Department/School will be deleted from the database. Any data found to be incorrect will be modified at this stage itself. This process will be completed by 12th August 2023.
12. Any person, who does not report for data verification as per the announced schedule, then credentials shall be verified based on the input received from his/her Department/School or submitted electronically at a specified location on Google drive.
13. No request for general data verification will be entertained after 12th August 2023, without a late fee of Rs.1,000/-. Any achievement earned before this date will not be entertained at a later date unless the person deposits Rs.200/- for entry of each such achievement.
14. It may so happen that after the last date of data verification, a student achieves some recognition or laurels and the person wants to get it included in his/her resume. In such cases, the student has to submit an application along with a copy of the certificate to the cell for modifying the related field accordingly. This inclusion will be done without any fee if it is proved by the student that such recognition has been earned by him/her after the last date of verification and if the resume update request is submitted with the Cell within a week of such an achievement or the date of issue of the Certificate which is later.

C. Pre-Placement Offer (PPO) Policy

15. Any student receiving a Pre-Placement Offer (PPO) from an on-campus/off-campus activity has to inform the same to the Training and Placement Cell by sending an e-mail to tpo@iitbhu.ac.in. Failing to do so may lead to strict disciplinary actions.
16. Any student, found not to inform the Cell about the secured PPO, will be debarred from the placement process. If in the meantime, the student has earned jobs through the campus selection, such companies in which he/she is placed will be intimated of the violation of this rule mentioning that he/she will not be permitted to receive any job offer from them. Besides, this will attract other disciplinary measures against the students.
17. The students with PPO are required to register on the TPC portal to help the Cell in officially

verifying the details to the companies when such information is asked for by them.

18. Campus selected interns will be allowed to apply for the other companies as per the general policy until a PPO is extended to them.
19. PPO will be counted as a job unless the concerned student rejects the offer within 2 working days of the notification sent to him/her by the Cell electronically. If the company has not shared the compensation for PPOs, then acceptance/rejection of the offers will be put on hold until the company shares the compensation details if requested by the concerned student. The acceptance/rejection has to be conveyed to the Cell using respective forms as [Form-I](#) and [Form-II](#) as an attachment to the reply email to tpo@iitbhu.ac.in. Having no email or an email received after the due date will be taken as the candidate having accepted the offer and the company will be informed accordingly. In case of a hard- copy submission the students must keep a copy of the same with an inward diary number and the initials of the staff of the Cell.
20. If PPO is accepted, the job will be recorded and the related student will NOT be allowed to participate in the campus placement barring exceptions as are detailed in Rule 4 of the present policy. However, the student will be allowed to participate in the process if the offer is rejected. The rejection letter will be sent to the company by the cell.

D. Post Selection/ Joining Policy

21. After the selection, the list of the companies will be out in a specified period of time and then the students have to exercise their options both for acceptance/rejection by filling-up the applicable forms as are detailed in Rule 19 of the present policy. In either of the cases, the students will be out of the list for the campus placement.
22. In case the candidate, after accepting the offer, is not willing to join the company for any reason, he/she should inform the company and TPC before 15th April 2023. The students must understand that recruitment is a very serious, time and costly affair for the companies as dropout does affect the human resource and business plan. Early information may help them to makeup against dropout. Non-compliance will be treated as a strong case of indiscipline and further action will be taken by the coordination committee of TPC according to the policy of the institute. The students should note that when companies do not honour their commitment, they are blacklisted.

