



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर  
Visvesvaraya National Institute of Technology, Nagpur.  
South Ambazari Road, Nagpur – 440010

**TRAINING & PLACEMENT DEPARTMENT**

No: VNIT/T&P/C-1.3

Date: 07 June 2022

**INSTRUCTIONS FOR STUDENTS**

**TRAINING:**

1. The Institute has designed and implemented New Placement Curriculum from Summer 2021 for all the UG and PG courses. Every student will be offered training and subsequent evaluation during their academic course, in the following areas: Communication Skills, Programming Skills, Domain Knowledge, Soft skills and Aptitude.
2. All students registered for Placements are required to attend the training programme including the tests and practice interviews as scheduled from time to time. The T&P Dept shall maintain the Training Score Card of each student. Same shall be shown to the hiring company upon request. The Training scores might be considered to decide eligibility of any student for any campus drive.

**PLACEMENTS:**

3. The Training & Placement Department will provide placement assistance to all the registered and eligible UG and PG students of VNIT for securing a job. **Only those students who are interested for Placements, should register on the portal. Only such registered students will be considered for all placement opportunities.** Student shall be permitted to apply for any company subject to meeting the eligibility criteria set by the hiring company.
4. The Institute has concept of one student one job offer. However, **students are permitted to upgrade their offer to Dream category (CTC  $\geq$  11 LPA), only if the difference between the Dream offer and the existing Normal offer is  $\geq$  INR 2Lacs. Student if selected for Dream category, MUST Accept the same. The student will automatically lose the normal offer once selected for any Dream offer.**
5. **Any Job Offer with CTC  $\geq$  30LPA, is considered as Special Offer. Also, students who already have any job offer, will be allowed to upgrade to Special Offer, only if the difference between the Special Offer and the existing is  $\geq$  INR 5Lacs.** Any student who already has received one Special offer with CTC  $\geq$  30LPA, cannot appear for any additional upgradation thereafter.
6. Any student placed for CTC less than 4LPA, will not be locked for placements, and can appear for additional opportunities. However, such students **will be allowed to upgrade, only if the CTC of the new offer is  $\geq$  10% of the existing offer.**
7. Pre-Placement Offer (PPO) extended by any company, has to be accepted. If PPO is in Normal category, students can upgrade their offer as per point 4 and 5.
8. If any student gets a Pre-Placement Offer (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. Point 4 and 5 will be applicable to the PPO. The student shall be eligible to appear for Campus Placements till the official communication of the PPO is received by the T&P Dept.

9. If two or more companies have interviews on the same day / **(schedule their process in parallel)**, then student will have to ACCEPT the offer from the company declaring the results first. All other companies will be notified about the student's selection and the candidature will be withdrawn accordingly.
10. Downgrading the offer is not allowed. i.e students placed for higher CTC, cannot apply for companies providing lesser CTC than existing offer.
11. All the students, regardless of their placement status, can register for PSUs.
12. **Upgrading the existing normal offer is not a compulsion. Students should upgrade to Dream category/Special Category/PSU only if they are willing to join. Once selected for dream/special job, the student has to accept and join it, failing which he/she will not be considered for any further opportunities. Subsequently the normal offer would be automatically cancelled, with immediate effect.**
13. **Students should apply for all opportunities they are eligible for. If any student has not applied for 10 consecutive job opportunities, the registration will automatically be cancelled. The student may be allowed further to register only upon giving valid explanation.**
14. In case any company withdraws the offer of appointment to student for reasons beyond its control, then all such affected students will be allowed for further opportunities, upon receipt of official communication from the company.
15. It is the responsibility of the individual student to undertake the medical examination as per the requirements of the company concerned. If for any reason, the candidate is declared unfit by the hiring company, then such candidates will be allowed for further opportunities.
16. **Unplaced students of Batch 2022 will continue to get support for Training and Placement activities till they get the first job. Students who reject any offer will lose this opportunity.**
17. **SUMMER INTERNSHIP:** Pre-Final year\_B.Tech students who have completed their 3<sup>rd</sup> year can pursue 8 week long Paid Summer Internship (Tentatively Mid-May, to Mid-July). The Institute follows one student one internship policy, regardless of the stipend paid.
18. All reputed companies as well as the Institute have been incurring considerable expenditure on the placement activity of final year students. Therefore, student not joining any company after being finally selected reflects adversely on the Institute and, as a result, companies tend to discontinue their future visits to the Institute for placements. This jeopardizes the career opportunities for future batches of VNIT. Students should, therefore, consider appearing for only such interviews where they are willing to take up the job. Appearing for interview as a matter of practice will not be allowed. Disciplinary action may be taken on such candidates within framework of rules of the Institute.
19. The Institute reserves its rights to change or update the policy under unavoidable circumstances and all the decisions in this regard by Hon. Director VNIT will be considered final.

## Code of Conduct:

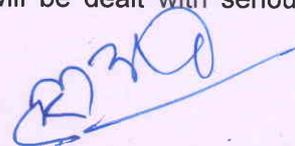
- a. **Students should update their CGPA and other records and upload the latest resume in Superset after results are declared.** All instructions and timelines have to be adhered to. No applications after the deadline will be entertained.
- b. **Documents to be uploaded on Portal:**
  - a. Updated Resume,
  - b. Scanned copy of Institute ID card
  - c. Scanned copy of Aadhaar
  - d. Scanned copy of PAN
  - e. Passport Size Photo,
  - f. 10<sup>th</sup> Std mark sheet / passing certificate
  - g. 12<sup>th</sup> Std mark sheet / passing certificate
  - h. Provisional Grade card issued till latest semester result.

All students must carry all the relevant documents in hardcopies whenever campus drive is scheduled. T&P Dept would not appreciate any request for printout or photocopies

- c. Student should apply for any company only if he/she intends to join it. It will be the student's responsibility to research the company, alumni employed in it, and the suitability of the work profile before applying.
- d. Once applied, a student has to compulsorily attend the entire selection process, including the Pre-Placement Talk and Final interviews. If any student fails to appear for any stage, the T&P Dept will take appropriate action as deemed fit, including debarring the student from further placement opportunities.
- e. Students are required to reach out to the Student Placement Coordinators of their respective branch for any queries. Students reaching to the T&P office members for getting any updates or information related to placements, will not be encouraged.
- f. All students are required to be alert and check their emails and Superset notifications for any updates regarding the placements.
- g. Any on spot decision taken during the campus drive will be a collective decision of Student Placement Coordinator, the T&P Dept and the Institute authorities.
- h. Students misbehaving with the company representatives will be debarred from the placement process.
- i. The expected attire for placement aspirants are:
  - For Boys: Formal Shirt, Trouser, Tie, formal blazer, formal shoes
  - For Girls: Sober coloured salwar kurta, western formals, and formal blazers.

## Guidelines for Interviews (Online Mode)

- a. Keep a check on audio / video settings and ensure stable internet connection
- b. Ensure proper lighting and avoid any possible distractions.
- c. Any attempt to cheat / plagiarism and any kind of misbehavior, will be dealt with seriously as disciplinary matter.



Associate Deán Training & Placement

सह-संकायाध्यक्ष, प्रशिक्षण एवं प्रस्थापन विभाग

**डॉ. के. एम. भूरचंडी**

सह-संकायाध्यक्ष (प्रशिक्षण व प्रस्थापन)

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान

नागपुर