

# VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

No: VNIT/T&P/C-1.3

Date: 04/06/2021

## Guidelines for visiting companies: 2021-22

1. The Placement Process followed by Institute is as follows:
  - a) Invitations with the placement timelines, Job Announcement Form (JAF) / Internship Announcement Form (IAF) and other relevant information are sent out to the companies by the Placement Office.
  - b) Interested companies fill up the JAF / IAF along with documented JDs and other relevant information.
  - c) The JAF / IAF are conveyed to the eligible students along with other relevant information furnished by the company.
  - d) A student coordinator is allotted to coordinate the placement process. Dates are given after discussion and as per mutual convenience.
  - e) Students are shortlisted based on initial eligibility criteria mentioned by the company.
  - f) On the allotted date, the company conducts Pre-Placement Talk and followed by the selection process like tests and interviews and provides offer letter to select candidates.
2. The dates of the campus visit are decided after we receive a letter of interest / confirmation from the company as per mutual convenience.
3. Online tests can be conducted in the computer centre. At a time 75 students can undertake the test. The system requirements should be communicated well ahead.
4. The Institute has concept of one student one job offer. However students are permitted to apply for additional dream job (CTC  $\geq$  8 LPA) with prior intimation to T&P Department.
5. Any Job Offer with CTC  $\geq$  30LPA, is considered separately. All students who have already secured Normal offer or Dream Offer less than 30Lacs will get an opportunity to appear for companies offering CTC  $\geq$  30LPA.
6. Student who already has received one Dream offer with CTC  $\geq$  30LPA, cannot downgrade his/her offers. (Will not be allowed to appear for any company that offers less salary than the his/her current offer)
7. The policy for pre final year students appearing for paid summer internship would be one student one internship irrespective of stipend offered by the respective company.
8. The company is requested to announce the result of the selection of students preferably on the same day or as early as possible. As long as the Training and Placement Department does not receive a written communication regarding their selection, the students will be allowed to appear for subsequent interviews.



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9. There are chances of interviews being scheduled for one or more companies in parallel. In such cases, HR members of all Companies are suggested to maintain a waitlist of at least 5 to 10 students at each stage of the selection process.
10. **Regarding PPO:** Companies hiring the students as interns, are requested to extend the PPO Offers to the interns as soon as their internship is completed and before the commencement of Placement Season. The student shall be eligible to appear for Campus Placements till the official communication of the PPO is not received by the T&P Dept.
11. If any student gets PPO (through Internship or any competition) after getting an offer from Campus Placement, it will be the student's choice to accept one out of the two offers.
12. The selection of students has to be communicated to the Training and Placement office before announcing the results to the students.
13. We request the companies to send the appointment letters, CTC offered, joining dates and the single point of contact for the students selected, for future correspondence.
14. If a medical examination is to be conducted, it is recommended to schedule the same soon after the selections and the result of the medical test (whether medically fit or unfit) be communicated to the Training and Placement Department. This will help us in informing the students who are declared unfit, so that they can appear in further campus interviews.
15. Companies are required to furnish below information on Company Letterhead along with Sign and Stamp of HR / concerned authority. This is required by the Institute for official records and audit purposes.

Sr No	Name of the Student	Department	Job Profile Offered	CTC Offered (in Lacs PA) / Stipend Offered (In case of Internship)

In case of any queries and support during any stage of the selection process, please feel free to reach out to the Training and Placement Department.

Training & Placement Office – 0712 - 2801353  
 Harshad Panse – Placement Executive (9422802995)  
 Kaustubh Sapre – Placement Associate (9421590449)

  
 Dr. K.M. Bhurchandi  
 Associate Dean – Training & Placement

