



IIT Madras Study Placement
DS and ES Programs

Placement Assistance
Terms of Service

September 04, 2024

1. Introduction

Welcome to the IIT Madras Study Placement. These Terms of Service ("Terms") govern your access to and use of our placement assistance and related services, including the placement portal and any associated applications (collectively, the "Services"). By accessing or using our Services, you agree to comply with these Terms. Please read them carefully.

2. General Terms

These general terms apply to all users, including both students and recruiters.

2.1. Acceptance of Terms

By using our Services, you agree to be bound by these Terms.

2.2. Changes to Terms

We may modify these Terms from time to time. Any changes will be posted on our portal, and your continued use of the Services after changes are posted constitutes your acceptance of the revised Terms.

2.3. Account Registration

All users must create an account by using the 'JOIN US' button on the placement portal (<https://placements.study.iitm.ac.in/>) to access all relevant placement tasks. If an account already exists, the system will redirect you to your dashboard based on your assigned role (i.e., recruiter or student). If you receive a 'New User?' prompt but believe your account exists, please ensure you are using the correct email address with which you registered. For students, the email address must be the official address associated with the study program. All users are required to update their account information as needed.

2.4. Data Privacy

Your use of the Services is also governed by our Privacy Policy, which outlines how we collect, use, and protect your personal information.

3. Terms Specific to Students

These terms apply specifically to students using the placement assistance from the IIT Madras study program.

3.1 Eligibility

To use the Services, you must be a registered student of the IIT Madras study program. By registering on the portal, you confirm that all information provided is accurate and up-to-date. Students must have completed at least one diploma to receive assistance with internship placements and must have completed their BSc degree to receive assistance with employment placements.

3.2 Completion of Mandatory Professional Fields on the Portal

Basic registration through the JOIN US option is mandatory as outlined in point 2 of the common account registration process. You must also complete additional fields such as educational qualifications, resumes, and relevant skills before you can proceed further. Failure to complete these mandatory fields will prevent you from taking further actions on the portal. Additionally, the portal allows you to submit information about your past experiences and certifications/training achievements. Ensure that you upload all required documents in each category of the professional field. You can update or edit your profile and professional details at any time. The portal permits you to upload up to three resumes, but only one profile will be considered when applying for a job.

3.3 Opt Subscription Plan

Students must select the appropriate subscription plan by paying a non-refundable fee based on their placement eligibility. Choosing an incorrect subscription plan may limit access to placement assistance not covered under the selected plan. For instance, if you are eligible for employment placement assistance but choose an internship subscription plan, you will not be able to apply for employment opportunities. Conversely, the employment subscription plan allows you to apply for both internships and employment, but your access will be restricted to your eligibility. Both subscription plans are valid for one year from the end of the current term. For example, if you select a subscription plan between September and December, it will remain active until the following December. After your subscription plan expires, all features related to internship and employment assistance will be disabled. However, you will still be able to track your previous applications and access your profile section. If you wish to obtain placement assistance again after the expiration date, the system will indicate that your plan is inactive. You can then renew your subscription or change the plan according to your current eligibility.

3.4 Pre-Placement Training

Students must enroll in the designated pre-placement training programs. This training is mandatory for all students with up to 3 years of work experience (including freshers). For students with over 3 years of experience, while it is not mandatory, we recommend participating in the training as it can significantly aid in passing the subsequent Pre-Placement Task Assessments. The training is designed to help you effectively showcase your skills to potential recruiters and is conducted by our trusted partners each term. If you miss the enrollment deadline or enroll late, you will be considered for the training in the next term. Therefore, we recommend that you enroll in the pre-placement training within a week once you become eligible and wish to receive our placement assistance, to ensure you complete the training within the current term. The basic registration window for placement is always open, but you should consider which term you want to utilize our placement assistance. Based on that, select your subscription plan and enroll in the pre-placement training accordingly.

