

Revised: 01/07/2024

=====

The training and placement office (TPO) of VJTI has one main goal:

“To provide the best internship and placement opportunities to all students.”

- Our aim at the end of the year is to have maximum students placed in companies of their liking.
 - TPO is an impartial body, and is just a facilitator which works for the benefit of the students and the visiting companies.
- The TPO Policy has been drafted and revised based on our previous experiences, and feedback from the various stakeholders.
- =====

General Instructions to all Students

1. Students must provide latest, updated information while applying to companies. *The data given in Superset software should be updated regularly.*
2. Students intending to pursue further studies must notify the TPO prior to the commencement of the placement process. *Failure to inform, followed by subsequent withdrawal from the process, will lead to the withholding of the Letter of Recommendation (LoR) and/or the final graduation certificate.*
3. Students aspiring to pursue higher education are eligible to apply only to companies that are offering:
 - (i) ≤ 12 lpa for CE,IT& Circuital branches.
 - (ii) ≤ 10 lpa for all other branches.

4. Students must not use any unfair means during the process. Any student found to use unfair means shall be debarred from the placement process.
5. The TPO tries their best to give all students equal opportunities, irrespective of branch, department, repeater status, etc. However, criteria, shortlisting, package and final selection lies in the hands of the company, not the TPO.
6. It is mandatory for all students appearing for any process of campus drive to come in formals.
7. Students must keep their Identity Card with them at the time of Pre placement Talk (PPT) Test / Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or TPO staff.
8. Students are also requested to share the contacts they have, if any, of different companies, so that the TPO may formally invite these companies for placements
9. Direct communication with the company officials is Not Allowed. If any student is found to do so then appropriate action will be taken against them. In case of any issue, students should approach respective TPO CRs.
10. It is mandatory for students who have applied to a company to participate in the placement process of that company.
11. Attendance in PPT is mandatory after application, to be eligible for further placement process.
12. Students proceeding after the PPT for the next step in the selection process of a company cannot quit in between. If a student quits in between the process, then they will be debarred and will not be allowed to appear in any other future placement event.
13. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
14. If a student is blacklisted then they can approach the placement committee to make a formal request for removal from the blacklist. If the committee rejects their request then they can approach the director for the same. Decision of the director in the same matter will be final and binding. Once a student is blacklisted, they are debarred from the placement process.
15. If a student plans to not sit for the placement/internship process, they must inform the TPO as soon as possible.

16. During the on-campus placement drive, students who have not yet secured a final offer and wish to withdraw from the process to pursue postgraduate studies or seek opportunities off-campus are permitted to do so. It is imperative that they communicate this decision to the designated TPO CR to ensure their preferences are accurately recorded. This option is available only if they have not received any offers at the time of withdrawal.
17. If a student, who had previously expressed an interest in postgraduate studies or opted out of the placement process, decides to partake in the on-campus placement drive, they are required to notify their TPO CR to amend their preferences prior to applying for on-campus opportunities.
18. The TPO and TPO CRs are there to get the queries and doubts of students cleared, and to ensure the smooth process.
19. Please do not send any email to the TPO Google Groups (it is considered as spam). If you wish to contact the TPO, please don't call or email. WhatsApp the concerned TPO CR or the professor-in-charge. WhatsApp is available 24x7. The professor usually responds in a couple of hours.

In case of any discrepancy, the decision of Professor - In - Charge, Training and Placement Office, VJTI will be final.

=====

Full Time Placements

Rules for MTech and MCA

MTech and MCA students will have the “***One student, One placement offer***” policy for placements. Once they are offered a full time placement offer by a particular company, they have to accept it, and they will be out of the placement process.

Eligibility for Placements and Internships:

1. Students who have successfully qualified for an internship are eligible for only placements.
2. Students who have successfully qualified for a placement are eligible only for internships.
3. Students who have secured both a placement and an internship (I+P) are exempted from the placement process.
4. Candidates should clearly communicate to the HR before their interviews, if they are interested in either placements, internships, or if they have secured both opportunities.

Please note that categorisation of companies and betterment is available only for BTech students and not for MTech and MCA

Rules for BTech

Based on our experience last year, the tier system has been updated to categorize companies into 3 types, based on their CTC as given below:

Category	Branch	CTC Range (INR)
Normal	CE & IT	<18 LPA
	Circuit Branches	<14 LPA
	All Other Branches	<11 LPA
Dream	CE & IT	≥18 LPA & <40 LPA
	Circuit Branches	≥14 LPA & <40 LPA
	All Other Branches	≥11 LPA & <40 LPA
Super Dream	All Branches	≥40 LPA

Once a student has been placed in a company falling into a particular category, moving forward, they will be permitted to apply for only those companies which fall into a higher category than the one they are currently placed in. However the betterment, i.e getting placed in a company of a higher category, is restricted to only one time.

Note: “Placement” can be either through PPO or Direct Full Time Offer.

For Example:

- A student gets placement in company PQR [Normal].
- Now, they can still apply to Dream and Super-Dream companies. (*Rule: Application to better category is allowed*)

- If they get selected in company LMN [Dream], then they are out of the placement process, and cannot apply to any other company, even of the Super-Dream category. (*Rule: Switch to any other better category is restricted to one time only*)
- They will be finally placed in LMN [Dream].

The Betterment Gap Rule:

Students are not permitted to apply to companies whose offered CTC falls within a range given below of their existing offer.

Branch	Minimum Betterment Gap
CE, IT & circuit Branches	3 LPA (CTC)
All other branches	2 LPA (CTC)

For Example:

- A student gets an offer in company PQR [CTC: 15 LPA].
- They can only apply for company LMN [CTC: ≥ 18 LPA].
- This will be considered as a betterment switch.

If a student is waitlisted (or there is a delay in result declaration) by company ABC and later they get a job in some other company PQR, and then if the company ABC gives an offer then the student will have a choice to decide between ABC and PQR. But, that will be counted as a betterment switch and then the student cannot apply for betterment after that.

Please note that students interning at a particular company are not permitted to apply for the same company through the placement process.

Note: Circuit branches include *Electronics and Telecommunication Engineering, Electronics Engineering and Electrical Engineering.*

Pre-placement Offers (PPO)

Common rules for BTech, MTech and MCA

1. Companies are requested to release their PPO by the end of August, as the Final Placement process starts from 1st August each year. (TPO will remind the companies, and the students are also requested to do the needful from their end, and remind their respective companies).
2. If a student wishes to reject a potential PPO, they should discuss and inform their company accordingly before the final PPO details are declared by the company to the TPO.
3. Once a student is offered a PPO, it is considered that they have been placed in that company.
4. A PPO offered by a company can be rejected by the student if it has a CTC of **less than 11 LPA.**

Rules for B.Tech. only

1. If the student gets a PPO, they can avail only one more placement offer of a company in a higher tier.
2. If the student receives a placement offer in the same category as their internship company's PPO, and the internship company releases the PPO subsequently, the student will be ineligible to accept the PPO. The TPO will promptly notify the internship company to refrain from issuing a PPO.
3. If the student wishes to be eligible for a maximum of 2 offers through the placement process, they should inform the company not to consider them for PPO before it is released.

4. If a student wishes to pursue postgraduate studies, or is unsure, they will be allowed to accept a PPO if offered by a company.

Off-Campus Offers

1. Before the beginning of the placement season, a record will be created in order to understand the students preferences whether they want to participate in the placement process, pursue postgraduate studies, or completely opt out of the placement process. Only those who wish to participate in the placement process will be eligible to apply for on-campus placements. Students opting for higher studies can apply in companies offering ≤ 12 LPA for CE,IT & Circuital branches; ≤ 10 LPA for all other branches.
2. During the on-campus placement drive, if a student who had initially indicated their preference to participate in the placement process and has not yet received a final offer from a company, wishes to quit the on-campus placement drive and opt for postgraduate studies / off-campus opportunities can do so. They need to inform their concerned TPO CR in order to update their preferences.
3. During the on-campus placement drive, if a student who had initially indicated their preference to pursue postgraduate studies or completely opt out of the placement process, wishes to take part in the on-campus placement drive can do so. They need to inform their concerned TPO CR in order to update their preferences before applying for on-campus opportunities.

Internships

1. All internships will follow the “***Once student, One internship offer***” policy.
2. Once a student is offered an internship through the TPO, they will be out of the internship process, and will no longer be eligible for any other company’s process.
3. The student **must** join the company for their internship. If they reject the internship offer or do not join the company, then they will be blacklisted and not be allowed to appear for the placement drive the following year.

Regarding Internships for BTech, MTech and MCA

If a student rejects an internship offer or does not join the company, instead opting for an off-campus offer, then they will be blacklisted and not be allowed to appear for the placement drive the following year.

Regarding Placements for BTech, MTech and MCA

Students placed via the on-campus placement drive will have to compulsorily join the company for at least 1 year. Strict action (including blocking of transcript) will be taken against students who violate this rule.

Academics and TPO

1. The TPO has no say in academic and examination-related matters.
2. The institute's academic section does not allow students to do internships (and any other work) that overlap with academic activities. TPO will hence not allow companies to offer internships and full time offers having their dates overlapping with the dates when academic activities are held (according to the official academic calendar released by the institute).

Instructions to Company Officials

1. The Training and Placement Office allots a date to the company as per the ranking on the basis of following parameters: Job profile and growth prospects, the package (CTC) being offered by the company, past record of recruitment at VJTI, feedback from the students regarding the company.
2. Companies are requested to declare the result of placement immediately after interviews (on the same day before 11:59 PM). However, if another company visits before the declaration of results, students will be allowed to sit for the other company.
3. If a student gets an offer from any company, they need to immediately accept it, by the end of day. (If a student gets an offer from more than one company on the same day, they can accept an offer from any one company of their choice - will not be counted as betterment).
4. Any correspondence with the students regarding offer letters or any other matter should be done only through the TPO.
5. HRs/hiring managers should clearly mention the job profile and CTC (final amount, along with break-up) in the Job Application Form (JAF).

Thank you and all the best for Placements

