

CAREER DEVELOPMENT CELL

PLACEMENT & INTERNSHIP POLICY

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ABOUT THE INSTITUTE

The institute was established in 1961 as one of the Regional Engineering Colleges (REC) for imparting technical education in Civil, Mechanical and Electrical Engineering. In the year 1983-84 the undergraduate programme in Electronics Engineering was introduced and in the year 1988-89 the UG Programmes in Computer Engineering and Production Engineering were started. In the year 1995-96, the UG programme in Chemical Engineering was introduced. In exercise of the powers conferred by Section 3 of the University Grants Commission (UGC) Act, 1956, the Central Government on the advice of the University Grants Commission, declared the Sardar Vallabhbhai Regional College of Engineering and Technology (SVREC), Surat to Sardar Vallabhbhai National Institute of Technology (SVNIT) with the status of "Deemed University" with effect from 4th December 2002. The institute has been granted the status of 'Institute with National Importance' w.e.f. Aug. 15, 2007. At present, the institute is offering ten UG programmes, nineteen PG programmes, three M.Sc. five-year integrated programmes and one two years MBA programme in addition to doctoral programmes in all above branches.

VISION

Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat, perceives to be a globally accepted centre of excellence in technical education catalyzing absorption, innovation, diffusion and transfer of high technologies resulting in enhanced quality for all the stakeholders.

MISSION

The mission of the Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat is to be a leading technical Institute not only at national level but also at International level for imparting training to manpower as per the needs of technology. It is also envisaged to provide the necessary infrastructure to take up research work and to provide the mechanism to interact with industries effectively.

ABOUT CAREER DEVELOPMENT CELL (CDC)

The placement of any institute is a reflection of its academic endeavor. The CDC section of SVNIT not only facilitates but nurture students to get internships in various companies by providing opportunity in real work environment. It also strives to enhance technical, interpersonal and communication skills of the students. There by preparing them for the professional world. The Section relentlessly explores different areas of opportunities in the field of Engineering and Technology for Placement.

The placement of final year students starts in the beginning of the academic year. An invitation is sent to all the companies who visited earlier as well as to new companies in July. Further, to strengthen the industry-Institute interaction, CDC encourages the companies for internship to B.Tech. 3rd year students (maximum 8 weeks in summer vacation) and M.Tech. Students (maximum 11 months) in their 2nd year as a dissertation work.

VISION

The Career Development Cell of SVNIT, Surat envisions empowering students with skills and opportunities for holistic career growth and success.

MISSION

The mission of the Career Development Cell is to offer guidance, resources, and platforms to nurture talent and enhance employability of the students at SVNIT, Surat.

AIM OF THE PLACEMENT POLICY

The institute's placement policy intends to:

- Set up a straight forward system for the internship and placement process.
- Ensure excellent placement with respect to packages offered and goodwill of the recruiters.
- Define the role and responsibility of the students taking part in the internships and placements process.
- Accomplish placement target of highest number of enrolled students.

SCOPE OF THE PLACEMENT POLICY

This policy applies to all students of the institute registered with Career Development Cell

In this context this policy encompasses:

- Student registration for internship/ placement assistance.
- Process identified with assistance of collaboration between students and companies in context of internship and / or placement processes.

This policy does not apply to the following:

- Off-campus placement/ internship and internship/ project/ industrial engagement outside the endorsed curriculum.

ROLES & RESPONSIBILITIES OF CAREER DEVELOPMENT CELL (CDC)

The roles and responsibilities of Career Development Cell shall be:

- To ensure that appropriate procedures are in place to support this policy.
- To contact and welcome recruiters for placement and internships.
- To maintain a contact list of nominated faculty/staff members and students associated with the placement and internship matters.
- To liaison with academic departments, centers and various administrative units of the institute in order to ensure proper implementation for placements and industrial internships.
- To have regular reviews and to ensure it is documented and intermittently updated as per requirements.
- To ensure proper correspondence between different parties engaged in student placements and internships activities.