E. Student Conduct and Disciplinary Policy

23. Students are forbidden from making direct contact with any company personnel under any circumstances unless directed by the Cell. In the case of any issue, the student should contact the Cell for putting the matter before the company for their consideration. Not following this rule will lead to the debarment of the student from the next three companies (from online-test or the interview depending upon the situation). The decision of the Coordinator shall be final in such a matter.
24. The students facing any kind of problem at any stage of the selection process should bring it to the knowledge of the Cell within 24 hours from the time of incidence in the form of an email. No complaint will be entertained after the elapse of this period for the reasons whatsoever.
25. Students are not allowed to carry mobile phones, tablet PCs, laptops, calculators or any electronic device during the Online/Written Placement Test unless it is specified.
26. Any sort of misbehaviour/misconduct on the part of students, which affects the decorum of the PPT or the selection process or the reputation of the TPC/Institute, including asking inappropriate/embarrassing questions, coming in inappropriate attire and not possessing the ID card, will result in the student being debarred from sitting in the further process of selection of the company and, if repeated again, the student will be debarred for 15 days from the date of incidence of the act. The decision of the Coordinator shall be final in such matters.
27. It is expected that a student shall NOT enter any wrong/fraudulent/misleading information in his/her resume. On violation of this rule, the student would be debarred from the entire session. This may also attract strict disciplinary action. This matter will be looked into by the Coordination Committee of The TPC.
28. The students, who wish to withdraw from the proceeding at any point of the selection process, have to inform of their unwillingness (fill Form-V) to the Cell at least 48 hours before the

scheduled event to inform the related company well in time.

- a. If a student is found to be absent in a placement process (excluding PPTs) without prior information, their willingness count will be reduced by 5 for every such recorded absenteeism.
 - b. If a student is absent from the intended venue for any Placement Process, but is found out to have appeared in the same unethically, they will be charged as using unfair means and action would be taken against them as per Rule 31 of the Placement Policy for Students.
29. For any waiver from the punishment under this rule, the candidate has to submit Form-VI to the Cell. The decision of the Coordinator of the Training and Placement Cell IIT(BHU) Varanasi on such applications will be final.
 30. Students appearing for any test/GD/presentation should be present at least 15 minutes prior to the start of the process at the venue (or at the electronic site). Late reporting will be treated as the student being absent and the Rule 28 of the present policy will apply in such cases.
 31. Cheating or using unfair means in any form or marking proxies during the selection process is strictly prohibited, therefore students are required not to look at the screen of other computers. They must not possess any paper related to the exam while appearing in the same. All the students are advised to strictly adhere to the process as defined by the Cell on TPRs/TPVs/SPOC. The opinion of TPRs/TPVs, members of the core team or staff of the Cell will be final in all matters of unfair means. A student found to be involved in the cases of unfair means will be debarred from the date of such occurrence(s) for the next 15 companies in which he/she will be shortlisted for interview/final placement. The decision of the Coordinator shall be final in such matters.
 32. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interview and produce the same when demanded by the team of the company, the staff of the Cell, core team members, Training and Placement Representatives (TPRs) or Training and Placement Volunteers (TPVs). No one would be allowed to enter the test/interview venue without the identity- card.
 33. This Cell will ensure that placement activities do not affect the regular teaching program of the students. Therefore, the Cell will arrange all the placement and internship activities beyond class hours. In a case where the company (private/PSU/Govt.) insists to conduct the process during the teaching hours and is not at all willing to come to our campus for placement activities otherwise, then only those students will be allowed to participate for the recruitment processes of the company who submit an undertaking ([Form-VII](#)) that they are not going to demand any waiver in attendance requirement on account of their engagement with placement activities of such companies.
 34. Details about the company, having confirmed their visit to the campus, will be put up on the TPC portal. The students must NOT correspond with any of these companies off-campus as, under an accord of mutual understanding between the companies and the Cell, the companies would notify the Cell whenever they receive any call or correspondence from any of the students. In all such cases, suitable disciplinary actions would be initiated apart from the related candidates being debarred from the placement process. This matter of indiscipline will be looked into by the Coordination Committee of The TPC.
 35. TPRs or TPVs will be judged on the basis of their commitment towards their duties such as the number of companies coordinated, meetings attended, branch reviews, etc. If the TPRs or TPVs are found incapable or insincere in performing their job, their names will be duly informed by the Core Team to the Coordinator of the Training and Placement Cell IIT(BHU) Varanasi. Punishment against them will include removal and/or replacement as TPR or TPV.
 36. Any other matter of indiscipline such as use of unfair means in academic exams, fighting, beating someone and violating institute rules, not covered under Rules 23 to 34 or cognized by other representatives such as Deans, Proctors, Wardens, etc. will be examined by the Coordination Committee. In such cases the candidate will be debarred from the date of such occurrence(s) for the next 15 companies in which he/she will be shortlisted for interview/final placement. The decision being that of the Coordinator Training and Placement Cell IIT(BHU) Varanasi on such cases will be fixed