



POLICIES FOR TRAINING, PLACEMENT & INTERNSHIP

Career Development and Services Cell

DIT University
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Policies for Training, Placement & Internship

INTRODUCTION

The Career Development Cell & Career Services Cell part of a strategic initiative of DIT University.

OBJECTIVE

The objective of this document is to provide necessary information to students to know about processes regarding their Career Fulfillment objectives.

ABBREVIATIONS USED IN THIS DOCUMENT

CDC	Career Development Cell
CSC	Career Services Cell
CF	Career Fulfillment
OCO	Other Career options
COT	Career Orientation Training
CRT	Campus Recruitment Training
CST	Company Specific Training
PT	Product Training (IT)
DT	Domain Training
ST	Services Training (IT)
TI	Technical Interview
PI	Personal Interview
GD	Group Discussion
PPT	Pre-Placement Talk
FTE	Full-Time Employment
HR	Human Resources
CTC	Cost to the Company
LPA	Lakhs per Annum
OJT	On Job Training

PROCESS OWNERS

- Dean - Career Development and Career Services Cell
- Managers - Career Development Cell & Career Services Cell
- Sr. Trainers - Career Development Cell
- Trainers - Career Development Cell

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- Training Placement Officer - Career Services Cell
- Placement Executives - Career Services Cell

STUDENT CATEGORIZATION

A student who is part of Under Graduate or Post Graduate program need to make their Career Choice during their pre-final year. The choices are

1. Interested in Placement
2. Interested in Placement but would like to DEFER* it for second phase.
3. Other Career options like - Higher studies / Competitive exams / etc.
4. Interested in Entrepreneurship / Family business

A form will be circulated during the beginning of the PRE-FINAL year to obtain students' Career Choices.

*DEFER - Postponing Placement opportunities in second phase due to engagement in Competitive/Govt. exam preparation/writing or seeking higher education abroad options etc. However, as per rule, it is to be noted that such students are still required to register for placement process and therein choose option DEFER.

RESPONSIBILITIES OF CAREER SERVICES CELL

- Organize Training programs as required
- Administer and share assessment feedback to students, parents & Institution
- Identify and validate a career opportunity for students
- Announce the recruitment / OCO process
- Share relevant databases to concerned stakeholders as per the timeline
- Design and communicate prep activities specific to a recruitment process to students
- Organize PPT, GD, TI, or PI as per the requirements
- Monitor student participation and take corrective action for deviation
- Communicate stage / final results to students
- Obtain offer acceptance from students and communicate to corporate
- Communicate internship opportunities
- Facilitate student on-boarding process for a corporate
- Organize guest lectures and facilitate student corporate interaction

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RESPONSIBILITIES OF A STUDENT

- Should check and respond to communication
- Should adhere to the process and procedures specified in this document
- Should register on time following the necessary instructions
- Should adhere to the dress code.

CAREER OPPORTUNITIES

Career opportunities will be made available through

- Campus Drives brought in by Career Services Cell
- Off campus drives through AMCAT / or similar portals
- Pooled in Drives by corporate
- Career Fairs & Job Melas.
- On Line contests & Hackathons
- Other Career Options brought in by CDC/ CSC

It is mandatory for a student to explore all available opportunities to gain exposure and to increase one's own selection.

ELIGIBILITY

Process	Criteria
Placement	<ol style="list-style-type: none"> 1. All students who have registered and enrolled for placement with ≥ 6.2 CGPA/60% throughout 2. Should not have more than 2 ACTIVE BACKLOGS 3. At the time of applying for a recruitment process should be eligible as per the criteria mentioned by the corporate
Other Career Options	<ol style="list-style-type: none"> 1. Students who have indicated their career preference as <ol style="list-style-type: none"> a. Higher Studies b. Study India / Abroad c. Competitive / Government exams 2. Should satisfy the criteria mentioned by that organisation/agency

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SIGN UP FOR CAMPUS DRIVES

For an opportunity with a corporate a mail/announcement would be shared along with

- The Job Description (JD)
- Cost to Company (CTC)
- Location
- Training period and Stipend
- Other terms and conditions

Students will be asked to Sign-up their interest in pursuing the opportunity. **Once a student sign up for the organization's said opportunity, It is treated as an agreement from the student confirming his/her willingness to participate in all related processes. Thereafter No Show/ Under-Performance/ Rejecting an offer - will render the student summarily out of the placement process.**

PREPARATORY PROCESS

Career Development Cell supports the students with many activities to ensure they can succeed in their career aspirations.