PLACEMENT PROCESS

The placement process for the session shall consistently begin in the month of August. The process for the typical placements/internships shall be as under:

1. Students register to attend the Placement Session.
2. CDC welcomes companies for campus recruitment programme.
3. Interested companies contact the CDC and submit a Job Notification Form for the profile offered.
4. Declaration of the accessible job offer(s) as per Job Notification Form and CDC.
5. Registration of interested students for companies.
6. Criteria check via CDC according to Job Notification Form prerequisites.
7. Short listing of eligible students.
8. Schedule allotment to the company as per availability.
9. Selection process by the Company.
10. Declaration of result.

STUDENTS' REGISTRATION

Students who qualify to take part in the placement session and wish to receive assistance from the Career Development Cell are required to enroll themselves with the Career Development Cell as per notified schedule. If any student wishes to participate in the internship/placement process, it is mandatory to enroll with the Career Development Cell. However, the decision to register with the Career Development Cell rests with the students but registration is to be done in the beginning of the session and cannot be changed later.

All candidates have to provide their contact details and academic information to the Career Development Cell in the prescribed format. Inability to provide required information in the prescribed format within the notified schedule may prompt non-enrollment of the student for campus internship and placement assistance. If any student is found providing deceiving information, the student shall be debarred from the placement process and shall also invite disciplinary action against the same.

ELIGIBILITY CRITERIA FOR STUDENTS TO ENROLL FOR PLACEMENT

All full-time students of the Institute who satisfy the following criteria are qualified to seek placement assistance by registering with the CDC, if he/she:

- Completes all requirements for the award of the enrolled programmes in the current session.
- Has not been debarred from taking part in the campus placement process by any authority of the institute.

In addition to the previously mentioned criteria, sponsored candidates enrolled in any programmes of the institute have to produce a "No Objection Certificate" from the present employer, without which they will lose the chance to participate in campus placements.

INVITATION TO COMPANIES FOR CAMPUS PLACEMENT DRIVES

The CDC is committed to provide support to the students of the institute for internships and placements. It will make all measures to invite and host as many companies to the institute, for internship/placement as possible. To accomplish this, a list of companies that have visited the institute in the past for their recruitment drives shall be maintained by the CDC. This list of companies as potential recruiters shall be continuously refreshed as and when possible.

The CDC shall start welcoming companies for internship and placement drives from the beginning of the placement session. This invitation will include a brief profile of the institute and a Job Notification Form.

Interested companies can express their willingness for campus placements through email and must provide a work profile, compensation packages and qualification requirements for the students in the recommended format.

A company can submit multiple Job Notification Forms for different positions that they wish to offer. The Job Notification Forms can be submitted to the CDC by email at **cdc@svnit.ac.in**. Reduction in package, reduction in eligible branches etc. from those submitted in the JNF shall not be entertained. In case of any deviations from the Job Notification Forms at any phase of the placement drive, the same is to be brought to the notice of the CDC.

The company can ask for the information/resumes of interested students and has the liberty to shortlist them before the beginning of the placement process. However, the shortlisting criteria shall be informed in advance.

DECLARATION OF JNF & ONLINE COMPANY REGISTRATION

Once the CDC has received the Job Notification Forms(s) from the interested company, the same will be announced using appropriate medium. Students are advised to go through the details of the company/job profiles/packages/eligibility criteria. In response to the announcement made by the CDC for the placement/internship drive by a particular company, interested students will be required to register for the same in the specified time period (This registration is in addition to the students' registration done by the students before the placement session and will be needed for each visiting company).

In case a student willingly withdraws his participation from the selection process, he/she must convey the reason to the CDC and the concerned company. If not done so, he/she will not be allowed to appear for the next one company's placement drive.

ELIGIBILITY CHECK AND NOTIFICATION OF STUDENT LIST

Towards the end of registration deadline for the respective internship/placement drives, the CDC will complete scrutiny according to the qualification prerequisites referenced by the company in the Job Notification Form received. A list of eligible students for the respective placement drive will be notified to the students using a suitable medium. This list of eligible students for the respective placement drive/ job profiles will be shared with the company.

SLOT ALLOTMENT TO THE COMPANY AS PER AVAILABLE SCHEDULE

All companies, on articulations of interest and submission of Job Notification Forms, will be allotted available slots/dates for carrying out respective placement drives according to the institute policy. The preference for allotment of slots/dates to the companies will be based on a framework including:

1. Salary package
2. Number of branches covered
3. Number of selections done in the past year(s), if any;
4. Participation in placements in past year(s), if any

Suitable slots will be offered to the companies according to the criteria mentioned above and confirmed by the company in discussion with the CDC.

