

# Guidelines for Internship Aspirants 2023-24



Career Development Centre  
IIT KHARAGPUR

**CDC  
Team**



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# How did we perform in internship (last 3 years)

Internship year	Registered	Offered (No. of Company)
2020-21	1459	604 (105)
2021-22	1603	912 (139)
2022-23	1759	929 (153+)

## Working together to increase the opportunities!

- CDC impresses upon companies to offer better profiles
- Students must be better informed in the interview to eliminate zero hiring
- Create a class intern page from your seniors with company name and contact person and share it to CDC....



# **Internship Process and CDC Protocols**

# The Internship Process

## The CDC Track

- Through normal selection process (Campus)
- Nomination by the department

## Self Arranged/ Non CDC Track

- MoU/Non MoU Universities
- MITACS, S N Bose, DAAD, Khurana, etc.
- MoU – Academic Institutions with which the Institute have MoU
- Students applying on their own & Off campus

# The Internship Process

## Eligibility :

- Students who have a compulsory internship in their (3rd Year of B.Tech, 4th Year of M.Tech Dual Degree, 4th Year of 5 year Integrated M.Sc. Course, 5<sup>th</sup> year of 6-year M.Sc. M. Tech, 1<sup>st</sup> year of M.Tech) are eligible for CDC registration.
- Potential list --->>> CV building >>> Pre Processing >>> **ERP Registration >>> Interview >>> Result on ERP**

## Registration :

It is compulsory for all the eligible students to register on ERP for the internship selection process before the start of the selection. This will include Campus/ Off-campus, foreign intern, etc.

- CVs is generated using ERP...
- Students will submit (the best of 3 different CVs) the one, which is the most suitable for a given company profile.

# The Internship Process

- Authenticate Information in CV:

- The CV of the students generated by ERP
- Students suppose to upload valid documents against all the statements mentioned (POR, Internship, Projects, Achievements, academic merits, conferences, etc.)
- The documents provided suppose to be valid - properly signed and stamped by the issuing authority - verified by the CDC (Companies) at anytime.
- CDC office may seek clarification from a student regarding such documents, if there is any doubt or query arises.

# The Internship Process

## No Deviation:

- CV once submitted to a company cannot be withdrawn or changed after the deadline.
- Students those attend the PPT of a company will only be allowed to submit the CV. Attending PPT helps you understand about that company.
- No student will be allowed to withdraw/skip/discontinue any process for which (s)he has submitted the CV – **PENALTY !!**



# CDC Track: Through Normal Selection Process

- Students submit CV through ERP login
- Company shortlists students from the list
- Shortlisted students are **interviewed by the company** and students who qualified the PI will be offered internship.
- The selected students have **to accept the offer** and are taken away from the further processes.
- If **more than one offer** is made on the same day, the student has to **choose one within** a stipulated time.

# CDC Track: Through Normal Selection Process

- Student once accepted the offer will be removed from further participation.
- Any offers received due to interviews held prior the offer date will also be void except in the following cases:

## **CATEGORY 1: MITACS/S N Bose aspirants etc.**

Such students have to declare their application status while submitting CV for CDC track internship along with the preference list. (Preference form will be available)

## **CATEGORY 2: Pending results for completed CDC processes:**

- The student has to declare his/her choice within 12 hrs of declaration of the result which is declared latest.
- If the final acceptance is required by the company within a stipulated time then the student has to give his/her final choice within company's time frame.

# The Internship Process: Other than Campus

- **S N Bose Scholarship Program**
- **DAAD Scholarship Program**
- **Viterbi-India Program**
- **Khurana Program for Scholars**
- **MITACS**
- **IIT Kharagpur Foundation of USA**
- **Any Other Similar/new....**

**All of the above should be through  
Manual (CDC process) Format**

# The Internship and NOC

- Agreement/Bond forms by various Institute/University/ Company/ Organisation etc.
  - Faculty advisor/ Head of the Dept. (Dept. process)
- Any NOC required for internship : Statement of the parent organisation/ Bonafied certificate to be obtained from the dept.
- Student with offer letter from the company for internship (approved internship window)- Chairperson CDC will issue the NOC.

