

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 result (selected list) declared after the company's process through the Placement Office, then that will be considered as an offer to the student. There are two kinds of internships at DA-IICT, namely:

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

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

Eligibility

All students graduating from the Institute in the year 2025 are eligible to participate in the Placement Drive 2024-25. 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 graduating from the Institute in the year 2026 are eligible to participate in the Summer Internship activities of the Placement Drive 2024-25. 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 on the Placement website.

Note: Any student working as a Junior Research Fellow/ Senior Research Fellow/Project Personnel, etc has to submit the No Objection Certificate (NOC) issued by their Principal Investigator(PI) to the Placement Cell for being eligible for the placement drive.

A registered student can participate in the placement process of a company subject to the requirements/eligibility criteria specified by:

- the company
- the placement policy

Note: All eligible students are required to express their interest in a particular Company by registering for the selection process within the designated time frame. Only those students who have completed the registration process will be granted participation in the Company's selection process.

Any student who fails to register in the stipulated time (on either the Placement Website, Company's Portal, or Google forms) will not be allowed to register afterward. The Placement Committee will not entertain any late registrations whatsoever may 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 into two categories, namely:

1. Category I - CTC INR 10 Lakhs Per Annum and above
2. Category II - CTC Below INR 10 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.

- In the event that a Company modifies its CTC package, resulting in a change in its designated Category, the offer received by the student will be adjusted to align with the new Category of the Company. Consequently, the placement policy will be applied based on the revised Category starting from that moment.

Placement Policy

[A] For Full-Time Offers

For offers received from Category I companies:

- A student who receives an offer, namely, 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 they receive will be the final offer, and no further switching would be applicable

For offers received from Category II companies:

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

Note: For WI + J offers (regardless of the category) conversion to Full Time Employment will be subject to the candidate's performance and the company's requirements.

Switch

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

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 this scenario, the eligible student is permitted to participate in the selection process of companies, whose Cost to Company (CTC) is equal to or higher than 1.5 times the CTC offered by the company, where the student obtained their WI only offer.
- The CTC declared by the category 2 company that has offered the Winter Internship only will 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)	3.53	5.00	7.00	9.00	9.50	9.99
Eligible for Switch (1.5X LPA)	5.295	7.50	10.50	13.50	14.25	14.98

Parallel Process

A student is a part of the processes of 2 companies, say Company X and Company Y, whose processes have 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, that will be considered 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 they receive an offer from company X, they will have to accept that offer, the offer from Y would stand canceled, and they will be out of the Placement Drive.
- 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 they 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, their previous standing offer would be rejected, and the student will be 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, their previous standing offer would be considered rejected, and the student will be 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 they will 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, any offers received by students from companies involved in the campus placement process will also fall under this policy, even if the offers are obtained through an off-campus process.
- If a student has already received an on-campus offer, (s)he is not permitted to accept an off-campus offer from a company that participates in the campus placement process, as it will be considered an on-campus offer.

Note: No direct communication between the student and the Company (representatives) is encouraged by the Placement Cell. If a student receives a communication directly from any company representative, 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, including but not limited to, possible action by the Placement and Internship Affairs and Action Committee(PIAAC).

Rejection of an Offer

- If a student gets an Winter Internship offer (Only Winter Internship or Winter Internship + Job) through the Campus placement process, the student will have to go for that internship (since it is an academic requirement). This is independent of the category of the company, which is offering the internship. Failing to do so, may have adverse consequences and a student is solely responsible for the same.

- If a student participates in the selection process of a company, then they cannot withdraw from the process midway. 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:

- 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.
- 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 the concerned student 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 they 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 they will be out of the placement process.

- On exercising the switch option,
 - If the new offer is WI + J or WI only, the previous offer obtained by the student would stand rejected.
 - If the new offer is J only, then the student may be allowed to do the WI in the company from which they had obtained the previous offer.

