

# CAREER DEVELOPMENT CENTRE IIT KHARAGPUR

**Sub: Procedure for availing Internship facilities – Registration process:** CDC Office invites all the students who are eligible for the compulsory internship. In order to avail this facility, it is mandatory that all eligible students should register through their ERP Login under the CDC Tab.

Students are required to complete the profile as notified by CDC

Please note that the **Pre Placement Talks will start as notified/ will notify by CDC** and the **notices for all the schedules will be available at ERP in the Notice board under CDC**. You are able to view the list of companies for which you are eligible and the schedule as and when you complete the CDC registration.

You are also advised to upload the scanned copies of the documents in order to authenticate your academic and non-academic achievements. Such data will be verified by CDC. Please note that, these documents will be available to the companies and any kind of misrepresentation of facts will lead to a severe disciplinary action against such candidates.

You are advised to keep necessary information ready before filling up your profile.

Please read the guidelines and suggestions carefully before filling up your profile. All data will be frozen after the deadline and no changes will be allowed afterwards.

**Chairman, CDC**

## Guidelines for participating in Internship

Please find the guidelines for enrolling with Career Development Centre for Internship . All the students must abide by the terms and conditions mentioned below. Students found violating these guidelines will be de-registered from the Internship process.

### 1. Eligibility for Internship:

Internship
<ul style="list-style-type: none"><li>• 3<sup>rd</sup> Yr. of 4Yr. B.Tech</li><li>• 3<sup>rd</sup> Yr. of 4Yr. B.S</li><li>• 4<sup>th</sup> Yr. of 5Yr. Dual Degree</li><li>• 4<sup>th</sup> Yr. of 5Yr. Integrated M.Sc.</li><li>• 5<sup>th</sup> Yr. of 6 Yr. M.Sc-MTech</li><li>• 1<sup>st</sup> Yr. of 2 Yr. M.Tech</li></ul>

### 2. The Registration

- Keep necessary details ready to fill the profile (as shown in the Annexure - I)
- One can build three different CVs by choosing desired items as per their choice. Once all the three CVs are built and frozen, no further changes can be made.
- Only registered students will be able to take part in the further process. All other students will be treated as Not Interested/self arranged/ Non CDC track. We encourage such student to obtain necessary NOC from CDC and also to inform their internship status to CDC for records.
- Mere registering will not be enough for consideration of your candidature in any organisation. For each Organisational requirement one has to apply separately.

### 3. Applying for an organisation

- After successful registration, candidate can view the companies for which he/she is eligible to apply.
- Once a student applies to a company, he/she is agreeing to the terms and conditions mentioned for the corresponding company and will agree to take part in the complete process.
- Once applied, a student can withdraw for a specific company only till the last date of CV submission for that Company.
- There is no provision to withdraw after the deadline for a specified company.

### 4. Selection

- Once a student is offered, he/she has to accept the offer within the deadline. Failing which the offer is cancelled, further the student is treated as offered.
- If any student has multiple offers in a single day/slot, he/she has to choose one within the specific deadline.
- A candidate once selected, will not be able to apply and take part in the further Internship process.

### 5. Some Important points

- It is advisable to attend the PPT for all eligible companies
- It is mandatory to attend the PPTs for all the companies where a student has applied.
- All the information pertaining to various procedures and updates will be published in your CDC access only.
- No personal calls or emails will be made to keep you updated
- The deadlines are strict and no request for any extension will be entertained under any circumstance.
- No CV will be accepted through email or in person unless otherwise informed.
- Relevant data will be accessible to the company and hence in case of any misrepresentation of information by a candidate, invites de-registration immediately and also would invite severe disciplinary action.

