


**KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY**

— Deemed to be University U/S 3 of UGC Act, 1956 —

**KIIT DEEMED TO BE UNIVERSITY  
BHUBANESWAR – 751024 (ODISHA)**
**INDUSTRY ENGAGEMENT CENTRE (IEC)  
DEPARTMENT OF TRAINING & PLACEMENT (T&P)  
CAREER ADVISORY & AUGMENTATION SCHOOL (CAAS)**
**GENERAL GUIDELINES / REGULATIONS FOR  
“CAMPUS RECRUITMENT PROGRAM”**
**2023 GRADUATING BATCH**

The objective of the KIIT Department of Training & Placement (T&P) is to provide a platform for “*Eligible & Qualified*” students of the University to interact with the visiting corporate for campus recruitment, summer training, internship, and other industry engagement related programs, which is a service extended to these students. The offers made (to students) through these programs solely depend upon the requirements of the visiting companies and further on the market demand.

Following are the guidelines/regulations that govern the functioning of the T&P Department along with the roles & responsibilities of the participating students. **Please note that a serious view may be taken by the University Management in case of breach of any of these guidelines/regulations leading to the disqualification of such students from entire T&P activities including participation in the ‘Campus Recruitment Program’.** The decision of University Management will be final & binding on any of the below-mentioned guidelines & regulations.

In case of information/query regarding any related activities, students/guardians can contact Director (P&IE), Director (CAAS), Dean (T&P), Dean (IE), Dean (CAAS), Assoc Deans (T&P), Placement Officers, or any of the Faculty Associates (T&P) during the office hours (10.00 am – 6.00 pm) on all working days of the University via phone/email/visit in person or could contact **24x7 T&P Help Desk** ([tnphelpdesk@kiit.ac.in](mailto:tnphelpdesk@kiit.ac.in) OR [placement@kiit.ac.in](mailto:placement@kiit.ac.in)).

**(A). GENERAL / BEFORE CAMPUS RECRUITMENT PROGRAM**

- **Discipline:** Discipline is given utmost importance by KIIT and therefore students who are well-behaved and disciplined throughout their study at KIIT [as per the University disciplinary norms set time-to-time] are ONLY eligible to attend the campus recruitment process. Students who indulge in any indisciplinary activities in & around the University campus (also includes hostels and the institutional area of the University) including misbehavior of any kind with any of the University authorities/officials (including staff engaged in the T&P activities) disqualifies them from all the T&P activities (including participation in the campus recruitment program).
- **Fees / Dues:** Defaulters of college dues, hostel dues, T&P fees (if any), or defaulter under any fee head of the University as per regulations & records of the University shall NOT be eligible to attend the campus recruitment & associated programs.
- **Attendance:** Attendance in theory classes, practical, sessional, seminar, project, mid-semester & end-semester examination, extra-curricular activities, PRE-PLACEMENT TRAINING CLASSES,

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technical & personality development (PD) workshops, communication development programs, etc conducted by the T&P, CAAS, or allied Schools / Departments of the University from time-to-time is mandatory. A minimum percentage of attendance is required to be eligible for attending the campus recruitment programs. For theory classes, practical, sessional, seminars, projects, extra-curricular activities, it is mandatory to have a minimum of 75% (or as per AICTE norms for Medical reasons) attendance. For practical, sessional & seminars including any training programs as cited above 100% (or as per AICTE norms for Medical reasons) attendance is mandatory.

