

Placement Policy 2021-22

Definitions

Placement Committee - A committee consisting of the Placement Office (Manager Placements, Secretary Placements), Faculty members (headed by the Faculty Convenor), and the Student Members of the Placement Committee (headed by the Student Convenor).

Job/Internship Offer - If a student's name appears on the final shortlist (selected list) declared after the company's process through the Placement Office, then that would be considered as an offer to the student. There are two kinds of internships at DA-IICT viz.

- **Winter Internship (WI):** Duration of the internship for the students in their final year of their program and would be between four to six months which would be during their 8th semester (8th Semester for UG programs and 4th semester for PG programs).
- **Summer Internship (SI):** Duration of the internship for the students in their pre-final year of their program and would be between six to eight weeks which would be during the summer semester (after 6th Semester for UG programs and 2nd Semester for PG programs).

Rejection of an offer - An offer made will be considered rejected if the concerned student informs the placement committee about the rejection in writing (via email which will be verified by the placement office) or if the student fails to respond before the stipulated time specified by the placement committee, conveying their decision about the offer received from a company.

Pre-placement Offer - An offer (WI + J, WI only, or J only) made by a company to a student who has done his/her Summer Internship (SI) in the same company.

Eligibility

All students graduating from the institute in the year 2022 are eligible to participate in the placement activities. Any other student who has obtained explicit permission from the Placement Committee for participating in the campus placement drive will be considered eligible.

All students who are eligible (as mentioned above) and are interested in participating in the campus placement process of DA-IICT will have to register for the same.

A registered student can participate in the placement process of a company subject to the following conditions:

- (S)He meets the requirements/eligibility criteria specified:
 - by the company and
 - by the placement policy

NOTE: All registered students who satisfy the conditions mentioned above, must communicate their interest in a Company by registering for the Selection process of that Company within the time frame provided. Only those students who have registered for the Company's process will be allowed to participate in the Company's selection process.

Note that any student who fails to register in the stipulated time will not be allowed to register afterward. The Placement Committee will not entertain any late registrations whatsoever be the reason.

Offers: There are 4 kinds of offers that a student can obtain through the campus placement process:

- Job (J) only (for Final year Students)
- Winter Internship + Job (WI+J) (for final year Students)
- Winter Internship (I) only (for Final year students)
- Summer Internship (SI) (For pre-final year students)

Categories of Companies:

All companies that participate in the campus placement process of DA-IICT are classified in two categories:

1. Category I - CTC INR 9 Lakhs Per Annum and above
2. Category II - CTC Below INR 9 Lakhs Per Annum

NOTE: All offers are calculated based on CTC* (Cost To Company).

*For Winter Internship + Job (WI + J) and Job (J) only, CTC declared by the company will be used for determining the category of the company.

*For Winter Internship (WI) only, post-internship CTC declared by the company for employees i.e. offered to students who will join the company as Full Time Employees (FTE), will be used for determining the category of the company.

- If a Company revises its CTC package at any point of time, and as a result, it changes the Category of the Company, then the offer obtained by the student will also be updated as that obtained from the new Category of the Company and the policy applied accordingly from that point of time.

Placement Policy

[A] For Full Time Offers

For offers received from Category I companies:

- A student who receives an offer, viz. Job (J) only or Winter Internship + Job (WI + J) or Winter Internship (WI) only, from a Category I company, will be out of the campus placement process and the offer (s)he receives would be the final offer and no further switching would be applicable.

For offers received from Category II companies:

- A student who gets an offer, viz. Job (J) only or Winter Internship + Job offer (WI + J), from category II company will be out of the placement drive and the offer (s)he receives would be the final offer and no further switching would be applicable.
- A student who gets a Winter Internship offer (WI)) in category II company can participate in the campus placement process of any further companies if the conditions for a switch (given below) are satisfied

Switch option: Switch is a condition where a student is allowed to participate in the placement process of a company according to the policy even after getting a first offer (Winter Internship (WI) only) from a Category II company.

Conditions for Switch:

- Only a student who has a Winter Internship (WI) only offer in a Category II company is eligible for exercising the switch option.
- In such a case the student who has got such an offer will be allowed to participate in the selection process for companies whose CTC is greater than or equal to 1.5 times the offer (CTC) from the company in which the student got his/her WI only (**NOTE:** The CTC that the student is likely to get should (s)he convert the WI offer from the Category II company into a full-time offer would be used to determine this criterion). If the new offer obtained using the switch option is a WI + J or WI only offer then the first offer will stand canceled and the second offer becomes the valid standing offer.
- If the new offer obtained using the switch option is a J only offer then the student may be allowed to do the Winter Internship in the Category II Company (i.e. the earlier offer).
- The student can exercise the switch option only once during the entire placement drive.

1.5x Rule:

For the WI only offer received from a Category II Company with the CTC on the conversion of the internship to full-time employment (FTE) is “X” LPA then the student will get a chance to participate in the selection process of companies that offer a CTC that is greater than or equal to 1.5X LPA.