[B] For Summer Internship Offers

- The following policy is only for the summer internship that is offered to students for a period of six to eight weeks in the summer semester between the 6th and the 7th semester for UG students and the 2nd and 3rd semester for PG students.
- If a student participates in the internship process of a company, then they cannot withdraw from it midway. 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, they 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, including but not limited to, possible extension of internship period to fulfill academic requirements at DA-IICT.
- No switch or rejection of a summer internship offer is allowed, and a student is expected to do their summer internship in the company in which they have been offered through the campus placement process.
 - 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 Summer Internship in that company, it will be treated that they have 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 2026).

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:
 - 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 they 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 they had pursued the summer internship.
 - The placement office would inform the concerned company, where they had pursued the summer internship, about the same.
 - 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 they 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 they have 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 they 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 their Switch option.
- If the student has been offered a Summer Internship in a Category II company:
 - Subsequently, during the placement drive, if the student receives an offer (WI, WI+J, or J only) in another Category I company, the result of the pre-placement offer by the company, where they have 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 they have 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 placement policy will be applied accordingly.

Placement and Internship Affairs and Action Committee (PIAAC) :

The committee will be responsible for policy guidelines and implementation strategies for placements and academic internships. The committee will handle

- All disciplinary matters related to a student's placement, job, and academic internship come under the purview of this committee, including but not limited to misbehavior of a student at a company, spoiling the reputation of the institute at a company and vice versa, doing an industrial internship along with doing Academic Internship under a faculty member (either from DA-IICT or from outside institute/university) without informing both the parties, etc.
- If any student is found guilty or suspected of violating the placement policy or doing mischievous activities/malpractices in the company process, all such matters should fall under this committee
- This committee should address any activities done by the students at the company which may affect the reputation of the Institute or affect the employer-institute relationship.
- If we receive any complaint/allegations from the employer against any student(s) during the Internship then the student(s) may face possible action from PIAAC.
- It is for the committee to consider and decide whether:
 - The matter requires any further formal action or
 - The matter is suitable for informal resolution or other action/procedure and therefore resolved, or
 - The matter should be redirected to the Disciplinary Action Committee (DAC) for further actions (if necessary)

Note : Recommendation by the Disciplinary Action Committee (DAC) will be taken into consideration by the Placement and Internship Affairs and Action Committee (PIAAC).

Social Media Conduct and Legal Consequences

- Students are strictly prohibited from posting any content on Social Media related to the Placement Cell or companies visiting the campus, including information about company tests, interviews, or results.
- DA-IICT has enlisted the support of a legal consultant to address defamation issues. Any defamatory statements against the Placement Cell or companies will be rigorously pursued.
- Strict legal actions, in accordance with cyber security laws, will be taken against individuals found responsible for defamatory statements. This is to protect the reputation of the Placement Cell and maintain strong relationships with companies, alumni, and other stakeholders.

NOTE:

1. The role of the Placement Committee is of a facilitator and counselor for placement related activities and it does NOT guarantee a job.
2. Students are advised to thoroughly check the profile and background of each company and make informed decisions BEFORE applying to any company participating in the campus placement drive. The Placement Committee will NOT be liable for any default from the company's end at any later stage.
3. 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). Similarly, any such scenario may occur that requires reporting to the Placement and Internship Affairs Action Committee(PIAAC). The final decision taken by the Placement Committee or PIAAC as the case may be, 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.

4. 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:
 - a. The student will be solely responsible for the consequences, including but not limited to, possible action by Placement and Internship Affairs and Action Committee(PIAAC).
 - b. 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 placement process and thus, will be out of the placement drive.
- ★ Placement Cell will allow students, who have received Category II offers of type Job (J) or Internship+Job (I+J) to apply for the switch in some companies. The rules mentioned above regarding the switch will be applicable in such cases.

NOTE: It is important to acknowledge that students must strictly follow this Placement Policy. Failure to comply may result in the student facing potential actions by the Placement and Internship Affairs and Action Committee (PIAAC).