- **Summer Training / Certification:** From the perspective of visiting organizations to KIIT University for campus recruitment program, competency development summer/winter training & certification in various domains/industry verticals is a way to improve/substantiate/reinforce/establish the depth-of-knowledge of the students. Keeping in view the demand for quality industry-ready talent and holistic development of the students, university has also initiated offering professional certification programs (completely executed & monitored by the T&P and CAAS). Additionally, allied Schools have been directed by the University to offer 'Faculty-Led-Projects (FLP)' to the students during summer vacation (especially keeping in mind the Covid pandemic). Students are advised to connect their respective Schools for details on the FLP and register themselves for the summer training. It is advised from T&P that students must undertake good numbers of the training & certifications to enrich themselves which will help them for better preparedness during the forthcoming campus placement program. **It may be noted that corporate training programs arranged by the University (e.g. HRC, Epik Summer Training) shall also be treated as an equivalence of these training requirements.**

## **(B). DURING THE CAMPUS RECRUITMENT PROCESS**

- **Eligibility:**
  - ✓ Students who are "Eligible & Qualified" according to the criteria specified by the visiting organization are ONLY allowed to participate in the said process. The criterion, shortlisting, campus process & method, final selection, etc during the campus recruitment process is completely at the discretion of the visiting organization and University has no role in the same. However, at times, the University dialogues with the visiting organizations regarding the above before inviting them to the campus but the notification by the T&P Department in this regard is final & binding to all the students.
  - ✓ **A student has to appear all the 03 (Three) EXIT TESTS conducted by CAAS failing which they will not be eligible to participate in the campus recruitment process.**
- **General Recruitment Process:**
  - (a) Registration for participation in the recruitment process of a company
  - (b) Shortlisting (*i.e.* It is the sole discretion of the company)
  - (c) Online Test
  - (d) GD / Case Study
  - (e) Interviews (Technical + Personal)
  - (f) Result Declaration

The process points (c), (d), and (e) may vary from company to company.
- **Discipline & Plagiarism:**
  - ✓ Timings of the campus recruitment process are also at the discretion of the visiting organizations and therefore some processes may run into late hours for which students (especially day boarders) have to take care of their transportation and other related issues themselves. During the Covid

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pandemic, the major of the campus recruitment process shall be online and taken remotely. In such case, the students found indulging in any kind of plagiarism/unfair means/misconduct as reported by the company shall be taken seriously by the University and such students shall be debarred from the campus recruitment process with immediate effect. The decision of the University in such cases shall be final and will be abided by all the students.

- ✓ Pre Placement Talk (PPT) delivered by the organizations is the starting point of the process which gives the information regarding work culture and environment within the organization including complete details of the JD / CTC / Place of Posting etc depending upon the company. It is assumed that a clear understanding of all such issues can be reached only during the PPT by way of clarifications/queries by the students. Thereafter, any arguments/negotiations on these aspects with personnels of the visiting organizations or any officers of T&P or allied departments would disqualify the student from the subsequent campus recruitment program.
- ✓ Aside, the responsibility regarding due diligence about the company visiting the campus solely lies with the participating candidates and he/she shall be completely responsible for his / her participation in the company's campus process. It's understood legally by all means that students have completely undergone the company's profile (along with job role & other related items) and the university is not responsible for deferment of any sort in the future in this regard. Students need to carry required sets of Bio-Data, Photograph, and Testimonials on the day of campus recruitment as notified or informed starting from PPT. All students must attend the campus drives formally dressed in virtual/physical/hybrid mode starting from the PPT.

• ***Categories of Companies & Participation Criteria:***

The companies are divided into THREE categories based on the CTC per annum offered irrespective of the job profile, turnover & brand value of the company, which are as follows:

- ✓ ***Companies with Fixed CTC up to 7.00 LPA (Category-I). This Category is further sub-categorized as below:***
- ✓ ***Companies with Fixed CTC between 7.01 and 12.99 LPA (Category-II)***
- ✓ ***Companies with Fixed CTC of between 13.00 LPA and 20.00 (Category –III (Dream))***
- ✓ ***Companies with Fixed CTC of more than 20.00 LPA (Category –IV (Super Dream))***

Students can participate in any of the companies falling in the above categories based on the company's eligibility criteria basis following the under mentioned conditions:

