



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An Institute of National Importance, under the aegis of Ministry of Education, Government of India)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

INSTITUTE PLACEMENT POLICY

The Training and Placement Cell shall provide placement assistance to all registered and eligible undergraduate and postgraduate students of NIT Andhra Pradesh for securing employment in industry, academic, and research institutions. For this purpose, every student must submit the Career and Placement Consent Form (T&P Form-1). A student shall be eligible to participate in on-campus placement drives only if the student has attended a minimum of 75% of the Employability Skills classes and has attended all prescribed assessments.

The student must also submit the 'Placement Policy Acceptance Undertaking' and strictly adhere to the Training & Placement (T&P) rules (T&P Form-1(A)). In case a student does not wish to avail on-campus placement opportunities, he/she shall submit an 'Undertaking for Non-Participation in the Campus Placement Process T&P Form-1(B).

1. Employability Skills Classes

1.1 A student shall be eligible to participate in on-campus placement drives only if they have attended a minimum of 75% of the Employability Skills classes and have completed all prescribed assessments by submitting T&P Form-1(C). Students who fail to meet the requirements may register for up to ten (10) company recruitment drives. Irrespective of the selection outcome, upon completion of these ten attempts, the student's placement quota shall be deemed fully utilized, and the student shall not be eligible to participate in any further placement activities. In case a student receives a one job offer at any stage, the student's placement quota shall be considered immediately completed, and the student shall not be permitted to participate in any further placement drives.

2. Mandatory Participation in Recruitment Process

2.1 Students shall be responsible for verifying whether the terms and conditions of the job are acceptable and for clarifying any doubts related to the employment terms and conditions, including but not limited to the location, bond conditions (if any), job description, and CTC breakup. Once a student registers for a company, it is mandatory to attend all stages of the recruitment process conducted by the company, including but not limited to Pre-Placement Talks (PPTs), written/online tests, group discussions, interviews, and any other selection procedures. Attendance will be recorded at each stage. Failure to attend any stage of the recruitment process will result in suspension from placement activities as follows:

- a) First instance of absence – Suspension from participation in five (5) eligible/applied companies.
- b) Second and subsequent instances of absence – Suspension from participation in ten (10) eligible/applied companies.

3. Exception – Medical Grounds:

3.1 In cases where the absence is solely due to major medical reasons of the student or the student's parents, the imposed suspension may be withdrawn, provided that the student submits a placement unavailability certificate (T&P Form-3) along with supporting documentary proof endorsed by Institutes Medical Officer within the stipulated time.

3.2 The final decision on accepting the reason and approving the withdrawal of suspension, based on the submitted documents, shall rest solely with the Training and Placement Governing Committee (TPGC) headed by Dean, SCAIR.

4. Any placement/internship-related details, including the names of companies visiting campus, CTC, eligibility criteria, placement procedures, and HR contacts, are highly confidential and must not be



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An Institute of National Importance, under the aegis of Ministry of Education, Government of India)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

shared with anyone, either outside the college or with other people within the college. Violation will lead to strict disciplinary action.

5. Students shall not contact the company's HR or interview panel directly outside the official recruitment interactions.

5.1 Any queries or clarifications may be raised only during the Pre-Placement Talk (PPT) or during the Personal Interview, as appropriate. For all other communication, students must route their queries exclusively through the TPO/assigned SPoCs. Violation of this communication protocol will be treated as a serious breach of placement discipline and will invite strict action.

6. Companies shall be classified as follows:

- (a) Tier-1: Public Sector Undertakings (PSUs) and companies whose job descriptions (JDs) indicate a minimum CTC of ₹17 LPA or above
- (b) Tier-2: Companies offering a CTC of ₹7LPA or above but below ₹17LPA
- (c) Tier-3: Companies offering a CTC below ₹7 LPA

6.1 A student may secure only one offer in each tier and shall be permitted to participate in placement drives only for higher tiers after securing an offer, as per the progression below:

- (a) A student placed in a Tier-3 company shall be eligible to participate in Tier-2 and Tier-1 drives only.
- (b) A student placed in a Tier-2 company shall be eligible to participate in Tier-1 drives only.
- (c) A student placed in a Tier-1 company shall not be eligible to participate in any further placement drives.

