



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

## T&P Rules (as ratified by the Chairman, Senate)

As per the note approval by Director with ref no: NITANP/ODSR/CLTP/2024/Aug/01 dated 28.08.2024, the following rules and regulations are to be abided by students while availing career guidance services from the Training and Placement section:

1. Students shall be responsible to verify whether the terms and conditions of the job are agreeable and to get their doubts (if any) clarified regarding the terms and conditions of the employment from the HR concerned.
2. Once applied, a student shall go through the hiring process completely, without dropping in the middle.
3. Students from CSE are allowed to get selected in two IT or Software companies. After that they are not allowed to attend any recruitment drives.
4. Students from Departments other than CSE are allowed to get selected for one core and one IT job. If such students get selected in one core, they will not be allowed to apply for other core companies, and similarly, if non-CSE students get selected in an IT firm, they will not be permitted to apply for other IT companies.
5. If a student gets selected in a company, then for the student to be eligible to apply for any other company, the CTC of the company should be at least 1.5 times that of the company in which the student was previously placed. CTC is considered as inclusive of Fixed pay + variable pay + any other allowances.
6. If a student's name appears in the final selection list of a company, one of the two chances shall be treated as being consumed by the student, irrespective of the student accepting or rejecting the offer.
7. Rules (3) to (6) shall apply only for on-campus recruitment drives. A student can get selected for any number jobs through off-campus. However, they shall notify the same to the T&P section along with the offer letter, for facilitating background checks by the company.
8. If any student misleads the T&P section with fake or false information and/or engages in any malpractice during any recruitment drive, then such a student will be prohibited from availing the services of the T&P section. Chairman, Institute's disciplinary committee will be the authority to impose this sanction upon recommendation from AD (SCAIR) dealing with placements and Dean (SCAIR). Malpractices include but not limited to the following:
  - a. Any act by a student which tarnishes the reputation of the Institute.
  - b. Malpractice in tests and / or interviews conducted during recruitment drives.
  - c. Misbehavior by students with T&P staff and Company representatives.
  - d. Deliberate absence from written tests and/or interview(s) after applying for a Company.
  - e. Deliberate underperformance by a student.
9. Late applications after the deadline and late submission of CVs or proforma shall be summarily rejected and no communication in this regard shall be entertained.



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10. Once a Student joins a company after graduation, the student shall not be considered for any recruitment drive organized by the T&P section.
11. The following mandatory instructions shall be followed by a Student for attending an on-campus drive:
  - a) Students must be available at the venue at least 30 minutes before the scheduled time. No student shall be allowed after the scheduled time.
  - b) The following dress code shall be followed:
    - a. For boys: Neat, ironed white shirt and black pants, leather shoes (action shoes not allowed), leather belt, clean-shaven with properly combed hair
    - b. For girl students: White formal shirt with black trousers, white kurta with black leggings, or white and black salwar kameez. Make sure your attire is formal and plain, with no prints, extra effects, or designs.
  - c) Wearing the institute's ID card is mandatory. Without the ID card, a student will not be allowed to attend the drive.
  - d) Bringing one of the following government ID proof is mandatory: Aadhar card, driving license, passport, or voter ID card, along with three photocopies of the Govt. issued ID card.
  - e) Two sets of the latest CVs shall be brought with a signature at the end, along with the date.
  - f) Four latest color passport-sized photos shall be brought.
  - g) Two sets of photocopies of all marksheets (from 10th grade till the semester for which results were published by the Dean (Academics)) and certificates (if any) related to internships, extracurricular or co-curricular activities, awards, and recognitions shall be brought.
12. For any grievances related to training and placements, Dean (SCAIR) shall be the redressal authority.