SELECTION PROCESS BY THE COMPANY

The company can decide to choose a selection process according to their discretion, which may include any mix of pre-placement talk (PPT), written test (technical/aptitude), group discussion, technical interview and HR interview.

The CDC expects that the visiting company will inform the selection process and its components well in advance for its smooth conduct.

The CDC will provide basic infrastructure and assistance required by the companies in informing students, arranging for test material/centers, etc. Though the CDC may provide assistance for conducting tests (subject to availability of volunteers), companies are requested to send their own representatives to lead and delegate these tests.

The companies shall be requested to provide the short-list of students for interviews (based on students' profiles and/or test performances) to the CDC at least 01 day before the commencement of the interviews. The CDC will inform the short-listed students about the interview schedule once it is finalized.

DECLARATION OF THE SELECTION RESULT

Final selection of the students for the placement shall be made only from the interviewed candidates. It is to be noticed that the selected candidates must have participated in all rounds of the selection process.

It is expected that the company will provide a list of finally selected students to the CDC at the end of the day/slot itself. In case further rounds of interviews are needed to be held, the same should be conveyed to the CDC alongside the list of short-listed candidates (such information should also be provided in the initial Job Notification Forms submitted). The list of selected/short-listed students should be duly signed by the responsible authority or can be sent to **cdc@svnit.ac.in** from an official/company email ID.

No 'on-the-spot' offers should be made directly to the students; neither should students be given any choice of the selection during or immediately after the selection process. The companies are required to hand-over the list of selected candidates only to the authorized individuals of the CDC for further processing.

Circumstances where a candidate receives various offers because of slots overlap during placement session, the ultimate decision has to be made by the student, which will be conveyed to the company within 24 hours by the CDC. In addition to the list of final selection, the participating companies may also prepare a waiting list of the students. In case a student opts not to accept the offer, the next student in the waiting list may be confirmed. This waiting list will not be disclosed to the students (by CDC or by the company) and will be released according to merit basis.

Once the offers are finalized, the company is required to send the offer letters to the CDC. The CDC will distribute the offer letters to the selected students.

The selected students will be required to accept the offer by signing the offer letter/acceptance letter in required format (if provided) and present the same to the CDC, which will forward it to the concerned company.

Companies and students are expected to be in communication with each other only through authorized officials/ individuals from the CDC and avoid direct contact during the placement drive except during the selection process. In case such circumstances arise, it should be immediately brought to the notice of the authorized officials at the CDC.

The institute follows the 'three Jobs' policy. Once a student reviews a job offer, he/she has to abstain from the placement process and the participating companies are expected to abide by the terms and conditions mentioned in the Job Notification Form. Any downgrade from the stated information in Job Notification Form is strongly discouraged and will be managed on a case-to-case basis by the CDC.

GUIDELINES TO RECRUITERS

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 30th September.
- In case a company is not in a position to honor the offer made or delay in joining (beyond October), it is liable to be debarred or black-listed.

2) Assessment process:

- 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.
- 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.
- Unless the Organization has explicit reservation policy and quota for the socioeconomically 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.

PRE-PLACEMENT OFFERS

Pre-Placement Offers (PPOs) must be instantly reported to the Career Development Cell by the receiving student. Inability to do so will lead to disciplinary action like debarment and non-compliance of notification will be sent to the concerned company.

OFF-CAMPUS PLACEMENT OFFERS

Students who have not registered for placement assistance from the institute can seek offcampus placements. Nonetheless, students are urged to provide details of placement opportunities they are seeking in the company to the Career Development Cell, so that the companies can be officially invited to the campus. Any off-campus placement offer to a student must be informed to the Career Development Cell by the student immediately.

INTERSHIPS

The students enrolled in different programmes of the institute are expected to undergo industrial/corporate internships as a part of their programmes. The B.Tech. and M. Sc. students are allowed for Internship (Maximum two months) May to July during their summer vacation and 3 to 5 months from (15th December-15th May) during their final semester. M. Tech students are allowed for internships of Maximum 11 months as a part of their dissertation work during their final year.