6.2 Upon securing an offer in a higher tier, any previously held lower-tier offer shall automatically stand cancelled, and the concerned recruiting company shall be informed accordingly.

6.3 A student shall not be permitted to participate in placement drives of the same or lower tier after securing an offer in a particular tier.

6.4 If, at any stage, a student secures two job offers in different tiers, the student's placement process shall be deemed complete, and the student shall not be permitted to participate in any further placement drives.

7. For internships, only one campus-internship is allowed per student. There is no Normal/Tier-1 categorization for internships.

7.1 a) Summer Internship: B.Tech. students who have completed their 3rd year may pursue a PPO-based internship offered through the Institute's placement process during the summer vacation, strictly adhering to the academic timetable.

b) Semester Internship: B.Tech. students may pursue a maximum of six (6) months PPO-based internship offered through the Institute's placement process during the 8th semester of the course. PG students may pursue a maximum of eleven (11) months PPO-based internship offered through the Institute's placement process during the 3rd and 4th semester of the course.

7.2 Students are responsible for clearly understanding and clarifying the location, bond conditions (if any), job description, and CTC prior to accepting a Pre-Placement Offer (PPO).

7.3 For semester-long internships with a duration exceeding three (3) months that include a conditional Pre-Placement Offer (PPO), the recruiting company shall declare the PPO outcome—specifically, the list of students converted to Full-Time Employment (FTE)—within two weeks of the completion of the internship. During this interim period, the concerned students shall be



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An Institute of National Importance, under the aegis of Ministry of Education, Government of India)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

temporarily blocked from registering for PPO based campus placement opportunities. If the student's FTE conversion is unsuccessful/not confirmed, the temporary block shall be withdrawn, and the student shall be permitted to participate in placement opportunities satisfying 6th section.

- 7.4 Any student who voluntarily fails to continue his internship, or withdraws from an internship, or is involved in misconduct shall not be permitted to participate in further placement drives.
- 7.5 Any deviation from the above process may be discussed by the company with the Institute's Training & Placement (T&P) Cell. However, the final decision and approval shall lie solely at the discretion of the TPGC headed by Dean, SCAIR, and the approved decision shall be formally communicated to the students.
8. Students joining a company for a PPO-based internship must submit the "Internship Application and Undertaking Form for On-Campus Internships (T&P Form-2)".
9. Students admitted under the company-sponsored quota will neither be allowed to participate in the on-campus placement process nor accept any PPO from on-campus internships.
10. Mandatory Instructions for Students Attending On-Campus Recruitment Drives
 - 10.1 Reporting Time: Students must report at the venue at least 15 minutes before the scheduled time. Late entry will not be permitted.
 - 10.2 Dress Code: (The clothes must be pressed, and the attire must be formal)
 - Male students: White formal shirt, black trousers, black formal shoes and black formal belt, clean-shaven, neatly combed hair.
 - Female students: White formal shirt with black trousers, or white kurta with black leggings, or white-and-black salwar kameez.
 - 10.3 Mandatory Documents: Students must carry their Institute ID card, one valid government-issued photo ID (Aadhaar Card/Driving Licence/Passport/Voter ID), two signed copies of the latest CV, four recent colour passport-size photographs, and two sets of photocopies of all academic marksheets (from 10th standard onwards) and relevant certificates.
 - 10.4 Physical attendance: All recruitment drive activities shall be attended physically at the Training & Placement (T&P) Cell, irrespective of the mode of the examination. Only during vacation periods may students be permitted to attend online examinations, subject to the company's guidelines.
11. If any student misleads the Training & Placement (T&P) or company by providing fake or false information and/or engages in any form of malpractice during any recruitment drive, such a student shall be suspended from participating in ten (10) eligible/applied companies. Based on the severity of the misconduct, the student may also be prohibited from availing the services of the T&P altogether.

