

# National Institute of Technology, Tiruchirappalli

## Guidelines to Recruiters

Guidelines to Recruiting Organizations: The All NITs T&P Conclave has recommended the following guidelines to be adhered to enable a smooth placement process.

### 1. Offer letters:

- The offer letter must be released preferably within one month from the date of result declaration. In case of any deviations or inability to send the offers, suitable update may be given to the T&P/CDC/CCD Office.
- All offer letters are to be routed only through the Institute. In case of direct offers to the student, copy must be sent to the T&P/CDC/CCD office.
- Joining date should not be deferred beyond 30<sup>th</sup> September.
- In case a company is not in a position to honour the offer made or delay in joining (beyond October), it is liable to be debarred or black-listed.

### 2. Assessment process:

- **Mode:** Companies are free to decide the mode of assessment tests viz. through virtual/ online or through campus visit physically or a hybrid one. However, as a post pandemic measure, we strongly encourage physical on campus mode to bring back the lost social skills of the post pandemic students. In case the mode of assessment is virtual / online, the companies are encouraged to arrange appropriate proctoring from their side.
- **OT scheduling:** The computer labs being designated for regular academic classes, it is highly preferred that the online tests are scheduled early mornings (before 9am or evenings after 5 pm)
- **Selection through Hackathons:** Hackathons, Case studies competition etc. may be used as a useful tool to develop skills of students, and such events held as a contest at national level is encouraged with prize/other recognitions etc. But these cannot be used as a filter for on-campus internship/ placement and conducting them is strictly prohibited.
- **Pre-Placement:** PPOs / PPIs: This is for students selected as interns through on campus internship hiring process by the recruiters. After successful completion of the internship, it is highly desirable that the status of the PPOs be informed within ten days of the completion of the internship. Companies are advised to leverage PPO instead of PPI in the best interest of all the stakeholders.
- **Ranks details:** Unless the Organization has explicit reservation policy and quota for the socio-economically disadvantaged groups (SEDG), soliciting JEE/GATE/CAT rank/score is strictly not entertained. Mere appearance of columns (even though as non-mandatory field), seeking these ranks/ scores is viewed as discriminatory and not entertained.

### **3. Academic Arrears:**

- The company policy on backlogs (ATKT, standing arrears, history of arrears), if any must be clearly communicated while registering. In Institutes following flexible CBCS, students have the option of clearing courses within their graduating year, through summer courses, in case they have any active backlog.

### **4. Bond:**

- Bonds as means of retention, in reality acts only as a deterrent to most students. However, if the policy of a company still requires signing a bond as part of the joining, it is mandated to specify the same clearly. Further, a template of the content of the bond should also be made available during JAF/JNF.

### **5. CTC parity:**

- In order to have a healthy environment, a company is expected to quote uniform CTC for the same job profile across all NITs as well as for all students selected from the same institute.
- CTC details: Companies are advised to give clear detailed breakup of the compensation adding up to first year compensation. For example, details like medical insurance coverage may be shown separately and only the premium paid may be included in the CTC. Similarly, ESOPs that could be vested beyond the first year be shown separately and not added to first year compensation, which is often misleading to a 20+ year old student. More importantly, the peer pressure, societal pressure on CTC (often inflated) is found to cause severe undesirable mental stress on the students.

### **6. PwD and SLD Students:**

- If there are PwD applicants or Students with Specific Learning Disabilities (SLD), companies must take care for any of their special requirements such as additional time, scribe, bigger fonts, etc.
- DEI: We encourage equal opportunity for all sections of the students with equal emphasis on Diversity, Equity and Inclusivity. Quite often, DEI provisions start and end with Gender diversity. Companies are strongly recommended to go beyond and proactively consider and support PwD, SLD and other such applicants.
- Medical tests: If the company has stringent medical conditions such as color blindness etc. it must be clearly mentioned in JAF/ JNF.

### **7. Day 1 nomenclature:**

- We do not follow Day 0 nomenclature. Day 1 would mean the first day of the placement season

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