CODE OF CONDUCT

All students should conform to the behavior befitting highest level of professional conduct, ensuring that all of their acts:

- are of high ethical principles;
- are not in deviation from the standards/code of conduct adopted by the profession;
- are not in deviation from the code of conduct as adopted by the institute are not detrimental to the reputation of the institute/CDC/Company;
- do not adversely influence chances of selection of another student
- use language and actions that are acceptable to supervisors, peers, and subordinates.

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and infringement of the students' code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring the student from participation in the placement process.

GENERAL GUIDELINES

All full time registered final year students of SVNIT, Surat are eligible to participate in the placements process through the CDC.

- Applications to the companies have to be routed through the CDC only. If a student does not apply through the CDC for a particular company, he/she will not be permitted to participate in the placement process of that company.
- All students are advised to check the company profile and background thoroughly prior to applying. CDC will not and shall not be obligated for any default at/on the company's end at any stage later.
- Any student can withdraw his/her registration for a company only up to 24 hours before the start of placement process by the company. There can be no withdrawal after this limit.
- No discussion with the recruiters in regards to selections/selection process should be done except by the authorized personnel for the purpose.
- No mobile phones are permitted in the tests. Students have to maintain sanctity. In case of malpractices, strict disciplinary actions will be taken against the student. He/She may be debarred from campus placement.
- Students must strictly follow the prescribed dress code while participating in the placement process.
- Students must carry their Institute ID-cards at all times during the placement process.
- The date/time/venue of the interviews may change which, at times, may be at a short notification. Students must keep themselves well informed.

Categories classification for DOCSE/DOECE/DOEE (for software companies)

- Companies are classified as per cost-to-company (CTC) offered.
Super Dream Company: CTC > 20 LPA (Rs. Lakhs Per Annum)
"A" Category: CTC > 15 and ≤ 20 LPA
"B" Category: CTC > 10 and ≤ 15 LPA
"C" Category: CTC ≤ 10 LPA
- If the CTC difference is 10 LPA, a student selected for the "Super Dream Company" will be given an opportunity for up gradation until half of the batch is placed.

- Once we reach this threshold, the CTC difference will be reduced to 7 LPA until 80%, and eventually will be lowered to 5 LPA.
- A student must continue in the same domain, i.e., core or non-core, as he or she is selected, and switching between these will be permitted only when the placement has achieved 80% in the branch.

Categories classification for DOEE/ DOCE/DOChE/DOME (core companies)

- Companies are classified as per cost-to-company (CTC) offered.
Super Dream Company: CTC > 12 LPA (Rs. Lakhs Per Annum)
"A" Category: CTC > 8 and ≤ 12 LPA
"B" Category: CTC > 4 and ≤ 8 LPA
"C" Category: CTC ≤ 4 LPA
- Up gradation** is not permitted if CTC difference of current job and higher category company is less than or equal to 3 LPA even if there is jump in category.
- A student who is selected in "Super dream" (above 12 LPA) Category Company, will not be allowed for placement in any further companies.
- No special preference for PSUs. They will be considered as a normal company under above rules.
- *Chance is an opportunity to advance after one is placed. If the student is shortlisted during any stage of the hiring process, it will be taken into account. Short listing of resumes or CGPA, online examinations, GD, etc.—any selection would be deemed a chance. **Up gradation is the process of moving up from the category in which the student is currently placed. Upgrading restrictions apply only to those who have been chosen by at least one company. Unplaced students are not restricted in any way.

Placement Rules

- A student who is placed in the "B" category company has one chance* for the same profile (core or non-core) in the "A" category company and one chance in the "Super Dream company". When half of the batch has been placed, another chance for up gradation** in the same profile is made available. No restrictions once the placements reach 80%. The same applies to the "A" and "C" category companies.
- There cannot be two job offers in the same company category. (For the A, B, and C categories).
- After up gradation**, if the student rejects the offer letter of the company he has upgraded to, then they will be restricted from further campus placements.
- A student who provides inaccurate information in their resume, makes fraudulent statements, or applies to a company for which they are not eligible will be disqualified from the next three campus placement drives.
- If student gets selected simultaneously in two different companies, student will have the opportunity to choose the company he/she wishes to join.
- Failure to attend campus placement without prior intimation or a valid reason will result in automatic disqualification for the three next campus placement drives or even severe actions may be taken based on the severity of the situation. There will be no exceptions.
- In case of any conflicting issues, the decision of the Professor in charge of the Career Development Cell (SVNIT, Surat) will be final and binding on the students.

