

# PLACEMENT POLICY



## **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 4<sup>th</sup> 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 six UG programmes, nineteen PG programmes and three M.Sc. five year integrated programmes in addition to doctoral programmes in all above branches.

## **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 Training & Placement Section

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 AND RESPONSIBILITIES OF TRAINING & PLACEMENT SECTION**

The roles and responsibilities of Training & Placement Section 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, centres 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.

## **ROLES AND RESPONSIBILITIES OF STUDENTS**

The roles and responsibilities of students shall be:

- To understand and adhere to the institute placement policy.
- To adhere behavioural conduct of the professional standards and to maintain the goodwill of the Training & Placement Section of the institute.
- To provide all vital and relevant information to the Training & Placement Section as and when required and in a time bound manner.

- To attend mandatory sessions as organised by the company offering internships/placements and by the Training & Placement Section regarding skill enhancement/ briefing related to internships and placements.

## **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. Training & Placement Section welcomes Companies for Campus recruitment programme.
3. Interested companies contact the Training & Placement Section and submit a Job Notification Form for the profile offered.
4. Declaration of the accessible job offer(s) as per Job Notification Form and Training & Placement Section.
5. Registration of interested students for companies.
6. Criteria check via Training & Placement Section 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 Training & Placement Section are required to enroll themselves with the Training & Placement Section as per notified schedule. If any student wishes to participate in the internship/placement process, it is mandatory to enroll with the Training & Placement Section. However, the decision to register with the Training & Placement Section 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 Training & Placement Section 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 Training & Placement Section, if he/she:

- Completes all requirements for the award of the enrolled programme 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 programme 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 Training & Placement Section 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 Training & Placement Section. This list of companies as potential recruiters shall be continuously refreshed as and when possible.

The Training & Placement Section 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 Training & Placement Section by email at [tnp@svnit.ac.in](mailto:tnp@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 Training & Placement Section.

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 short listing criteria shall be informed in advance.

## **DECLARATION OF JOB NOTIFICATION FORMS & ONLINE COMPANY REGISTRATION**

Once the Training & Placement Section 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 Training & Placement Section 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 Training & Placement Section 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 Training & Placement Section will complete scrutiny according to the qualification prerequisites referenced by the company in the Job Notification Form received and Training

& Placement records. 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 Training & Placement Section.

## **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, and technical interview and HR interview.

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

The Training & Placement Section will provide basic infrastructure and assistance required by the companies in informing students, arranging for test material/centers, etc. Though the Training & Placement Section 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 Training & Placement Section at least

01 day before the commencement of the interviews. The Training & Placement Section 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 Training & Placement Section 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 Training & Placement Section 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 [tnp@svnit.ac.in](mailto:tnp@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 Training & Placement Section 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 Training & Placement Section. 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 Training & Placement Section 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 Training & Placement Section. The Training & Placement Section 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 Training & Placement Section, 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 Training & Placement Section 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 Training & Placement Section.

The institute follows the 'One Student-One Job' 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 Training & Placement Section.

### **PRE-PLACEMENT OFFERS**

Pre-Placement Offers (PPOs) must be instantly reported to the Training & Placement Section 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 off-campus placements. Nonetheless, students are urged to provide details of placement opportunities they are seeking in the company to the Training & Placement Section, so that the companies can be officially invited to the campus. Any off-campus placement offer to a student must be informed to the Training & Placement Section by the student immediately.

### **INTERNSHIPS**

The students enrolled in different programmes of the institute are expected to undergo industrial/corporate internships as a part of their programmes. The students are allowed for Internship (Maximum two months) May to July during their summer vacation

M. Tech students are allowed for internships of Maximum 11 months as a part of their dissertation work.

### **CODE OF CONDUCT**

All students should conform to the behaviour 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/ Training & Placement Section/ 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 Training & Placement Section

- Applications to the companies have to be routed through the Training & Placement Section only. If a student does not apply through the Training & Placement 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. Training & Placement Section 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.

## PLACEMENT RULES

- Companies are classified as per Cost-to-company (CTC) offered.

They are:

**Super Dream Company:** CTC > 15 LPA (Rs. Lakhs per annum)

**“A” Category:** CTC  $\geq$  9 and  $\leq$  15 LPA

**“B” Category:** CTC > 3.6 LPA and < 9 LPA

**“C” Category:** CTC  $\leq$  3.6 LPA Mass recruiting companies

- A student who is selected in “B” Category Company, is allowed to appear once for “A” category company (offering same profile as B Category), and twice if placements are above 70%. Same applicable for “A” category to the super dream category.
- No two job offers will be allowed in the same category company.
- A student who is selected in “Super dream” (15 LPA and Above) Category Company, will not be allowed for placement by any further companies. Further decision to allow such students will be decided if any brand companies visit and according to the placement ratio of the respective branches.
- A student who gives false information in resume or gives false declaration as and when required, he/she will not be allowed to appear for the next one campus placement drive.
- After giving consent for appearing in campus placement, if the student does not turn out without prior intimation or valid reason, he/she will not be allowed to appear for the next one campus placement drive.
- In case of any conflicting issues, the decision of Professor Incharge, Training & Placement Section (SVNIT, Surat) will be final and binding to the students.