- ✓ Students who get placed in Category-I are also eligible to participate further in any other companies under Category-II, Category-III (Dream), and Category-IV (Super Dream) and a minimum Fixed or Base CTC difference equal to or more than 50% of the existing offer. This is applicable for all the students irrespective of the disciplines of study except for CORE companies. Such students shall be treated as 'Placed Candidates'.
- ✓ Students getting placed in Category-II are only eligible to participate in Category-III (Dream) and Category – IV (Super Dream) companies if Fixed or Base CTC difference equal to or more than 50% of the existing offer.
- ✓ Students getting placed in Category-III are only eligible to participate in Category – IV (Super Dream) companies if Fixed or Base CTC difference equal to or more than 50% of the existing offer.
- ✓ Students from CORE disciplines (i.e. Schools of Mechanical, Electrical & Civil Engg.) on the basis of decision of the University Authorities on a case-to-case basis; he/she may be allowed to participate in a CORE company if he/she is previously offered in an IT / ITES company irrespective of the CTC difference. The decision of the University shall be final & binding to all such students.
- ✓ Students getting an offer from a CORE company irrespective of the CTC difference and placement status shall be out of the campus placement program and shall be treated as 'Placed

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Candidates'. He/she shall NOT be allowed to participate in any of the companies falling in any of the above categories. A student can avail a maximum of one offer in a CORE company.

- ✓ A student can avail of a maximum of 3 offers considering one in each category (Up to Category – III) while participating in the campus recruitment process.

- ***Participation in Internship with performance-based PPO drives:***

- A student who is placed in a company offering an internship with performance-based PPO is only eligible to participate in another company that falls in Category – III (Dream) and Category – IV (Super Dream) status offering an internship with performance-based PPO.

✓ **Note: This clause does not apply to HighRadius & Epik Paid Interns.**

- A student who got a full-time offer (PPO) with a mandatory internship and joins the company for the internship during the 7<sup>th</sup> or 8<sup>th</sup> semester will be allowed to participate in Category – III (Dream) and Category – IV (Super Dream) if Fixed or Base CTC difference double of the existing offer.

- ***Other Mandatory Criteria:***

This section includes other mandatory participation criteria in the campus recruitment program which need to be strictly adhered to by all the participating students:

- ✓ If a student registers for a campus process, it is assumed that the student has a clear understanding of the JD (Job Description) given by the company and he/she is completely interested in the career prospects offered by the company. Hence he/she has to mandatorily participate in the campus drive failing which he/she will be disqualified to attend the next campus drive. University will follow 'Zero Tolerance' policy in this aspect and any absenteeism post registering the campus drive shall strictly lead to the disqualification of the candidates from the campus recruitment program. University decision in this regard shall be final & binding to all the students.
- ✓ Students who had attended any rounds (process steps) of the campus recruitment process, e.g. written test, GD, or PI (other than PPT) must attend the further rounds of the process as per by the visiting organization or be informed by the T&P Department. Students not complying with this will be disqualified from the campus recruitment program and as well may attract strict disciplinary actions (including monetary fines) by the University. Once offered, students cannot reject the offers made by the visiting organization.
- ✓ The selection of a candidate during the campus process shall be informed either by the visiting company at the end of the process or by TPO or a competent person from the University. The verbal announcement can be treated as an official communication till the candidate gets formal mails or written communications by the University or by the company officials in form of offer letters or LOIs.
- ✓ In case of the overlaps of the campus processes by two or more companies; students who are waitlisted by the organizations are eligible to attend the subsequent campus processes and have to accept the offer of the organization that is offered first. Though due to the Covid pandemic, universities shall try to avoid overlaps of the campus process as far as possible.
- ✓ Students are NOT allowed to communicate directly with the visiting companies or any officials from the company unless due permission is taken from the university authorities. Any complaints from the company in this aspect shall be treated seriously and may lead to the cancellation/termination of the offer to the candidate and may even attract strict disciplinary actions from the University. Additionally, pressurizing/negotiating/disturbing the personnel of the visiting organization for what-so-ever the reasons without the knowledge of University authority during the process or before joining the organization would disqualify the student from the offer, as well from the subsequent campus recruitment program.