Formulation of Internship Policy & Amendments in Placement Policy



FORMULATION OF INTERNSHIP POLICY 2024-25

The following Internship Policy is applicable w.e.f. AY 2024-25.

The following categorization of recruiting organizations and students based on hiring outcomes.

Student Categorization Based on Hiring Outcomes

Status	Internship	Internship & Placement	Placement
Placed	No	No	No
Partially Placed	Yes	No	No
Partially Unplaced	No	No	Yes
Unplaced	Yes	Yes	Yes

- **Placed** : Students with confirmed internship & placement.
 - **Partially Placed** : Placed without internship; eligible for internship-only chance.
 - **Partially Unplaced** : Internship only; eligible for full-time opportunities.
 - **Unplaced** : Eligible for all placement & internship opportunities.
- The hiring type **FULL TIME** will be considered as a placement, and students under this type will be given **one chance** for a six-month internship. According to CDC policy, a "chance" is an opportunity to advance after placement. If a student is shortlisted at any stage of the process, whether it be resuming short listing, CGPA screening, online examinations, group discussions, etc.—it will count as a chance.
 - The hiring type **FULLTIME + INTERNSHIP** will also be considered as a placement. Students in this type of hiring will not be eligible for any further placement and internship opportunities.
 - The hiring type **INTERNSHIP** will not be considered a placement, and students in this category will be treated as unplaced. They will be allowed to participate in **FULL TIME** hiring opportunities only

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Prof. Incharge CDC,
SVNIT, Surat

Reference : Minutes of 2nd CDC meeting dated 20/09/2024.

AMENDMENTS IN PLACEMENT POLICY 2024-25

- One student one placement policy. (*1.3)
- Students shall be eligible for one upgrade chance only after the following placement milestones are achieved: (**)
 1. 50% of the batch is placed (all departments except DoCSE and DoECE)
 2. 55% of the batch is placed (DoECE)
 3. 60% of the batch is placed (DoCSE)
- The upgrade chance shall be based on the CTC factor which is 1.5 times the existing CTC. The chance is also redefined as the first level of shortlisting, comprising written/online assessment. (**)
- Allowing students to participate in PSUs on campus and national level placement drives, in addition to their allocated chance. The students who secured placement in these segments shall not be allowed to participate. (**)
- Restrict students from participating in placement drives if they've accepted a company's policy refraining from further placement drives. (**)
- The departmental student coordinators will liaise with CDC faculty coordinators and represent their department's concerns and issues in their presence. (**)

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Prof. Incharge CDC,
SVNIT, Surat

Reference (*1.3): Minutes of 1st CDC meeting dated 06/09/2024.

Reference ():** Minutes of 4th CDC meeting dated 14/10/2024.

AMENDMENTS IN PLACEMENT POLICY 2025–26

- One student one placement policy. (*1.3)
- Students shall be eligible for **one upgrade chance only after 50% of the batch is placed (all departments)**.
- The **upgrade chance**** shall be based on the CTC factor which is 1.5 times the existing CTC. The chance is also redefined as the first level of shortlisting, comprising written/online assessment.
- Allowing students to participate in PSUs on campus and national level placement drives, in addition to their allocated chance. The students who secured placement in these segments shall not be allowed to participate.
- Restrict students from participating in placement drives if they've accepted a company's policy refraining from further placement drives.
- The departmental student coordinators will liaise with CDC faculty coordinators and represent their department's concerns and issues in their presence.