COMPETENCE DEVELOPMENT PROCESS

- Students who have opted for Placement and Deferred Placement will go through a series of structured training programs
- These training programs are conducted by external/internal experts to build necessary competencies in students to be industry ready
- AMCAT Assessments will be conducted during the Pre-Final year to know student's current level of industry readiness. This assessment will include
 - Simple mathematics and reasoning ability
 - Verbal ability
 - Basic programming skills
- Based on the assessment scores students will be grouped for specific training programs
- Students will be put through series of specially designed assessments periodically to check their industry readiness.

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TRAINING PROGRAMS OFFERED

- Competitive Coding Training
 - Student will be trained on the various Software Coding Skills to enhance their technical skills to be industry ready.
- Employment Enhancement Program (EEP)
 - Student will participate in extensive 15 days Placement centric boot camp to ensure placement readiness before commencement of Campus Recruitment.

- Company-Specific Training
 - A student will be eligible to attend Company Specific Training
 - These training will be organized for students who are eligible to appear for a specific company's recruitment process.
- Company Specific Assessments
 - They are specially designed assessments based on a company's recruitment process/assessment pattern.
 - This will help students to understand and be prepared to clear the recruitment process.
- Practice Assessments
 - Practice assessments are conducted on various platforms on Aptitude & Coding to give student a hands-on experience.
 - Webinars & Hackathons are conducted to give a real-time experience for students.
- Mock interviews
 - Mock interviews are conducted by Industry experts through virtual platforms to give a real-time experience for students.
 - They are generally conducted after academic hours.

DRESS CODE

For any event organized by CDC / CSC, all the students are required to strictly adhere to the formal dress code and should be well groomed.

Have a decent hairstyle and wear polished shoes.

STUDENTS WHO DO NOT ADHERE TO THE DRESS CODE WILL NOT BE PERMITTED TO ATTEND THE RECRUITMENT PROCESS / EVENT.

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PRE-PLACEMENT TALK

Students MUST attend a pre-placement talk organized by recruiting corporate. PPT provides the necessary information to students about the organization, expectations, and process involved in the recruitment process. This is an opportunity for students to interact with HR to clarify doubts.

Students should be seated in the auditorium or login into the virtual meeting room 15 minutes before the scheduled time.

OFFER POLICY

(a) For Circuit branches- CSE, ECE, EE

- A student is eligible to receive a maximum of TWO Offers.
- Once a student receives TWO offers as mentioned, he/ she will not be eligible to attend any other recruitment process.
- Request for SECOND OFFER will be considered provided
 - The offer made is more than $(2n-1)^*$
 - EXAMPLE
 - Current package - 6 LPA
 - The Second offer should be ≥ 11 LPA
 - $(6,00,000 \times 2 - 1)$

(b) For Core Engineering Branches- Petroleum, Civil & Mechanical. For Non Engineering- B.A (Hons), B.SC(Hons) & M.SC- All Branches

In View of limited opportunities for the core sector and for the benefit of all placement opted students from the core engineering departments, the offer policy is slightly different from the circuit branches.

- A student is eligible to receive a maximum of TWO Offers.
- If the first offer secured by the student is IT Profile, the student will be eligible for second offer as per the following conditions.
 - (i) Only one IT offer will be allowed to core engineering students.
 - (ii) For core opportunity, the student will be eligible as per the second offer policy.
- If the first offer secured by the student is core opportunity, thereafter the student would be eligible for second opportunity in accordance to $(2n-1)$ policy* mentioned above. Further, she/he has to strict for the

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accepted opportunity and should join when the company will on board the selected candidate.

NUMBER OF ATTEMPTS

Each student will be allowed 6 attempts for getting an offer. If a student is unable to convert these into an offer, he/ she may be considered out of the placement process at the discretion of DITU &/or respective School/ Institute.

PRE-PLACEMENT OFFER/ INTENT (PPO/PPI)

On the performance of the students during their Summer/Winter Training/ Internship, the company may give a PPO/PPI (Pre-Placement Offer or Intent) to the student. Such students are encouraged to accept the offer and if terms do not suit the student s/he is advised to reach out to CDC / CSC for help. Direct communication by the student with the company officials will not be entertained under any circumstances.

Note: In case of accepting any Off Campus Offer (OCO) student must immediately inform Career Services Cell.