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- ✓ Placement activities are conducted in the good faith and therefore T&P Department is not responsible for visiting organizations going back on commitments on offers or any other related issues. Department is also not responsible for the work environment/accommodation of the students joining the visiting organization including cancellation/postponement/deferment of the visit of any organization for campus recruitment; (which is expected due to Novel Coronavirus). The responsibility of the T&P Department ends once the student receives an offer that has been made by an organization. Above all Training and Placement Department reserves the right to terminate one's eligibility to participate in the campus placement program without assigning any reason thereof.

### **(C). AFTER SELECTION & CAMPUS RECRUITMENT PROCESS**

- ***Acceptance of the Offer:***
  - It is mandatory to accept the offer by a student who is selected in any of the categories of companies offering PPO / Internship failing which he/she will be considered as placed and no further opportunities will be given to the said student in any of the categories.
  - After accepting the offer a student has to submit a medical fitness certificate to join the company.
  - After acceptance and joining a company offering an internship with performance-based PPO or PPO with mandatory internship, a student can't exit from the internship without the permission of the company. In case a student would like to exit from the internship on medical grounds, he/she shall be debarred from participating in the forthcoming companies on the ground of medical unfitness. However, he/she may be allowed to participate in forthcoming companies after producing a medical certificate from KIMS.
  - If in any circumstances a student has to leave any organization he/she shall abide by all clauses of the current company including legal compliances (if any). Office of the Training and Placement will not be responsible for any legal compliance.

### **(D). STUDENTS PARTICIPATING IN OFF-CAMPUS DRIVES:**

- ✓ If any student is participating in an off-campus drive and gets an offer, it is mandatory to inform the same to the office of the placement through a formal email to [placement@kiit.ac.in](mailto:placement@kiit.ac.in) with the attached offer letter.
- ✓ If any student is participating in off-campus drives and gets an offer despite his/her selection through campus placement and intends to join the company got through off-campus then he/she shall abide by all clauses of the current company (if already joined) including legal compliances (if any).
- ***Discipline and Code of Conduct:***
  - ✓ Indisciplined behavior by the students offered through the campus recruitment program by visiting companies vindicate the purpose of the method and process of the campus recruitment program. The following activities would disqualify a placed student from the offer made by the visited companies:
  - ✓ Involvement in disciplinary activities (what-so-ever) in & around the University campus (also includes hostels and the institutional area of the University) including misbehavior with any of the University authority/officials/staff.
  - ✓ Having examination backlogs or a lower percentage of marks (CGPA) than the recommended one as per the eligibility criteria of the visited organization.
  - ✓ Pressurizing/negotiating/disturbing the personnel of the visited organization for what-so-ever the

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reasons without the knowledge of University authorities

- ✓ Involvement in any kind of activities damaging/defacing/defaming the reputation of the University (including social media platforms).
- ✓ Defaulter under any fee head of the University as per regulations & records of the University shall not be eligible to take the offer given by the visited organization.
- ✓ Attendance in theory classes, practical, sessional, seminars, projects, mid & end-semester examinations, and extra-curricular activities conducted by the concerned Schools / Departments of the University from time to time is essential. Therefore, a minimum percentage of attendance is required to be eligible to take the offer made by the companies during the campus recruitment program as per University & AICTE regulations.

### **UNDERTAKING**

I undertake that I have gone through all the above rules, regulations & general guidelines of the “Campus Recruitment Program” of the KIIT Deemed to be University with respect to the Placement, Placement Preparedness, T&P, and CAAS related activities and would abide by all as stated above (including the ones set time-to-time and as notified by the T&P or University Authorities).

Additionally, I also undertake that I shall strictly not involve myself or instigate any other student(s) from KIIT Deemed to be University in any kind of the activities leading to damaging / defacing / defaming the reputation of the University (including misuse of the social media platforms).

**Name:**

**Roll No.:**

**Discipline / Branch:**

**Date:**

**Place:**

**(Signature of the Student)**

**(Signature of the Parents)**

**Name:**

**(Signature of the Student)**