Placement Cell – IIT Delhi
Student Training Policy

Eligibility & Registration

• A student can do at most two internships for design units.

• Internship for Design units are permitted only in one of the following formats:
  - Summer internship of 40 days duration, in which student can earn 2 design credits.
  - Semester-long internship of 100 days duration, in which a student can earn 5 design units.

• Summer internships are allowed in the summer after the 4th registered semester of the student or later. Semester internships are permitted from the seventh registered semester or later.

• At least 30 credits required to be enrolled by the T&P unit for internship in the subsequent summer.

• At the beginning of the internship in the following summer, the student must have completed 50 credits to be eligible.

• Internships are permitted in industry, research laboratories or academic institutions involved in research, development and/or technology transfer. Any student opting for semester long internship may also be allowed to work on a start-up. All internships must be approved by the department in advance.

• In all cases, for award of non-graded design units, after completion of the internship, the work must be evaluated by the DPE committee of the student’s Department or the institute level DPE committee as the case may be. Both in case of activities in the institute, as well as internships, partial award of units would not be allowed, and the student(s) would be advised to do more work and reappear before the committee in case the work is found wanting in any respect.

• Three new internship courses per department as detailed below are available. Students who would like to opt for training will have to register for one of the three courses as per the following rules:
  - The courses are: ( XX stands for the two-letter Department Course Code in the following course numbers: BB,CL,CV, etc)
    - XXT200 Summer Internship 1: 2 units
      - A summer internship of 40 working days.
      - Pre-requisite: Earned credits : 30( at time of registration).
- **XXT300 Summer Internship 2**: 2 units
  A summer internship of 40 working days, for students who have already done one summer internship.
  **Pre-requisites**: XXT200

- **XXT400 Summer Internship**: 5 units
  A semester internship of 100 working days.
  **Pre-requisite**: Earned credits: 60 (at the time of registration), 75 at the end of the semester preceding the internship. Semester internships could begin in July or January, typically synchronized with the starting date of the respective semester.

**Master CV and Verification**

- The eligible students are required to fill in the T&P Master CV and also upload their photograph in the space provided.

- It is expected that a student shall NOT add any ambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the training process. If, on verification, any discrepancies are found, the student would be de-barred from training. This may also attract strict disciplinary action.

**Application Rules**

**Rules of Withdrawing an Application**

The student may withdraw his/her application from a company on campus subject to the following rules and regulations:

- The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. **There can be no withdrawals after this date.**

- The student may withdraw from any or all companies without any limits, but only before the last date of application to company/ies concerned.

- The student may also reapply to a company that he/she had earlier withdrawn from, provided application deadline for the company is not over.

- After the last date of application all rules and regulations (including absenteeism penalty) mentioned in the section 'SELECTION PROCESS' will be applicable.
Selection Process

- As more than one company may visit the campus, there may be a possibility that one student secures more than one training on the same day. Therefore,
  - Each eligible student will be required to fill up his/her individual preferences in advance for some of the training days, ranking the companies he/she has applied to/ has been shortlisted on a particular day, in the descending order of his/her choice. The preferences are editable till a day before by 23:59 hrs.
    - These preferences shall be used in case:
      - The student gets selected in more than one company on the same day.
      - A company wants to make an on-the-spot offer to the student before the selection procedure for the day is over.
  - 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.
  - In case a company decides to offer the student an on-the-spot job offer before the entire training process for that day is over then he/she will NOT be allowed to appear further for the training process of the other companies which were ranked lower in preference than the company that made on-the-spot offer. The student will, however, be allowed to appear in such company/ies, which were higher in preference order than the one which offered the training.
  - In case a student does not fill the preference order for a day, then the allotment will be down by the electronic system and he/she will NOT be allowed to continue to appear for the process of the other companies.
  - It is therefore advised that one MUST register their preference ASAP.

- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent day & the company that deferred its decision also makes an offer to him/her later on, then:
  - In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day and the company of the day
  - In case the result of the company (which deferred its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

- Pre Placement Training Offers policy
  - All Pre Placement Training Offers have to be routed through the placement office.
  - If student chooses to ACCEPT the offer, (s)he will not be eligible to sit for further training selection processes.
  - If PPTO rejected by 15 August, 2016 or within one week of release of the PPTO (for PPTOs received after 7 August, 2016); the student will be treated like a normal candidate.
  - In all other cases, the student will be deemed to have ACCEPTED the offer and will not be eligible for any further selection processes.
• Pre Placement Offers policy:
• All pre placement offers extended to any student have to be routed through the placement cell. If one likes the offer, one is advised to accept the offer. Students are advised to maintain their CGPA after getting a PPO. A company may reject you if you fall below a specific limit.

Student Conduct and Disciplinary Policy

• Absenteeism rules and policy:
  o For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company’s recruiting procedure the following minimum penal action would apply:
    ▪ Absence of first time – Fine of Rs. 1000
    ▪ Absence of second time - Fine of Rs 2000
    ▪ Absence of third time – Debarred from on-campus training process.

  o Re-registration requests will be entertained from 10 AM – 5 PM on working days only. Re-registration can take up to half a working day after receipt of the stamped payment voucher from the bank.

  o Attendance in presentations/ tests you register/ apply for in compulsory. In case of emergency drop a mail at tnp.suggestions@gmail.com stating the reasons with proof if possible at least before 3 hours of the activity

  o A fine of Rs. 500 would be imposed on students who are absent in applied companies or pre-registered training events without a mail with valid reason and proof.

  o If for whatever reasons the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the training till he/she gets himself/herself re-registered.

  o Impersonation in tests or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by T&P, any violation will be considered as malpractice and the student is liable to be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.

  o Students appearing for any tests/GD/presentation should be present at least 10 minutes prior to the start of process. Any entry to the gate 5 minutes post the scheduled time would not be allowed. The candidate thus would be considered invalid for that particular process. Any violation or forced entry after that time limit would be entitled to the above effects liable. No cell phones allowed in a test. The process holds the same sanctity as any of the IIT minor/major exams and the candidate will be debarred if found violating it.
A list of companies coming on-campus for recruitment is put up on the T&P website. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and IITD, companies would notify T&P whenever they receive an off-campus application from any of IITD students. In all such cases suitable action as per the institute rules would be would be initiated apart from the candidates being deregistered.

Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill at any places, you should fill the contact details of T&P office, refer to the T&P notification site for details or contact T&P office in case of discrepancy before proceeding.

Students are NOT allowed to appear in final selection process (test/GD/interview etc) of companies they have not applied to through the T&P system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action. Only special cases allowed with prior approval of T&P.

General Advice

1. Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
2. The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P internal website.
3. Be seated 10 minutes prior to the start of any activity to avoid delays.
4. Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
5. At the time of appearing for interviews, students MUST carry copies of the T&P resume only as was submitted to that company online & NO other resume. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.
6. Please be aware that some companies may use the attendance of candidate for shortlisting purposes if they so wish.
7. All students are informed that any student aiding the blacklisted companies off-campus or contacting them for internship or placement will be liable for strict disciplinary action as per institute norms.
8. T&P is not liable for any visa related issues.
9. Dress Code*: Semi-Formals Dress Code to be followed in normal working days and during training activities are given below: Normal Working days (PPTs & Written Test):
   - Shirt / T-Shirt with collar
   - Trousers (full pant)/ Jeans for Boy
   - Any formal attire including Salwar-Kurti/ Trousers (full pant)/ Jeans for Girls
   - Polished Sandles/ Shoes
   - Flip flops (Bathroom/Rubber), Crocs etc NOT permitted