INTERNSHIP PROCESS

- Some companies hire students as interns/trainees and then consider the student for a regular appointment during or after the assessment period. In case a student opts for an internship model then he/ she would be required to complete the duration of the internship as specified in good spirit and to the best of their abilities.
- An internship is scheduled during the summer break or during the last semester of a program as per the academic guidelines.
- Bonafide Letters for Internship will be issued for one organization only.
- No Bonafide Letters will be issued after the commencement of Internships.
- Students who apply for internships through CSC are obligated to join the organisation that confirms their internships.
- Students who are getting Internships on their own should inform CSC on the selection of their Internship and Specialization.

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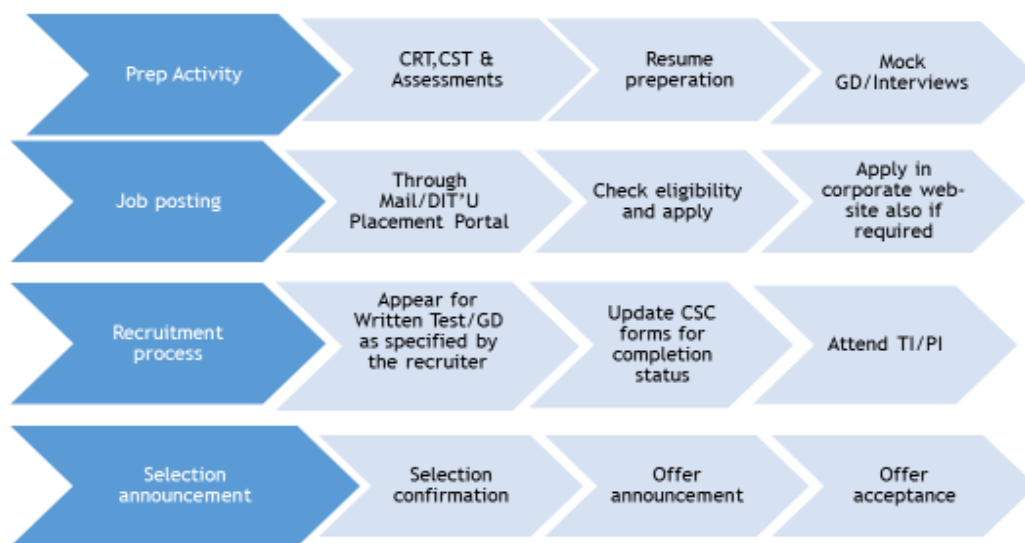
- The duration of an internship program will differ depending on the program.
- If the organization decides to extend the internship duration, the same must be communicated to CSC and to the respective Head of the department for necessary approval.
- The organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment or any other reason the organization deems fit.

OPTING OUT OF PLACEMENT

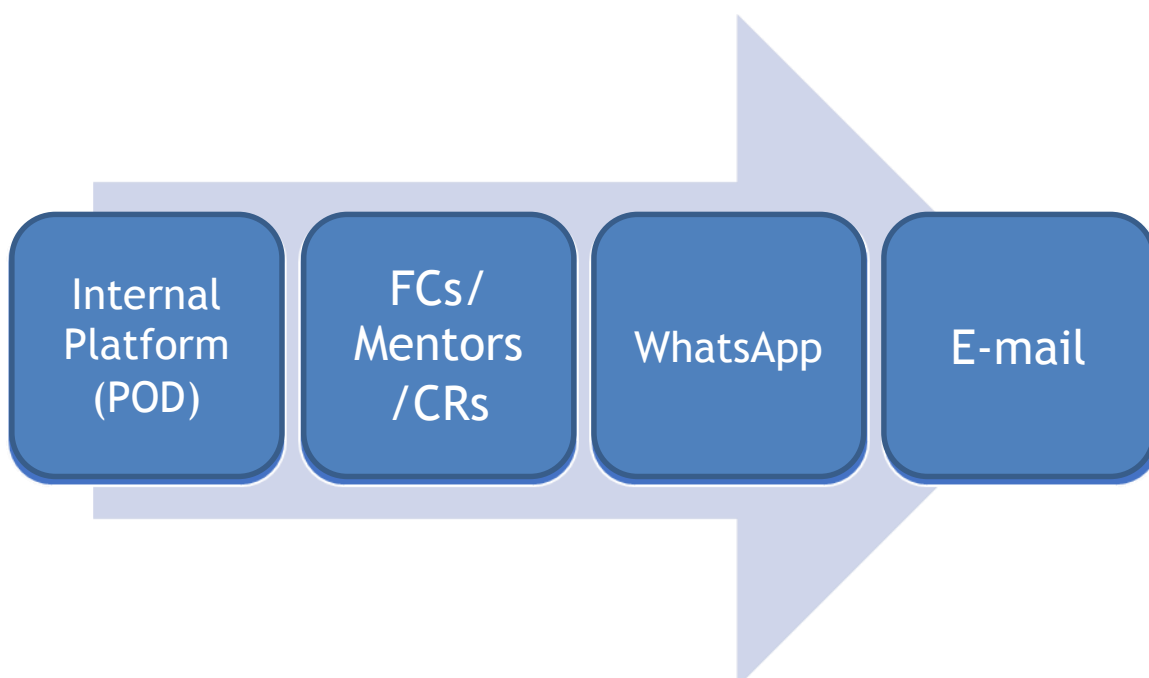
- Any student wishing to opt out of the Campus Placement or Internship Support process should inform the CSC in writing and well in advance.
- If she/he has not done so earlier and is shortlisted/offered a position by an organization through the campus recruitment process (process initiated/conducted earlier), she/he will be liable to accept the offer.
- In event of any conflicts, the final decision will rest with the placement committee which will act under the guidance of the Dean/Registrar/VC of the University.