Reference Table:

Offer Received (X LPA)	Eligible for Switch (1.5X LPA) if CTC >=
2.50	3.75
3.00	4.50
3.50	5.25
4.00	6.00
4.50	6.75
5.00	7.50
5.50	8.25
6.00	9.00
6.50	9.75
7.00	10.50
7.50	11.25
8.00	12.00
8.50	12.75
8.99	13.49

Parallel Process:

A student is a part of the processes of 2 companies, say Company X and Company Y, whose process has concluded and results are yet to be declared:

(Note: The student should have completed the entire selection process in both the companies and only the result of both should be pending. Then and only then, will that be under the category of a ‘parallel process’)

- If both the companies belong to the same Category, say Company X and Company Y, the student will have to accept the offer from the company whose results are declared first and the other offer would stand canceled. The Placement Office would inform the other company about the non-availability of the student.
- If both the companies belong to different categories, say Company X is in Category I and Company Y is in Category II and Company Y has declared the result first:
 - The student will be mandated to wait for the result of Company X if the offer type of Company Y is only **Winter Internship (only WI)**. If (s)he receives an offer from company X, (s)he will have to accept that offer, the offer from Y would stand canceled, and (s)he will be out of the Placement Drive.
 - The student will be mandated to accept the offer from company Y if Y offers **Only Job(J) or Winter Intern+Job(WI+J)** and (s)he will be out of the

placement drive. The Placement Office will convey about his/her non-availability to Company X.

- If both the companies are in different categories, say Company X is in Category I and Company Y is in Category II and Company X has declared the result first, the student will have to accept the offer from Company X and the offer from Company Y would stand canceled. The Placement Office would inform Company Y about the non-availability of the student and (s)he will be out of the Placement Drive.

Dream Offers:

- At the discretion of the Placement Committee, certain Companies may be put into the Dream Category for a certain batch of students. This would be communicated to the student community via email, by the Placement Committee.
- All students (irrespective of their placement status i.e. even if they have used their switch) from the specified batch of students will be allowed to participate in the selection process of a Dream Category Company. However, if a student gets an offer from Dream Category Company, his/her previous standing offer would be rejected and the student is out of the placement process (including the Dream Category Companies that visit the campus later).
- A student, with a standing offer, who has participated in the selection process of a Dream Category Company, and whose result is pending, will NOT be allowed to participate in other Dream Category Companies, till the results of the previous company have been declared. If the student gets an offer from Dream Category Company, his/her previous standing offer would be considered rejected and the student is out of the placement process (including the Dream Category Companies that visit the campus later).
- If the student, with a standing offer, who has participated in the process of a Dream Category Company is rejected from the company, then (s)he may not be allowed to participate in the process for any other Dream Category Company that visits the campus later.

Offers and Offer Letters:

- The company shall send the offer letters for all the students selected by it to the Placement Office and not directly to the students.

NOTE: In case, the company sends the offer letter directly to the students, the students must inform the Placement Committee about the receipt of the offer letter and share a copy of the offer letter with the Placement Committee for maintaining its records.

- When the Placement Office receives the offer letter(s) from the company, it shall communicate the same to the selected student(s).

- A time period will be specified, within which the selected students will have to inform the Placement Office regarding their decision on the offer. If the student fails to do so within the stipulated time period, it shall be assumed that the student has rejected the offer, and the applicable rules of the placement policy would be applied in such cases.
- The purview of the Placement Policy is restricted only to the offers made as part of the campus placement process. However, all offers obtained by students in companies that have participated in the campus placement process will be governed by the Placement Policy, even if the student may have obtained the offer through an off-campus process.

NOTE: No direct communication between the student and the Company (representatives) is encouraged. If a student receives a communication directly from any company representatives, it is expected that the student will bring such communication to the notice of the Placement office immediately. Failure to do so may result in the student facing unpleasant consequences of their inaction.

Rejection of an Offer

- If a student participates in the selection process of a company, then (s)he cannot abort from it in between. If such a case arises, then it shall be understood that the student is not interested in placement and shall be marked uninterested in placements further on. The applicable clauses of the Placement Policy will then govern the participation of the student in the other companies of the Placement Drive.

For Example:

- o If this happens for a Category I or a Category II company offering Winter Internship (WI), Winter Internship + Job (WI + J), or Job (J) only offers, then the student will be out of the placement process.
- o If this happens for a company where the student is trying to exercise the switch option, then it would be deemed that the student has exercised the switch option and will be out of the placement process.
- An offer made will be considered rejected if the concerned student informs the Placement Office about the rejection in writing via email. The Placement Office will verify the authenticity of such communication.
- An offer made will be considered rejected if the concerned student does not inform the Placement Office about their decision on the offer in writing via email before the end of the stipulated period.

NOTE: If a student rejects a Job (J) only or Winter Internship + Job (WI + J) offer from a Category I or Category II Company, then (s)he would be considered as not interested in obtaining an offer from the Campus Placement Process and will be out of it.

