

## Students' Placement Office, IIT Kanpur Deferred Placement Policy

### Deferred Placement Policy

The deferred placement policy will be applicable only to registered full time students of IIT Kanpur provisionally accepted for incubation at the Technology Business Incubator of IIT Kanpur and is to be followed for the entire duration of the placement season. Deferred placement opportunities facilitated through SPO is a service extended to eligible students and does not carry any guarantee on securing a job opportunity.

All SPO guidelines/rules and regulations applicable for the regular/graduating students (in the year of participation) will be binding on students enrolled in deferred placement program (refer to SPO website for guidelines/rules applicable).

### Eligibility and Registration

1. Deferred placement opportunity will be given ONLY to potential student entrepreneurs with an in-principle approval for incubation at SIIC who wish to get back to corporate sector due to non-fulfilment of business plan proposed and pursued during entrepreneurship program
2. Number of allowed deferred placement registrations in a given year (in any given program: B.Tech/M.Tech/MBA etc.) will be restricted to a maximum of ONE PERCENT of the students joining the program in the year of admissions. Following example is for deferred placement registration with SPO in 2019
  - Ex: Total deferred placements allowed for B. Tech (4 year degree program) students joining the program in 2016 will be one percent of B. Tech batch strength in year 2016
  - Ex: Total deferred placements allowed for dual degree students (joining B.Tech program in 2015 and converting to dual degree in 2018) will be one percent of approved dual degree conversions from batch joining in year 2015
  - Ex: Total deferred placements allowed for M. Tech (2 year degree program) students joining the program in 2018 will be one percent of M. Tech batch strength in year 2018
3. To obtain eligibility for deferred placements, the students should obtain a document from SIIC testifying its in-principle agreement to incubate the applicant.
4. Eligibility to participate in SPO deferred placement program will be based on recommendations of technical evaluation committee constituted by SIIC
  - Eligibility decisions will be made prior to the start of the final year of the program which the student is enrolled
  - Eligible students must submit the recommendation letter from SIIC at the time of placement registration
  - Student requests without recommendation from SIIC WILL NOT be considered for registration in deferred placements
5. Eligible students who have received in-principle agreement for incubation from SIIC should register for deferred placements with SPO prior to the start of the next placement season registrations
  - Students registered for deferred placements will not be allowed to participate in any placement related activities (training programs, PPT's, job applications etc.) that are organized through SPO/CDC after registering for deferred placements and till the time of graduation.
  - Eligible students (identified above) who will be participating in deferred placements will have the opportunity to avail training sessions in the semester they will be attending placement interviews. This will be subject to availability of sessions and with due permission from Chairman SPO.

- All rules and regulations related to placement trainings that applicable to regular students will be binding on students enrolled for deferred placement program
- 6. Resumes of all students participating in entrepreneurship program will be frozen at the time when the proposed business plan is approved for incubation or the student approaches SPO for availing DPP, whichever is later.
  - Any academic credentials earned after approval of incubation can be included to the resume subject to the approval of SPO Chairman
    - Ex. ONLY corporate internships and academic internships through SPO or academic internships through any institute bodies like SPO, OIR, NYC etc. academic course works, course projects, participation in cultural/sports activities while being a student at IIT Kanpur etc. will be considered for inclusion in the resume subject to the approval of SPO Chairman
    - Academic internship/participation in research projects through a faculty advisor/advisors at IITK or institutions of similar stature will not be acceptable
- 2. For eligible students appearing for placement services provided by SPO, the year of participation in placements (attending job interviews) will be the last year of their incubation at SIIC
- 3. To be eligible to participate in placements (attend job interviews), a student registered for deferred placement must successfully complete their respective degree program in the stipulated time and also submit a signed Incubation agreement with SIIC/FIRST to SPO office at the time of graduation
- 4. Students eligible to participate in SPO placement process (identified in clause 1 above) ONLY participate ONE TIME in placement services provided by SPO and is subject to compliance with requirements mentioned in clauses 2 and 6.
- 7. Students will be allowed to use only SIIC recommended and SPO certified resumes for shortlisting purposes and during interview processes (if required).
- 8. Students will not be allowed to include credentials/experience/achievements gained during incubation period in their resume
  - If the student have engaged in any part-time/full-time jobs or any industry projects or have associated with any entrepreneurship ventures outside of the preview of SIIC during incubation period and prior to sitting in deferred placements will not be included in the resume
- 9. Students registering for deferred placements with SPO will have to go through the same selection processes as applicable for regular students participating in placements
- 10. Students participating in deferred placements **must keep a valid Identity Card** and copy of authorization letter from SIIC (certified by Chairman SPO) with them at the time of PPT/Test/Group Discussion/ Interviews etc., and produce the same if requested by SPO staff or their representatives.
- 11. SPO guidelines/rules and regulations related to placement participation that applicable to regular students will be binding on student enrolled in deferred placement program also (refer to SPO website for details). Non adherence to this will be considered as violation of SPO policies.
- 12. To maintain parity in selection process, no information related to student's participation in entrepreneurship program will be disclosed to the recruiters at any time during placements.
  - Students registering in deferred placements are not allowed to make any direct contact with recruiters during placement process other than during the interview processes.
  - Participating students are also not allowed to disclose their entrepreneurship experience with recruiters any time during placement process (PPT sessions, peer-contacts, direct communications etc.).
- 13. Students will not be allowed to engage in any discussion/negotiation on packages or designations during interview process. If a student is found to engage in such an incident

his placement registration will be cancelled with immediate effect and any offers received from recruiters (if any) will be summarily withdrawn.