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PROCESS FLOW



COMMUNICATION FLOW



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PLEASE NOTE: Corporate will send test-related communication directly to the registered E-mail ids of the student. So, students are advised to use their DITU E-mail ids and remember the same.

DEVIATION AND OUTCOME

Deviation	Outcome
Eligible and did not apply on Platform	Cannot appear for the drive
Applied in platform but did not apply on the corporate web-site	Cannot appear for the drive
Applied with the wrong email id	Cannot appear for the drive
Applied with the wrong contact number	Cannot appear for the drive
Late registration	Registration will not be accepted
Incomplete registration	Registration will not be accepted
Registered but did not attend the PPT	Not eligible to attend the next recruitment process
Registered but did not attend the written test	Not eligible to attend the next 3 recruitment processes
Written test cleared but did not attend GD/TI /PI	Not eligible to attend the next 3 recruitment processes
Final offer made but did not accept	Will be removed from placement eligible list
Final offer accepted but did not join for internship / FTE	Will be removed from placement eligible list
Improper behaviour during the recruitment process	Debarred from the further placement process
Found guilty of Malpractice (cheating, misappropriating information, using unfair means) or influence	Debarred from the further placement process

Negative Sign Up

If a student has registered for a placement drive and does not appear during the said Campus recruitment, s/he will be accounted as Negative Sign up.

- Caution letter will be issued in case of 1 Negative sign up.
- Warning letter will be issued in case of 2 Negative sign up (during entire placement season)
- Debarred letter from Placement process will be issued in case of 3 Negative sign up (during entire placement season)

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Note:

- **Bulk Recruiter Policy:** The negative attempt and six-attempt policy will not apply to bulk recruiters. You may pursue positions with as many bulk recruiters as you wish. However, to be eligible for opportunities offering a minimum salary of 15 LPA, you must participate in the recruitment process for at least three bulk recruiters, even if you qualify under the 2n-1 policy.
- **Multiple Offers:** This adjustment will assist you in securing multiple offers, in addition to benefiting from the dual offer policy.
- **Bulk Recruiter Identification:** CSC will specify whether a company is classified as a bulk recruiter when such opportunities will be shared.
- **Technical and Techno-Commercial Salary Criteria Policy:** The negative sign-up and six-attempt policy will apply only to technical or techno-commercial roles offering a salary of 4 LPA and above.
- **Monetary Bond Exemption:** The negative sign-up and six-attempt policy will not apply to opportunities associated with monetary bonds.

GENERAL RULES

- Each student is expected to follow the instructions of CSC staff/ placement committee student members/ handlers during PPTs/ Guest Lectures/ placement process, etc. Specific School-wise Eligibility criteria to be shared separately (If any).
- All students should provide complete details in the Web Portal.
- **AMCAT Assessment (Mandatory):** Students pursuing B.Tech, MBA, MCA, and BCA programs must appear for the AMCAT (Aspiring Minds Computer Adaptive Test) assessment. **AMCAT scores will be included by students in the data sheets shared with potential employers/CSC.**
- **Resume Verification (Mandatory):** Students registered for placements must have their resumes **verified by the CDC** well in advance before uploading them for placement purposes.
- Once the database and CVs are shared with recruiters, students are not allowed to withdraw. Hence students are required to think/ check out all the details about the company/ Job profile before applying for any company.
- If a student wants to apply directly to any company should obtain permission from CSC and will not be eligible to attend the recruitment process organized by CSC. He / She can only apply to companies for which the Final Placement is over and/ or the company has already visited the campus/ or the company does not take part in the placement process at the University.
- There are situations where students may receive offer letter directly from

