



# Placement and Internship Policy

Training and Placement Cell

Gujarat Technological University- Institute of Technology and Research (GTU-ITR)

## GTU-ITR Placement & Internship Policy

### 1. Purpose

The purpose of this policy is to ensure that placements and internships of registered students of GTU-ITR are conducted through fair, transparent, and consistent processes, supported by effective administration, resulting in a positive experience and outcome for all stakeholders.

### 2. Objectives

This policy aims to:

- Establish a clear and transparent framework for placement and internship processes.
- Define the roles and responsibilities of students participating in placements and internships.
- Maximize placement opportunities for registered students.
- Ensure quality placements in terms of salary packages and the reputation of recruiting organizations.

### 3. Placement Guidelines and Clarifications

#### 3.1 General Provisions

- The Training & Placement (T&P) Cell will facilitate placements for all eligible and registered students enrolled in respective programs at GTU-ITR.
- Students must register with the T&P Cell at the end of Semester VI in the prescribed format.
- Students not interested in campus placements must inform the T&P Cell in writing immediately after registration.

#### 3.2 Communication and Participation

- Registered students will be informed about campus interviews through the T&P Cell, student coordinators, social media, or group emails.
- The T&P Cell will notify students about company visits and recruitment drives.
- Students must express their willingness to participate in a company's recruitment process via the provided registration link (online/offline).
- For any queries or miscommunication, students may directly approach the T&P Cell.

#### 3.3 Pre-Placement and Selection Process



- Once a student registers for a company, attendance at the Pre-Placement Talk (PPT) is mandatory.
- Failure to attend the PPT will disqualify the student from that company's selection process.
- After the PPT, students may decide whether to proceed with further selection stages.
- Once a student opts to continue, participation in all subsequent stages (tests/interviews) is compulsory.
- Non-compliance will result in disqualification from the entire placement process.

#### 4. Company Classification

Category	Annual Salary Package (INR)
A0	Above ₹6.0 LPA
A1	₹4.0 – ₹6.0 LPA
A2	₹2.0 – ₹4.0 LPA
A3	Below ₹2.0 LPA

- Students selected in a category cannot participate in further placement drives of the same or lower category.
- Exception: Students placed in A0 category companies may continue to participate in other drives.

#### 5. Offer and Acceptance Policy

- Companies are encouraged to share offer letters directly with students, with a copy to the T&P Cell for records.
- Once selected through a campus drive, students must accept and join the organization as per institute guidelines.
- Withdrawal after accepting an offer will lead to cancellation of T&P registration and possible disciplinary action.
- Placement processing will stop once a student receives an offer/selection confirmation, irrespective of acceptance.

#### 6. Training and Development

- The institute organizes career awareness programs, skill development sessions, and mock interviews.
- Attendance of at least **80%** in these programs is mandatory.
- Failure to meet attendance requirements will result in disqualification from placement activities.

#### 7. Student Responsibilities

- Students must thoroughly understand company details such as job profile, location, package, and terms before applying.



- All communication with recruiters (after selection and before joining) must be routed through the T&P Cell.
- Students must strictly adhere to all policy guidelines.

## **8. Internship Guidelines (As per GTU Curriculum)**

### **8.1 General Guidelines (Applicable to All Students)**

- Internship is a mandatory academic requirement as per GTU norms for all degree and Diploma Students
- Students must register internship details with the T&P Cell / Department Coordinator before commencement.
- Prior approval from the institute is compulsory for all internships (on-campus or self-arranged).
- Students must maintain discipline, professional conduct, and follow organizational rules during the internship.
- Submission of Internship Report, Logbook, and Completion Certificate is mandatory for academic evaluation.

## **9. Compliance and Disciplinary Action**

- Non-compliance with any clause of this policy may lead to disciplinary action by the institute.
- The decision of the Principal, GTU-ITR will be final in case of disputes or interpretation issues.

## **10. Amendments**

- Any updates in GTU curriculum or institute policy will be communicated to students.



Principal, GTU-ITR