14. Deferred placement students who get placed during SPO placement drive must submit a **No Objection Certificate** from SPO to the recruiter along with their offer letter acceptance.
15. No Objection Certificate from SPO is also mandatory for clearing all dues with SIIC and also for maintaining alumni privileges extended by IIT Kanpur
16. Registration fees for SPO will be Rs. 1500/-.
  - Registration fees submitted by students is non-refundable and is applicable only for the current academic year
  - Registration fees should be submitted through SBI I-collect under the head SPO registration (refer to SPO website for additional details)
  - E-receipts of fees submitted should be produced at the time of filing your registration
17. Every student who registers for placement services through SPO is encouraged to sign a document stating their willingness to donate 2 percent of the first year's Take Home salary to SPO placement preparation account upon receiving a job during placement season.
  - The money will be utilized in expanding the services rendered by SPO provides to graduating students.
  - The amount may be paid in a maximum of 3 instalments within a period of 6 months from the date of joining the company.
  - Tax exemptions (80C) applicable as per institute guidelines can be claimed on donations made. Necessary paper works on this will be provided by the institute authorities
  - Contributions made on this accord will also entitle the students to receive institute assistance in future job pursuits.
    - Institute assistance will be a onetime opportunity extended to students who loses his/her job (secured during campus placements only) due to reasons other than in his control (ex. company shut down, firm backing out of offer etc.). Providing appropriate documentation validating this will be the responsibility of the student.
    - Assistance will not include cases where the student voluntarily resigns from a job citing personal reasons (ex. Job satisfaction, geographic preferences, work culture, family reasons etc.)
    - Assistance from institute will be limited only to initiating contact with 5 potential employers of the student's choice.
    - Follow up on applications, meeting eligibility criteria, interview scheduling and all related things will solely be the responsibility of the student
  - Students can participate in placement services extended by SPO only once during their stay at IIT Kanpur. This also applies to students who changes their degree level (ex. B. Tech to Dual degree), while pursuing a degree program at IIT Kanpur.
    - Ex. If a student participates in B. Tech./B.S. placements and then after join the entrepreneurship program: he/she will not be eligible for deferred placements
    - Ex. If a student changes their degree program (bachelors to master's) after participating in B. Tech./B.S. placements and thereafter join the entrepreneurship program: he/she will not be eligible for deferred placements
  - Participation in placement activity:
    - Any involvement in placement activities after placement registrations (ex. applying for even one company) will be considered as participation and such students will not be eligible for deferred placement services extended by SPO in future.
    - However, if a student registers for placements for the current year and later on de-registers before the stipulated deadline (Refer to SPO website

- for details), it will not be counted as participation in placements provided he/she has not applied to any company during this time period.
- Students may refer SPO website for details on tentative deadline for de-registrations. Any changes in this will be intimated to students via email and/or will be posted on SPO website.
    - Students should send in an email request to spooffice@iitk.ac.in with a copy to sposecy@iitk.ac.in stating the reasons for deregistration.
    - Money submitted towards registration will not be refunded or cannot be carried over to the next year
  - Following cases will be considered for exceptions in placement participation, subject to final approval from SPO Chairman:
    - If the student has applied for an incubation prior to de-registration dead line, AND
    - Approval for the same was received post de-registration dead line (maximum delay permitted will be two weeks after deregistration deadline)
    - Documentation validating the (a) date of filing degree change/incubation application and (b) Acceptance letter from concerned authorities, must be submitted to SPO office within 48 hour of confirmation
5. Providing incorrect information/ withholding information from SPO will result in cancellation of registration of these students. Disciplinary actions as deemed appropriate by SPC will be initiated against these students.
- In case of any violation of rules/misconduct on part of students, all decisions taken by Chairman, SPO would be final and will not be revoked under any circumstances.**

Typical example of time lines involved during deferred placements:

- Students joining time at IITK
  - As a B.Tech. student in 2016 AND opted for dual degree in 2019
  - As a B.Tech. student in 2017
  - As an M. Tech. student in 2019
  - As a MS by research student in 2018
- Apply to SIIC/FIRST for in-principle approval of Incubation – June, 2020
- Decision on in-principle approval of Incubation – July, 2020
- Student approaches SPO for deferred placement registration – July, 2020
- Resume/CV of deferred placement registrant is frozen – between July, 2020 and September, 2020 (details/exceptions included in guidelines above)
- Student graduation – June, 2021
- Signing Incubation agreement with SIIC/FIRST – between July, 2021 AND August, 2021
- Student participates in placement interviews in December 2022 (subject to fulfilment of conditions included in guidelines above)