

# Company Policy

## Registration and shortlisting:

1. The Company should fill in the Job Notification Form (JNF) and submit it to the Career and Placement Cell. The JNF serves as an introduction of the job profile for the candidates and also informs them of the company's requirements.
2. The company must comply with all the details mentioned by it in the JNF. Please note that the joining dates should be between June 15, 2024, and July 30, 2024. If this is not the case, please discuss it with the Placement Team before filling the form.
3. The company may also request for Pre-Placement Talk (PPT) before the placement drive. Such requests are to be made while submitting JNF and mutually convenient dates shall be fixed.
4. Companies may conduct shortlisting tests(online/offline) or may invite CVs/profiles of interested students before the placement season and shortlist students based on their profiles. Resumes of all the interested students will only be shared at most 7 days prior to the date finalised for the placement process.
5. The companies are required to shortlist candidates from the pool of applicants and send the same to the Placement Office at the earliest (at least 3 days in advance of the visit to the campus).
6. The companies are required to also keep an extended shortlist prior to visiting the campus for interviews as some students shortlisted by them may already get placed before the campus visit date assigned to the company.

## Interviews and Scheduling:

1. The Campus Placement process of IIT Mandi starts in Odd Semester. The placement calendar is finalised by the placement office, based on the JNF submitted by all the companies, and based on the following criteria:
  - a. Job profile and growth prospects
  - b. Package being offered by the company (CTC and Take-Home)
  - c. Past record of recruitment
  - d. Feedback from the students/alumni regarding the company
  - e. Internship offered for pre-final year students.

f. Likely number of offers this year

2. The company shall visit the campus on the allotted date and may conduct PPT/written test/online test/group discussion/personal interviews as a part of their selection procedure during the time slot allotted to them. It is important to understand that another company may be scheduled before/during/after yours during the same day and any shift of the time slot is bound to cause inconvenience to self and others. Therefore, the company is required to finish their complete process strictly within the time slot allotted to them. Failing to follow the time schedule given to them for the day, the Placement Office will try to reschedule the pending process and companies are requested to cooperate on the same.
3. The company should submit the final results of the process to the Placement Office by the end of the slot allotted to the company. In case of a student being selected by more than one company, the final selection will be entirely based on student's preference which will be filled in by the student before the beginning of the interview slot, ranking the companies he/she has applied to/ has been shortlisted on a particular day, in the descending order of his/her choice.
4. Student's preference information stated above is confidential and companies cannot ask students about the preference filled in by them during any part of the process.
5. The final selection is NOT to be disclosed to the students directly, rather the results are to be submitted to the Placement team by the end of the assigned slot either by mail or in person and the Placement Office will inform the concerned students. The final selection based on students preference will be informed to all the concerned companies. In case a student gets selected in 2 or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed. The companies are suggested to prepare a waitlist, so as not to suffer on the front of recruitment. Any drop out from the main-list will enable movement of the waitlisted candidates to the list of selected candidates and the company will be informed of the same.
6. In case a company decides to offer an on-the-spot job offer to any student before the entire placement process for that slot is over then he/she will NOT be allowed to appear further for the placement process

of the other companies which were ranked lower in preference than the company that made on-the-spot offer. However, the student will be allowed to appear in such companies/companies, which were higher in preference order than the one which offered the job.

### **Correspondence:**

1. The duration of an interview for a candidate must not exceed 120 minutes, whether in one go or in various parts.
2. Any correspondence with the students regarding offer letters or any other matter should only be done keeping the Placement Office in the loop.
3. The company must send the offer letters to the students keeping the Placement office in loop before 30th April, 2024.
4. The Placement Office records all details of the selected students. Availability of any student for the placement process of any company is governed by the institute's student's placement policy which is built with the idea of 'one student one job'.
5. PPOs: Pre-placement offers (PPO) extended to any student have to be routed through the Placement Office. The Placement Office should be informed about PPOs latest by 15th August 2024. PPOs would be considered as job offers and all general rules of job offers will apply.
6. Internships: IIT Mandi's academic policy requires third year B.Tech. Students undertake a minimum of 6 weeks internship. The academic calendar allows a student to have 6-8 weeks internship in summer (1st Week of June - 1st week of August) or winter (Dec - Jan End). To register for internships, a company has to fill in an Internship Notification Form (INF). Companies will be assigned slots according to the same factors as campus placements. The process will be kept the same for internships; however, there will be no scheduled internship selection week. Companies may visit campus at different times for internships, preferably over the weekends to minimise clashes with the weekly lecture schedule and to maximise the student participation. Companies may also schedule the internships selection process during their visit for campus placements as well.