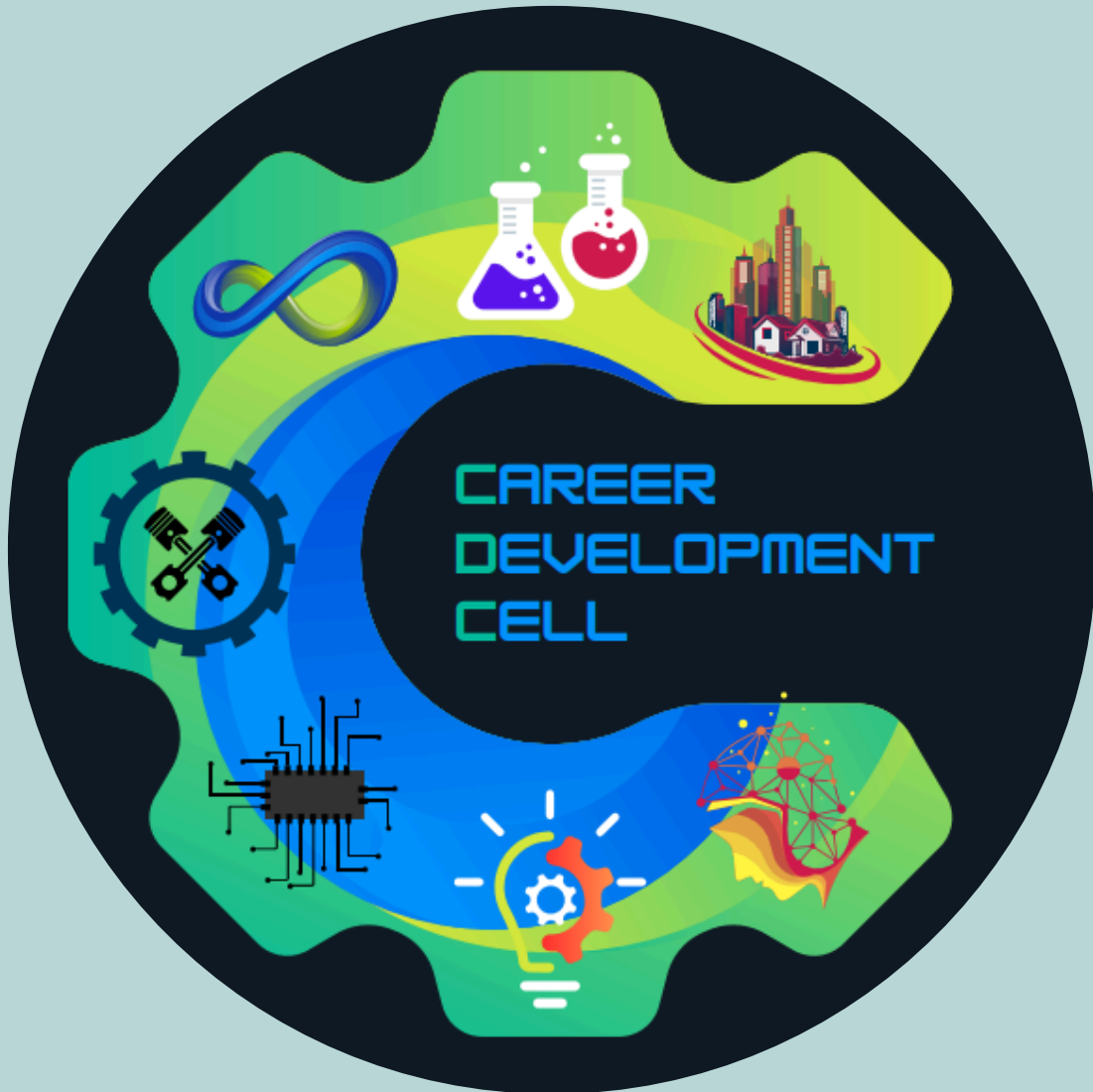
upgrade chance**

1. If a student clears the Online Assessment stage: The chance shall be considered utilized.
2. If a student appears for the Personal Interview (PI) round: The chance shall be considered utilized, irrespective of the final outcome.
3. If the recruitment process begins with a Group Discussion (GD) round followed by further rounds, and the student clears the GD round: The chance shall be considered utilized.

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**Prof. Incharge CDC,
 SVNIT, Surat**

Reference (*1.3): Minutes of 1st CDC meeting dated 06/09/2024.

Reference: Minutes of 2nd CDC meeting dated 15/04/2025.



Career Development Cell (TNP section) SVNIT Surat