# Annexure - I

## Student CDC Manual for Internship process

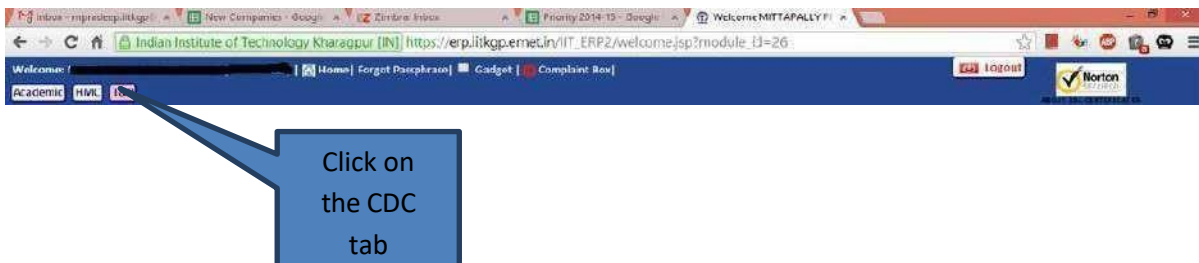
### Login

1. To view the CDC access, you need to login to ERP portal with your access

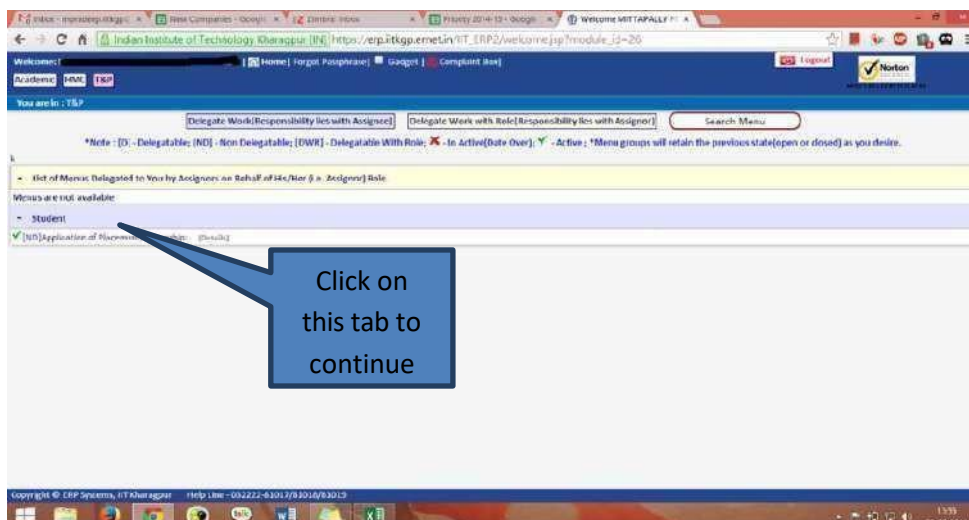


### Registering

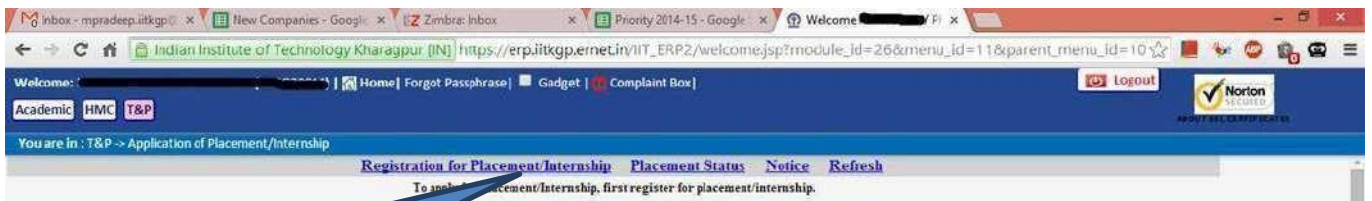
2. Click on the CDC Tab



3. Upon clicking the following screen will appear  
Click on "Application of Placement/ Internship" option



4. Click on "Registration/Update Profile for Placement/ Internship" to register and to provide your information.



Click on this tab to register and enter your details

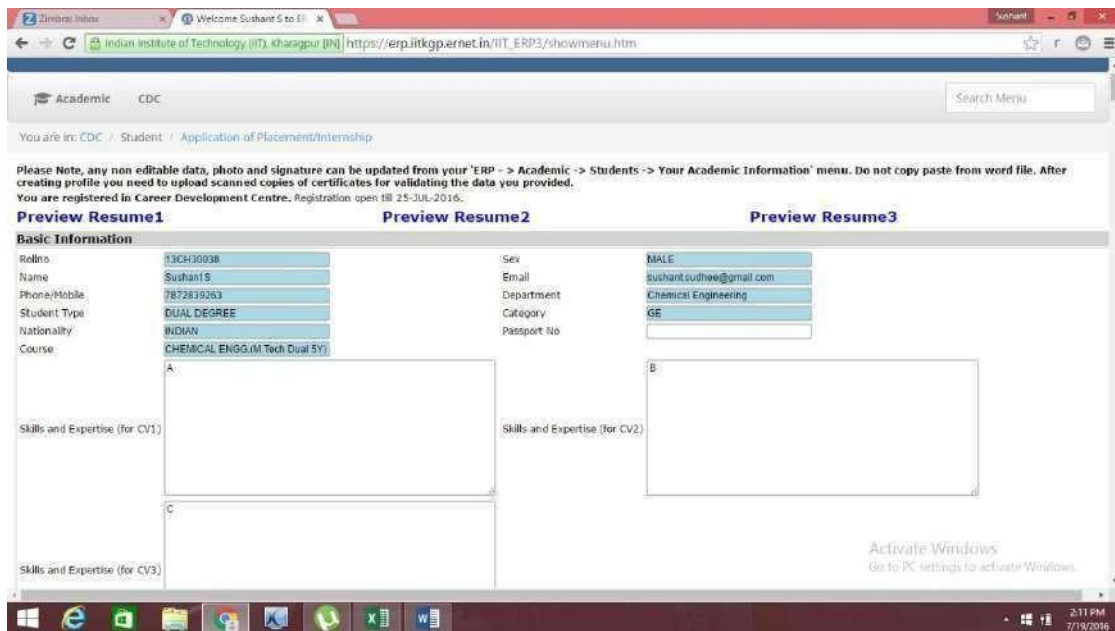
5. You will have to provide your information and upload the relevant documents.

