



Indian Institute of Information Technology, Surat

Training and Placement Cell

General Guidelines for on-Campus Placement Activity

Terminologies

1. **Annual Package:** This refers to the total emoluments paid by the company to a student in the first year. This shall comprise of **Basic + Joining Bonus + Annual Retention Bonus + fixed Allowances**. **RSUs shall not be taken into consideration for calculating the annual package**. An exception has been granted to some companies like Amazon and Microsoft to include RSUs.
 - Companies are classified as per CTC offered as follows:
 1. **“A” Category:** $CTC \geq 7.5$ and
 2. **“B” Category:** $CTC < 7.5$ LPA
2. **Jump:** A student may allow to appear for higher annual package offering company.
3. **JD:** Job Description.
4. **FTE:** Full Time Employment.

Placement Procedure

1. Eligibility: For Full Time Offers

- Students who want to participate in the campus placement procedure need to fill up a Google form floated by the T&P cell.
- Any student who doesn't fill out the Google form shall not be eligible to participate in the placement process for any company (either FTE or Internship).
- A student getting an offer based on an internship acquired from the campus placement, or acquired outside the campus, must inform the T&P cell within 72 hours of getting the offer.
- Students who have already secured FTE offer can only apply in **Intern only** opportunities and vice versa.

2. Multiple Offers:

- A student who is selected in “B” Category Company, is allowed to appear till select once for “A” category company (offering same profile as B Category)
- Students will not be permitted to have more than one job offer in the same category of companies.
- A student having an offer in one Category Company will not be permitted to appear for any other company in the same or lower category.

3. **Maximum Number of Offers:** A student can hold maximum up to 2 offers (can only hold 1 offer from one category) in on-campus placement.

4. **Required Documents for opting into the process:** Different organizations may require different documents as a condition to work in their organization. Students are advised to take care of it, before participating in the placement activities. For most of the companies, the following documents are needed:

- Any one of the identity cards like Aadhaar Card/Voter ID/PAN Card/Driving License/Domicile Certificate/OCI (Overseas Citizenship of India) Card/NRI (Non-resident Indian) Card.
- **A Bank account in your name in any nationalized bank:** It may be required at a later stage, but it is recommended to have one beforehand.
- **Matriculation Mark sheet and Certificate:** for verification of Legal Name, and Legal Age.
- **College ID Card:** You may need your college ID card to appear in some of the tests (either online or offline mode). In case you have lost your ID card, or it is damaged, please contact the office, and get your identity card against payment of the applicable fee.

5. 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 further Campus Placement Activities. Further, his/her documents will also be verified by the administration of the Institute to check his/her eligibility for the respective course.

6. 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 further Campus Placement Drive.

7. Internships:

- **For Summer Internships (For pre-final year students):** A student with an offer shall be de-facto ineligible for appearing in any round (including ongoing rounds) of any

other company after getting the selection mail for a company from the T&P cell or the company.

- **For Semester Internships (For final year students):** A student shall be allowed to take only one standalone internship offer. The student is allowed to jump into a higher category based on the annual package for FTE.

8. Acceptance of Offers: Once the student has accepted an offer, the particular student should not reject it. However, one can withdraw from an offer only after he/she gets another opportunity in a higher category company subject to the above mentioned rules.

- **Pre-informed Offer Revoke:** A student who rejects an offer after getting the JD shall be debarred from campus placements.
- **Un-informed Offer Revoke:** A student getting an offer without the JD shall have the right to reject the offer.

9. Opting out of Placement Process: To opt-out of the placement process, simply send an email with a reason to tnp@iiitsurat.ac.in.

10. Off Campus Offer: A student with an off-campus offer in one category company will not be permitted to appear for any other company in the same or lower category.

11. Code of Conduct: In case of indiscipline a student will be debarred from the campus placement process. The following rules are to be adhered to while appearing for the placement process of a company/organization:

- Use of foul language is strictly prohibited during the interview process/proctored test.
- A candidate must behave well with his/her assessor during the placement process.
- Your queries must be first conveyed to your coordinators, preferably by email.
- In case of any misconduct/misbehaviour/malpractice reported during the placement process, strict disciplinary action will be taken against as per the severity of act.
- Directing communication with the HR or interviewer without informing the TPO will be punishable.

12. Change in Rules: T&P cell reserves the right to change the rules subject to prior intimation to the students.

13. In case of any conflicting issues, the decision of Director (IIIT, Surat) will be final and binding to the students.