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the Company, in such situation the student needs to inform CSC immediately and should send a confirmation mail in consent with CSC contact person/s (relevant with the placement drive). In case the student choose to decline the offer, student will write a mail citing a proper reason for declining the offer to CSC contact person/s (relevant with the placement drive). In such case student will not write offer decline mail directly to company under any circumstance. Further, in case of offer declined by student s/he will be thereafter removed from placement eligible list.

- Once placed, the student should continue with the same organization as agreed or specified during PPT and maintain a healthy relationship between the University and the organization. In case of unavoidable circumstances, the student must contact and seek necessary advice from CSC before communicating their decision to the organization.
- Students are encouraged and advised to simultaneously try other options such as job sites, professional sites, personal and family networks, newspaper ads etc.
- Students are required to strictly maintain decorum once inside the PPT/ Guest Lecture/ events hall/ room. Eatables, newspapers, etc. are not allowed into the Hall (except notebooks, pens/pencils) and mobile phones should be strictly on silent mode/ switched off.
- Students opting for the internship should be aware of companies visiting the campus and they have to make their own arrangements for travel and get necessary permission from their Institution.
- Students once selected for a project, event, etc. through campus/ off campus, she/he has to complete the same as per the guidelines of the organization.

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Duties of CSC Personnel

Roles and Responsibilities of Academic Departments and Departmental Coordinator:

1. Provision of faculty coordinator from respective branches will be closely working with Career Development Cell and Career Services Department during the placement preparation initiatives and progress of placement activities and will be jointly associated in capturing the feedback from the industry (*as per his/her availability during the feedback session*), post any campus event. For off campus drive the same may be organized through Tele/Skype conference. Team **Career Services Cell (CSC)** will be responsible for disseminating all the information well in time, upon receiving the information in hand.
2. Respective Department will ensure full participation of all registered students during various training initiatives and placement drives.
3. HOD's & DPCS's will ensure their presence during the feedback session.
4. Department will ensure all students participate for registration process.
5. For Internships, Academic Departments will release LOR and NOC to their students from their respective offices.

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Grievances if any will be addressed to the Placement Grievance Redressal Committee comprising of Dean Academic Affairs, HoD of concerned department and representative of Dean Career Services, Committee will submit their recommendations for approval of Vice Chancellor through the office of Pro- Vice Chancellor.

CODE OF CONDUCT FOR ON-THE-JOB INTERNSHIP/OJT/FTE

- The student should be punctual and report on time as desired and instructed by his / her supervisor.
- The sincerity and hard work during the internship is the key to the student's chances of getting a pre-placement offer/conversion of the offer in FTE. Every student should strive for that.
- As an intern/OJT, the student is like an employee of the organization and will have to follow all rules and regulations of the company. This includes rules related to dressing, attendance, work behaviour, etc.
- In the unlikely event that the student has to take a leave including an absence for a short duration (say, a few hours), you have to take the permission and consent of your supervisor. However, leaves should be taken only in unavoidable circumstances and have to be minimized to the minimum possible period/days.
- Students applying through CSC will mandatorily have to join the organization which confirms such an internship/OJT. Any deviation must be informed well in advance and prior to receiving Internship/OJT confirmation from CSC.
- In case of the confirmed offer is declined subsequently, the student shall be summarily barred from any further Placement/Internship support for the balance of his course. Students are discouraged from taking such action as it reflects poorly on DITU Placement Process and their ethical standards.

***** Wish you all the best*****

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Letter of Undertaking by Student (To be submitted to CSC)

I _____ son/daughter of _____

Hereby declare that I have read and understood the terms and conditions mentioned in the document related to Career Services Cell (CSC) and Career Development Cell (CDC) rules and I will adhere to them in letter and spirit. In addition to this, I understand the CSC/CDC might add/modify any rule from time to time and I shall adhere to the changed rules, duly communicated, as well. In case of any violations, I shall be liable to appear before the Disciplinary Committee for further action and the decision of the DC shall be binding on me.

Signature of the Student

Date:

Place:

Name of the Student:

Roll No:

School:

Branch & Specialization:

Mobile No:

SAP ID:

For office use only:

Received by:

Received date: