

Date : 18th Jan 2023

As the Central Training & Placement Officer for VI (Vishwakarma institutes), I wish to lay down some policies we have for T&P for this academic year 2023-24(For students in T.Y. 2022-23). The formal internship (with ppo) drives have just begun and the placement process should commence in mid July 2023. The placement season for this batch will last for about 24 months (Until December 2024)

1. Single offer per student : This year we will be offering only ONE SINGLE offer to every student through our T&P cell. Every company that comes to campus is meant for a specific set of students and students should apply to appear for a company's test and interviews only if they aspire for a job from that company.

In case some company comes to campus later this year with an "extraordinary package" it will be at the discretion of the CTPO to declare that every student (placed or unplaced) can apply for such companies. Currently we have not created any such list of companies. But it may be necessitated in the future at the discretion of CTPO. Thus the status quo as of today is we will be allowing only One Job per student. Thus any student who is already placed is out of the process and shall not appear for any other company.

2. Internships converted to Placement offer :All VI students have the facility of a summer or semester long internship or rarely a year long internship in a company. We look at Internship as a "Gateway to a Job". Thus any student who appears for any company at VI desiring internship, irrespective of whether the internship has been arranged by CTPO or individual department, is, in principal, willing to accept a job offer from that company. Most companies offer a PPO (Pre Placement Offer) to the intern at some point of time during or the end of the internship and this PPO is **Binding on the student**. The student cannot reject the job offer stating that he/she is not interested in the job/role offered by the company interning the student. There are two categories of companies that will come down to campus for selecting interns. One that offers semester or year long internship and the other that offer summer internships (But converts to semester internship based on performance) Any student selected as a summer intern will not apply for a semester long internship as long as the summer internship is not over since some of these summer internships get converted to semester long internships. Some companies are specifically for those not interested in placements (like those aspiring for higher studies) and students who apply for these will not be allowed for placements.

But several companies that are looking for interns have also clearly mentioned intention to convert to PPOs. This information is communicated to students at the time of application process for a company. For example Seagate and Infineon come for year long internships with intention to give PPO. Students selected for such companies are out of entire placement process until next June 2024. Companies like Credit Suisse, NVIDIA etc are offering semester internship and since they give PPO as well, we will wait for results of PPO to come (by Jan 2024) before allowing such students for placements. All this information is communicated when we seek registrations for internships and every student must read them carefully before applying for an internship.

Our general strategy is also to invite companies that offer 6-6.5 lacs Plus for internships in Semester 1 (for IT roles) and 5 lacs plus for core branches. Rest will be invited for internships in semester 2. However this year we may also invite companies that offer 4-6 lacs as PPO (IT) for internships in Semester 1 mainly for students with low scores. But if a student with a very high merit applies for a company offering less PPO, then he/she will not be allowed later for companies that offer higher salaries. So please think carefully before applying for an internship with a company. And if a student is not interested in placements he/she may sit for companies that are

not offering PPO. For some companies who have come for internships we will mention that students who get internship here, could sit for X number of companies that offer only placements and such notifications may change company to company and are communicated to students during registrations.

Even if a student applies for internship/job to a company on his own, if that company has an association with VI, then such a selection will also be treated as part of our VI selection process and same policies would apply.

3. Duration of Internships : A summer internship generally lasts about 2 months (June 1st to July 31st) and a semester long internship needs to have a duration of minimum 4.5 month. (August 1st to December 15th or January 1st to May 15th). However in some cases, a semester long internship (especially in odd semester) may run from July 1st to December 15th and that is acceptable too.

It is also possible that a company may come for summer internship (2 months) initially, but later convert it to (4.5 month) semester long internship. This is left to the discretion of the company and students need to accept an extended internship from a company.

4. Internship for students already placed: Since internship is viewed as a “Gateway to a job” and since we have Single offer per student policy in place, once a student obtains a job, he/she will not be allowed to appear for any other internship offer. He may do internship in the same company where he is placed (if they permit). VI will not allow placed students to sit for internship interviews through any process. Such students, who may not obtain an internship, may do elective courses offered by the department during their Internship Module or do internship in a start up etc on their own.

5. Seeking Exceptions to rule is discouraged: When a company comes to college for internship/placement they specify their criteria (no backlogs, CPI above 8 etc) and we forward the criteria to all students. It has been noticed that students who do not fit into the criteria keep seeking exceptions. For example a company says “No backlogs” and some student who has one backlog keeps asking if he can apply. Similarly a company has specified cut of as 8.5 CPI and students with CPI 8.49 ask if they can apply. The answer to these questions is a clear **NO**. So we expect students to read the criteria carefully and not seek exceptions if they do not fit the criteria.

6. Dress code during interviews for internships/placements: All students should be present in Formals. VIT students : Full sleeve white shirt and black trousers with black/brown shoes for boys. VIIT and VU students : Full sleeve sky blue shirt and black trousers with black/brown shoes for boys.

Either same colour code as above or Punjabi dress with sleeves for girls.

(Students wearing jeans, T-shirts or any other dress other than what is mentioned above will not be allowed to appear for the placement process) They should carry updated CV along with them. In

some cases, interviews will happen over skype /video etc. Please be dressed in formal attire during online interviews too.

7. Disciplinary Actions: CTPO will not hesitate to take disciplinary action that includes debarring a student from appearing for internships/final placements under any of the following or similar cases of guilt (following are only examples) :

- a. Applying for a company and remaining absent or being late. Not coming in formal attire or color code mentioned. Getting shortlisted for a test but skipping it.
- b. Appearing for an interview and informing the interviewer that he/she has no intention to join the company as either an intern or final job seeker.
- c. Rejecting PPO offered by company where one is an intern.
- d. Giving false information during the initial process of filling up required details.

8. Escalation Process: In case students have any queries they should do the following:

- a. Read the mails/whatsapp messages and criteria carefully. 100% information is conveyed in the mail sent.
- b. In case of doubts meet the office staff of TPO section at VIT between 10 to 6 p.m. (Monday to Friday and Saturday 9 to 1 p.m.)
- c. In case someone is out of station (as an intern) student may mail tpo_students@vit.edu. (Please note that tpo@vit.edu is the mail id for companies to write to TPO, it is not for students to ask their queries so DO NOT write mails to tpo@vit.edu)
- d. In case none of the above methods solved your query you first meet your respective TPO in college, else approach the undersigned.
- e. Students can always meet me in my office. No WhatsApp or phone calls from students to me or my team. We shall be soon creating a whatsapp group of Class representatives of each division where CRs can ask questions. Else everything is communicated on TELEGRAM channel.

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Central Training and Placement Officer

VI-group