Malpractices include but not limited to the following:

 - 11.1 Any act by a student that damages the reputation of the Institute.
 - 11.2 Malpractice in tests and / or interviews conducted during recruitment drives.
 - 11.3 Misbehavior by students with T&P staff and Company representatives.
 - 11.4 Deliberate underperformance by a student.
12. Students clearing competitive examinations like GATE, CAT, GMAT, UPSC, etc., and joining postgraduate programs must inform to T&P Cell.



tap@nitandhra.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An *Institute of National Importance*, under the aegis of **Ministry of Education, Government of India**)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

13. For international placements (students working outside India), the Terms & Conditions must be mutually agreed upon by the student and the company. NIT Andhra Pradesh is not responsible for issues arising from international placements.
14. Students getting off-campus opportunities (placements/internships) must fill the background verification form within one week of selection, irrespective of acceptance of the offer. Failure to do so, NIT Andhra Pradesh will not provide support required during onboarding.
15. In case a student fails to register for more than four (4) consecutive eligible placement drives, the student shall mandatorily submit a counselling report issued by the Faculty Coordinator of the concerned department (T&P Form-4). Failing this, the student shall be deemed unwilling to participate in campus placement drives and may be removed from the placement process after providing a 48-hour prior notice.
16. In case any situation or recommendation arises necessitating revision, the Training and Placement Governing Council shall have the authority to amend, relax, or modify these rules as deemed appropriate.



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An Institute of National Importance, under the aegis of Ministry of Education, Government of India)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

Guidelines to Recruiters

The following guidelines are issued to ensure transparency, equity, and smooth conduct of campus recruitment activities. Recruiting organizations are requested to adhere to these guidelines.

1. Placement Process Followed by the Institute
 - 1.1 The T&P Section circulates invitations along with placement timelines, Institute Placement and Internship Policy, and JAF.
 - 1.2 Interested organizations submit the filled JAF, job description, and related information.
 - 1.3 Job details are notified to students, and the details of eligible and interested applicants, along with the assigned Student Placement Coordinator's information, are shared with the company.
 - 1.4 The schedule and mode of the selection process are finalized in consultation with the company.
 - 1.5 The recruitment process includes a Pre-Placement Talk (PPT) followed by assessments and interviews.
 - 1.6 Companies are encouraged to declare confirmed offers immediately. In case of delay, shortlisted or waitlisted students may be permitted to participate in other opportunities.
 - 1.7 Student acceptances are communicated to the company at the earliest.
 - 1.8 Feedback forms are shared with recruiters for completion and official records.
 - 1.9 All recruitment-related communication must be addressed only to the Training & Placement Officer (Email: tap@nitandhra.ac.in).
2. Offer Letters and Joining
 - 2.1 The offer letter should preferably be released within one month (and not later than two months) from the date of declaration of results. In case of any delay or inability to issue the offer, a formal update must be communicated to the Training & Placement (T&P) Cell.
 - 2.2 All offer letters must be routed through the Institute. If an offer is issued directly to a student, a copy of the same must be shared with the T&P Cell immediately.
 - 2.3 Companies are strongly discouraged from revoking or failing to honour an issued offer. Such actions may result in blacklisting from future campus recruitment activities.
3. Assessment and Selection Process
 - 3.1 Mode of Assessment:

Recruiters may conduct the selection process in On-Campus / Virtual / Hybrid mode. In the case of virtual or online assessments, companies are encouraged to arrange appropriate proctoring mechanisms.
 - 3.2 Pre-Placement Offers (PPOs):