- A student can only reject one offer at maximum while exercising the switch option or due to a parallel process, if they reject the second offer then (s)he is out of the placement process.
- On exercising the switch option,
 - o If the new offer is WI + J or WI only, the previous offer obtained by the student would stand rejected.
 - o If the new offer is J only, then the student may be allowed to do the WI in the company from whom (s)he obtained the previous offer.

[B] For Summer Internship Offers

- The following policy is only for summer internship that is offered to students for a period of six to eight weeks in the summer semester between the sixth and the seventh semester for UG students and second and third semester for PG students.
- If a student participates in the internship process of a company, then (s)he cannot leave it in between. If such a case arises, then it will be considered that the student is not interested in the internship process and will not be allowed to sit for further companies offering summer internships.
- If the student participates in the internship process of a company and gets an internship offer (s)he cannot reject it or leave the internship midway. It is mandatory for the student to accept the offer and work for the stipulated time. The stipulated time would be of at least six weeks duration during the period specified in the academic calendar of DA-IICT for the Summer semester. Any deviation, in the time period of the Summer Internship (SI), may have adverse consequences, which the student should be aware of.
- No switch or rejection of a summer internship offer is allowed, and a student is expected to do his/her summer internship in the company in which (s)he has been offered the summer internship through the campus placement process.
 - o If a student receives a Summer Internship (SI) offer in a Company (of either Category) through the campus placement process and does not do the SI in that company, it will be treated that (s)he has obtained and rejected the PPO from the company, and be out of the subsequent placement drive meant for their batch (i.e. batch graduating in 2023).

Pre-Placement Offer (PPO)

- If a student has been offered a Summer Internship in a Category I company and receives a Pre Placement Offer (Job (J) only or Winter Internship + Job (WI + J) or Winter Internship (WI) only, from that company, then the student will have to accept that offer and be out of the placement process.

- If the student has been offered a Summer Internship in a Category I company:
 - o Subsequently, during the placement drive, if the student receives an offer (WI, WI+J, or J only) in another Category I company, while the result of the pre-placement offer by the company where (s)he had pursued the summer internship is yet to be declared
 - Then the student will be declared ineligible for the pre-placement offer made to the student at a later date by the company where (s)he has pursued the summer internship.
 - The placement office would inform the concerned company where (s)he has pursued the summer internship about the same.
 - o Subsequently, during the placement drive, if the student receives an offer (WI, WI+J, or J only) in a Category II Company, while the result of the pre-placement offer by the company where (s)he had pursued the summer internship is yet to be declared.
 - Then the student will be allowed to wait for the result of the pre-placement offer from the company where (s)he has pursued the summer internship.
 - The student will not be allowed to participate in the placement process of any other company.
 - Once the PPO is received, the student will have to accept the PPO and reject the offer received from the Category II Company.
 - The placement office would inform the Category II company where (s)he had got the offer during the Placement Drive, about the rejection.
- If a student has been offered a Summer Internship in a Category II company and receives a Pre Placement Offer (Winter Internship + Job (WI + J) or Job (J) only), from that company, then the student will have to accept that offer and be out of the placement process.
- If a student has been offered a Summer Internship in a Category II company and receives a Pre Placement Offer (Winter Internship (WI) only), from that company, then the student will be allowed to participate in the Placement Process to exercise his/her Switch option.
- If the student has been offered a Summer Internship in a Category II company:
 - o Subsequently, during the placement drive, if the student receives an offer (WI, WI+J, or J only) in another Category I company, while the result of the pre-placement offer by the company where (s)he had pursued the summer internship is yet to be declared.

Then the student will be declared ineligible for the pre-placement offer made to the student at a later date by the company (s)he has pursued the summer internship.

The placement office would inform the concerned company where the student has done his/her summer internship about the same.

- If a Company offering Summer Internship, revises its CTC package for Full-Time Employment (FTE) at the time of offering the PPO, and as a result, it changes the Category of the Company, then the PPO obtained by the student will also be updated as that obtained from the Company belonging to the new Category and the policy applied accordingly.

NOTE:

1. If a scenario occurs during the placement drive which has not been considered in the above-mentioned policy and is brought to the notice of the Placement Committee, then the decision will be taken after a discussion between the student(s) who is/are involved in the case and the Placement Committee (placement office, faculty members of the placement committee and student members of the placement committee). The final decision taken by the Placement Committee will be binding on all concerned. The placement policy will be updated accordingly and students will be informed of the updated placement policy. This updated placement policy will then be applicable for all cases from that point of time.
2. A student has to sign an undertaking in order to be eligible for the placement drive. This undertaking is about following and obeying best practices during the placement process of a company. If any student is found guilty of doing malpractices during the placement process of any company:
 - The student will be solely responsible for the consequences.
 - The Placement Cell has the right to take suitable actions against a student as they deem appropriate and the student will not have any objection to this and abide by the decision taken by the Placement Cell. Those who have not signed this undertaking will be considered not interested in the placement drive and will not be allowed to register for any on-campus company placement process.