



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

"An Institution of National Importance by an Act of Parliament"

RTTC, BSNL Near TV Tower, Besides Balaji Temple, Seminary Hills, Nagpur - 440 006

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GUIDELINES FOR COMPANIES VISITING FOR CAMPUS RECRUITMENT 2020-21

1. IIITN has One Student One Job Policy. However, the students get chance to upgrade the offer in case of DREAM Job (CTC>8 LPA). Please refer to the placement policy on website for more details.
2. The dates for the campus visit are decided by mutual consent only after we receive Job Announcement Form/Letter of Interest / confirmation from the company.
3. Online tests can be conducted in computer labs. At a time, 75 students can undertake the test. The system requirements should be communicated well ahead of the visit.
4. In view of travel restrictions due to COVID, the Institute would encourage for Online / Remote hiring process. As long as students are not on Campus, they shall appear in various selection rounds from their individual locations.
5. The company is requested to announce the result of selection of students on same day or as early as possible. As long as the T&P Office does not receive a written communication regarding their selection, the students will be allowed to appear for subsequent placements
6. The selection of students has to be communicated to the T&P Officer before announcing the results to the students.
7. If the offer letters are being sent to the students directly, a copy has to be marked to the T&P Officer for the record. We request the companies to send the appointment letters, joining dates and the single point of contact for the selected students before last week of March.
8. If any student opts for higher studies or receives an offer off-campus, the responsibility of informing the company lies with the student.
9. If a medical examination is to be conducted, it is recommended to schedule the same soon after the selections and the reports shall be communicated to the T&P Office for records purpose. This will help us in informing the students who are declared unfit, so that they can appear in further campus interviews.
10. The T&P Officer is the single point of contact for the companies in regards to any communication for internships or placements.
11. In case of any queries and support during any stage of the selection process, please feel free to reach out to the T&P Officer or SPC members. Looking forward to your visit and a fruitful association.

Harshad Panse
T&P Officer

Dr. A.G. Kothari
Dean - IIITN

Dr. O.G. Kakde
Director - IIITN