For students selected as interns through the Institute's on-campus summer internship process, the PPO status should ideally be communicated within two (2) weeks of the internship completion. For semester internships, companies are urged to evaluate performance and extend PPOs preferably within four months of commencement of the internship.
4. Rank / Score Disclosure:
 - 4.1 Unless the organization has a clearly defined reservation policy for Socio-Economically Disadvantaged Groups (SEDG), seeking JEE/GATE/CAT ranks or scores is strictly prohibited. Even non-mandatory fields requesting such information are viewed as discriminatory and are not permitted.
5. Academic Eligibility and Arrears:



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An *Institute of National Importance*, under the aegis of *Ministry of Education, Government of India*)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

-
- 5.1 The company's policy regarding academic backlogs / arrears, if any, must be clearly specified in the Job/Internship Announcement Form (JAF).
 6. Employment Bonds
 - 6.1 Employment bonds, though generally discouraged, must be clearly disclosed if applicable.
 - 6.2 Complete details including bond duration, bond amount, and terms must be provided before the commencement of the selection process, preferably along with a bond template in the JAF.
 - 6.3 If bond details are not disclosed initially and are introduced after the selection process, the offer shall be treated as revoked, and joining shall not be mandatory for the selected students.
 7. Compensation and CTC Transparency
 - 7.1 Companies are advised to provide a clear and detailed CTC breakup, explicitly indicating the first-year compensation, fixed components, variable components, and benefits.
 8. PwD, SLD, and DEI Considerations
 - 8.1 For applicants who are Persons with Disabilities (PwD) or Students with Specific Learning Disabilities (SLD), companies must provide necessary accommodations such as additional time, scribes, assistive tools, or enlarged fonts, as applicable.
 9. Diversity, Equity, and Inclusion (DEI):
 - 9.1 Recruiters are encouraged to adopt an inclusive hiring approach extending beyond gender diversity, and to proactively consider PwD, SLD, and other underrepresented groups.
 10. Medical Requirements:
 - 10.1 If the role involves stringent medical criteria (e.g., colour blindness or physical fitness standards), the same must be clearly mentioned in the JAF prior to the application process.
 11. Medical Examination and Pre-Joining Engagements
 - 11.1 If medical examinations are required, they should be conducted immediately after selections, and results must be shared with the T&P Cell.
 - 11.2 Any pre-joining training or engagement must be communicated in advance. Such activities shall not overlap with academic schedules, and students may join only after completing academic and institutional formalities.
 12. Onboarding Delays
 - 12.1 Companies are discouraged from delaying onboarding beyond three months from the declared joining date or past 31st October.
 13. Internship and Joining Timelines (Indicative)
 - 13.1 Summer Internship: B.Tech. students who have completed their 3rd year may pursue a PPO-based internship offered through the Institute's placement process during the summer vacation, strictly adhering to the academic timetable.
 - 13.2 Semester Internship: B.Tech. students may pursue a maximum of six (6) months PPO-based internship offered through the Institute's placement process during the 8th semester of the course. PG students may pursue a maximum of eleven (11) months PPO-based internship offered through the Institute's placement process during the 3rd and 4th semester of the course.
 - 13.3 During the internship, the company must permit students to attend, in person, mid-semester examinations, project progress presentations, and end-semester examinations in accordance with the Institute's academic calendar. Further, cases of students not attending or discontinuing the internship shall be reported to the Training and Placement Cell."



tap@nitandhra.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(An *Institute of National Importance*, under the aegis of **Ministry of Education, Government of India**)
Tadepalligudem – 534 101, West Godavari District, Andhra Pradesh, INDIA

14. Hospitality and Logistics

- 14.1 Accommodation in the Institute Guest House may be arranged subject to availability.
- 14.2 Tadepalligudem is the nearest railway station, and Rajahmundry Airport and Vijayawada (Gannavaram) Airport are the nearest airports; pickup and drop facilities from Tadepalligudem Railway Station, Rajahmundry Airport, and Vijayawada (Gannavaram) Airport to and from NIT Andhra Pradesh can be arranged upon prior request.