3.5 Pre-Placement Task Assessments

Upon completion of the training, all enrolled students will be assigned specific tasks and assessments. It is required that you complete these tasks on time and achieve the minimum passing marks. Students who score at least 70% overall (with a minimum of 60% in individual assessments) will be considered eligible for placement assistance in the current term. The system will restrict access to placement assistance for those who do not meet these criteria. Students who do not achieve the minimum marks in one or more assessments will be considered to have failed but may reattempt the failed assessments in the next term. Additionally, all students must share their technical profiles from platforms such as HackerRank,

LeetCode, Kaggle, etc., along with the activity points earned on these platforms. These activity points are mandatory for employment placement assistance and will be verified against your technical profiles. A minimum number of points is required to be considered eligible for employment placement assistance. Any malpractice or failure to provide accurate points will result in permanent disqualification from placement assistance.

3.6 Apply for Jobs (Employments and Internships)

All eligible students will be able to view both employment and internship opportunities exclusively on our placement portal. Students must review the job details and the detailed job descriptions. If a job description matches their profile, they may apply for the position (internship or employment). However, the system will restrict applications for employment if the student is not eligible, has not opted for the employment subscription plan, or already has an offer from us in the past. Our policy aims to provide one internship and one employment opportunity per student. Therefore, students should carefully consider the job description before applying. If you apply mistakenly or wish to withdraw your application before any action is taken by designated recruiters, you can withdraw it directly on the portal. Once any action is performed on your application, it cannot be withdrawn. The portal allows all students to track their applications online in near real-time. Students can view the current status of all their submitted applications directly on the portal. When a recruiter takes action on any application such as viewing the profile, bookmarking the application, shortlisting for further processing, or scheduling activities (e.g., written tests, hands-on tests, interviews), students will be notified through the portal's notification system. Additionally, specific actions related to shortlisting or scheduled activities will also be communicated via automated email.

3.7 Selection Process

Recruiters will review each application and shortlist candidates based on their profiles, skills, expertise, and other relevant criteria. This evaluation may involve existing data as well as any additional information requested from students. If additional information is requested, students must provide it promptly to avoid missing opportunities. Applications may undergo multiple stages of shortlisting, such as for written tests, hands-on tests, or interviews. The sequence and nature of these stages are determined by the recruiter. If students are shortlisted for any application, they must participate in the associated tasks or activities, which may be conducted either in-person or online. Failure to attend these tasks or activities may result in rejection from further consideration. If a student is unable to attend, they should notify us in advance by emailing 'iic@study.iitm.ac.in' or inform the company process volunteer with their concerns and reasons for their absence. Students should prepare thoroughly for each stage of the selection process to enhance their chances of success. **Direct communication with the company or hiring partner is discouraged.** If a student is found to have engaged in unauthorized communication, their case will be referred to the disciplinary or misdemeanor committee for a final decision on placement eligibility.

3.8 Offer Acceptance/Decline

If a recruiter extends an offer to a student, the student will be notified via a portal notification and an automated email. The student must decide whether to accept or decline the offer directly on the portal. If accepting, the student should also specify the joining date. Please note that the acceptance or decline of an offer is for reference purposes only. The goal of our placement assistance is to ensure that each student secures one internship and one employment opportunity. Once a student has received an offer, they will not be eligible to apply for additional offers in the same category (internship or employment).

However, students may apply for opportunities in a different category if they meet all eligibility requirements and conditions.

3.8 Self-Secured Placement Reporting

Students who secure a self-placed position, whether for an internship or employment, are required to update their placement portal profile with the self-secured placement status. This update is essential as it helps us ensure that our records accurately reflect that the student is no longer available for other opportunities and also allows us to analyze student outcomes effectively.

3.9 Internship to Full-Time Job Conversion

If a student's internship converts into a full-time job, this should also be promptly reported to the IIC team via email at "iic@study.iitm.ac.in". This information is crucial for maintaining accurate records and further aids in our data analytics to better understand student career trajectories.