A screenshot of the registration form on the IIT Kharagpur ERP2 portal. The form is titled 'Basic Information' and contains several input fields for personal and academic details. The fields are organized into two columns. The left column includes fields for Roll No., Name, Phone/Mobile, Student Type, Nationality, and Course. The right column includes fields for Sex, Email, Department, Category, and Passport No. Below these fields are three large text areas labeled 'A', 'B', and 'C', each with the label 'Skills and Expertise (for CV1)', 'Skills and Expertise (for CV2)', and 'Skills and Expertise (for CV3)' respectively. At the bottom of the form, there are sections for 'Current Academic Qualification' and 'Previous Academic Qualification'. The 'Current Academic Qualification' section has a table with columns: Sl No., Standard, Name of degree/Exam, University/Board/Council/Organisation, Year of completion, CGPA Obtained, Maximum CGPA, Branch/Specialisation, and Certificate. The 'Previous Academic Qualification' section has a table with columns: Name of, University/Board/Council/Organisation, Year of, Marks1, and Marks2. The form also includes an 'Upload' button and a 'Update Windows' notification.

You can upload your certificates in this form.

6. One can choose the information that is to be displayed on each of the three CVS.

7. Once the form is completed , click on “Update Profile” and CV preview options can be exercised on the top section as shown –



- One cannot update any profile or CV once the last date of registration is over. However, any updates in your profile can be made once the re-registration starts during phase II for the students who are still not got the Internship.

## Applying for any company

Once successfully registered, view the eligible companies .

Registration for Placement/Internship Placement Status Notice Rele...

To apply for Placement/Internship, first register for placement/internship.

All dates in DD-MM-YYYY format and Time in HH:MM (24 Hours) format

Company	Additional Details	PPT	Job Description/Apply	Additional Det	Application St	Resume Upload Start	Resume Upload End
1. HUL	Download		BD			20-07-	
2. ITC			plciba		Y	21-07-2014 08:10	23-07-

You can view all notices related to your companies in the Notice-tab.

The List of companies and their profile for which you are eligible will display here.

You can view the updates of your application here.

It is recommended to update your contact details, Profile picture etc. before completing the registration for Internship/Placement.

## Important Information

Every student must create **THREE** resumes.

## **Annexure - II**

### **Suggestions for CV creation**

- Use concise and short snappy statements
- No unnecessary details
- Only provide things you can back up – use your course, credentials, work experience, interests and achievements for evidence
- Provide evidence of your skills
- Never exaggerate or lie
- Make it clear, concise and to the point
- Do not use “CAPITAL LETTERS” for description
- Double check your spelling and grammar
- Use persuasive and positive language

For using bullets points please copy the bullet points from word documents. Ensure the font and format.

Update your Photo in ERP (Photo should be in formal)

### **FAQs**

1. What is the significance of CV 1, CV 2 and CV 3 ?

Students can exercise the option of submitting any of the three Auto-generated CVs by ERP while applying to a particular company. Students can also choose to show a particular internship/ skill in the respective CVs to come up with three best options, any one of which could be used depending upon the profile applying for.

2. How to modify each of the CVs to display different skills/ internships in them?

Academic Achievements/Certification/Internship/Training (first one first)							
S/No	Type	Overview	Details	Show in CV1	Show in CV2	Show in CV3	Upload Certificate
1	Select			Y	Y	Y	Upload
2	Select			Y	Y	Y	Upload / Delete
3	Select			Y	Y	Y	Upload / Delete
4	Select			Y	Y	Y	Upload / Delete

The option “Show in CV1” can be changed to Y/N signifying if one wants to display the particular Academic Achievements/ Certification/ etc. in CV1-preview or not.

Skills and Expertise (for CV1)

Skills and Expertise (for CV2)

Skills and Expertise (for CV3)

One can mention various skills appropriate to different CVs in the respective text areas

3. Can we update the profile once “Create Profile” option is exercised?

Create profile option can be used to generate the previews of the CV, however one can still edit the details after generating the CVs till the registration date is open using the “Update Profile” option.

4. What do I do if I do not have any content for a particular section (eg.Publications/Research Papers/ etc.)

In case you do not fill up anything in a particular section (which is not compulsory), that section would not appear on your CV previews.

5. How do I upload certificates supporting the facts stated in the Resume for verification?

Once a profile is created, the “Upload/ Upload Certificate” option is activated and can be used to upload the supporting documents in .pdf format which will be verified henceforth.

### **Guidelines for obtaining NOC from CDC:**

Please click the link below to get NOC related information.

[http://www.cdc.iitkgp.ac.in/ckfinder/userfiles/files/NOC%20Guidelines\\_Final.pdf](http://www.cdc.iitkgp.ac.in/ckfinder/userfiles/files/NOC%20Guidelines_Final.pdf)