3.10 Disqualification from Placement Assistance

Students may face disqualification from placement assistance under the following circumstances:

(A) Misconduct During the Placement Process:

- **Non-Compliance with Assigned Activities:** Once students apply for internship or employment opportunities, they are expected to participate fully in all assigned activities. Backing out, withdrawing, or missing these activities without providing a valid reason in advance may result in disqualification.
- **Harassment and Misbehavior:** Any instances of harassment, misbehavior, or non-compliance with disciplinary norms during the placement process will result in immediate disqualification.
- **Direct Communication with Companies:** Engaging in independent communication with hiring organizations without proper authorization, including forwarding CVs, is strictly prohibited and will lead to disqualification.

(B) Declining Placement Opportunities:

- **Non-Acceptance of Offers:** Students who decline placement offers after selection without a valid reason will be disqualified from further placement assistance.
- **Failure to Join:** Not joining the partner/hiring organization after accepting an offer, without a valid reason, will result in disqualification.
- **Work Mode and Geographical Inflexibility:** Unwillingness to relocate to the specified location of the hiring organization or to accept the work mode as specified without prior discussion may lead to disqualification. The job location and work mode options were confirmed by you during the application process as acceptable.

(C) Fudging/Cheating During Placement Activities:

- **Providing False Information:** Any instance of providing false information or engaging in deceptive practices during the placement process will result in permanent disqualification.
- **Malpractice Cases:** Students with repeated malpractice cases during any phase of the placement process will no longer be eligible for assistance from IIC.

(D) Sabotaging Selection Processes or Company Relations:

- **Deliberate Disruption:** Any intentional actions that negatively impact the interview processes, assessments, or relationships with hiring organizations across any component of the selection process will result in disqualification.

(E) Breach of Confidentiality:

- **Unauthorized Disclosure:** Forwarding confidential institution communications to unauthorized individuals or any breach of confidentiality will result in disciplinary action and disqualification.

(F) Failure to Submit Required Documents and Assignments Timely:

- **Non-Adherence to Deadlines:** Failure to adhere to deadlines for document submission, verification, or other required assignments will result in disqualification from further placement assistance.

4. Terms Specific to Recruiters

These terms apply specifically to recruiters using the placement assistance provided by the IIT Madras study program.

4.1. Eligibility

To use the Services, you must be an authorized representative of a company or organization that is registered with the IIT Madras study program placement portal. By registering, you confirm that all information provided is accurate and up-to-date.

4.2. Job Posting

As a recruiter, you agree to post only legitimate employment and internship opportunities. All job descriptions must be accurate, providing clear details about the role, responsibilities, qualifications, and application process. Recruiters must allow students at least two days to apply for employment and internship opportunities, though this period is not restricted and can be managed independently as long as adequate time is provided.

4.3. Communication with Students

Direct contact with students outside the portal is not allowed. All communication with students must be conducted through the placement portal or via the IIT Madras study program's IIC team. Most operational tasks, such as shortlisting and scheduling, can be performed directly on the portal by company representatives or authorized second-tier staff. No other authorization is permitted for these tasks.

4.4. Selection Process

You agree to conduct a fair and transparent selection process. All operational activities, including shortlisting and scheduling, must be performed on the portal before any offers are made. Any offers made to students must be sent via the placement portal, and directly sending offers to students outside of the portal or via the IIT Madras IIC team is not allowed. Any changes to job terms must be communicated promptly and clearly with advanced intimation.

4.5. Non-Disclosure

You agree not to disclose any information about students or their applications to third parties without explicit consent from the student and the portal administration, except as required by law.

5. Limitation of Liability

The IIT Madras study program placement assistance is provided on an "as-is" basis. We do not guarantee the accuracy, completeness, or reliability of any information provided through the portal by students or recruiters. We are not responsible for any direct, indirect, incidental, or consequential damages arising from the use or inability to use the Services.

6. Termination of Service

We reserve the right to suspend or terminate access to the portal for any user who violates these Terms or engages in behavior that is deemed harmful to the portal or its users.

7. Governing Law

These Terms are governed by and construed in accordance with the laws of India. Any disputes arising under these Terms shall be subject to the exclusive jurisdiction of the courts in Chennai, Tamil Nadu.

8. Contact Information

If you have any questions or concerns about these Terms, please contact the IIT Madras study program placement administration at the IIT Madras campus. You may write to us at "iic@study.iitm.ac.in".