For Field work/semester project work (Arch. & Regional Planning/Geo. & Geophysics/Mining) – Obtain it from **Head of the Dept. (Dept. process)**

# CDC Track: Nomination

Advertisement received by CDC

CDC contacts the department for nomination

PIC, T&P of the Department / HoD sends the name(s) of the students to CDC

CDC collects CVs/Company may take interview/OR/ CDC takes acceptance from the nominated students

CDC sends confirmation letter to the company

**NOTE: Once accepted an offer through nomination , it cannot be reversed.**

# SOP for the students

- CDC Internship Process will be conducted on campus (Physical mode).
- Students are advised to be in campus and available for internship process from 28<sup>th</sup> July 2023 onwards (a narrow window of travel will be considered 26-28<sup>th</sup> July).
- In case any online internship test required it will be done before and after the said travel dates.
- **CDC test may occur online/offline as per company decision.**
- CDC will intimate any change through notice board only.

# Important Disclaimer

- **Students applying through nominations should contact CDC office frequently for status/ update.**
- **If a student already receives an internship offer through CDC track, (s)he is not eligible for Non-CDC track. They should not make any attempts on their own for internship (deviation as per CDC-IIT rules).**
- **All students must take NOC from the CDC office by applying through ERP.**

# Applications for MITACS / S. N. Bose / DAAD...

- **Bonafide certificate to be obtained from the “Institute”.**
- **CDC issues a **provisional NOC** (non-ERP mode) to a student who is applying to these programs.**
- **CDC issues **Final NOC** (ERP-mode) **once the offer letter/email is available** and the student applies through CDC portal.**



# Post Internship Responsibilities – NEW RULES 2023!

- Enter Internship details in ERP (compulsory to all) and Submit confidential feedback form and internship report (pdf copy) to CDC through ERP
- Report to Department PIC, T&P (parallel mode) with above documents hard copies.
- Any rejection of Pre-Placement Offer (PPO) should be judiciously decided which has a negative impact on relationship of the recruiter with CDC. CDC is also working for penalty/restrictions.
- Students rejecting the PPO without any valid and proper reasons will have a penalty in the subsequent placement process (including restriction of application in Phase-I).

# Address Your Concern

- **CDC expects that you keep close eye on Notice Board, ERP, CDC Website.**
- **No one is allowed to share our Internal Notice Content to any social media or drives --- DATA PROTECTION RESPONSIBILITY.**
- **Consult Executive(s) of CDC at CDC office– any query or simple issue.**
- **Meet Chairperson and Vice-Chairpersons – on emergency issue.**

**Not encouraged to write any email directly to Chairman, by passing HoD and Faculty Advisor.**

# Punishment for breaching the Rules

- **Communicate to the department to take note of breach – Consider during internship evaluation.**
- **Communicate to the Company of the breach – when the company visits for the placement.**
- **Debar the student from internship.**
- **Debar the student from the placement (from first few days of Phase I to entire Phase I and Phase II, depending upon the severity of the breach committed).**
- **In addition, CDC reserves the right to send the matter to the Standing Disciplinary Committee of the Institute through Dean SA.**
- **Communication of the punishment to the academic section.**

# A Case of Disciplinary Action

- A student has initiated an academic internship at a University and CDC process in parallel.
- **Receives academic internship at this University and gives consent .**
- Gets CDC internship and then accepts,
- **Consequently, rejects the University internship**
- University reports to IIT and demands an apology letter
- **Department sets up a committee and the punishment:**
  - Student is debarred from the Day 1 or Phase I of placements.

# Timeline for CDC Internship 2023-24 (Tentative Depending upon academic calendar 2023-24)

<b>CDC registration notice for internship</b>	<b>First week of July 2023 onwards</b>
<b>CV collection for internship</b>	First week of July 2023 onwards
<b>Internship preliminary round (online/offline test &amp; GDs only)</b>	Third week of July 2023 onwards
<b>Internship Selection Day 1</b>	1 <sup>st</sup> week of Aug 2023

TRAVEL WINDOW FOR THE STUDENTS  
FROM 26-28<sup>TH</sup> JULY 2023

# Message from CDC Team

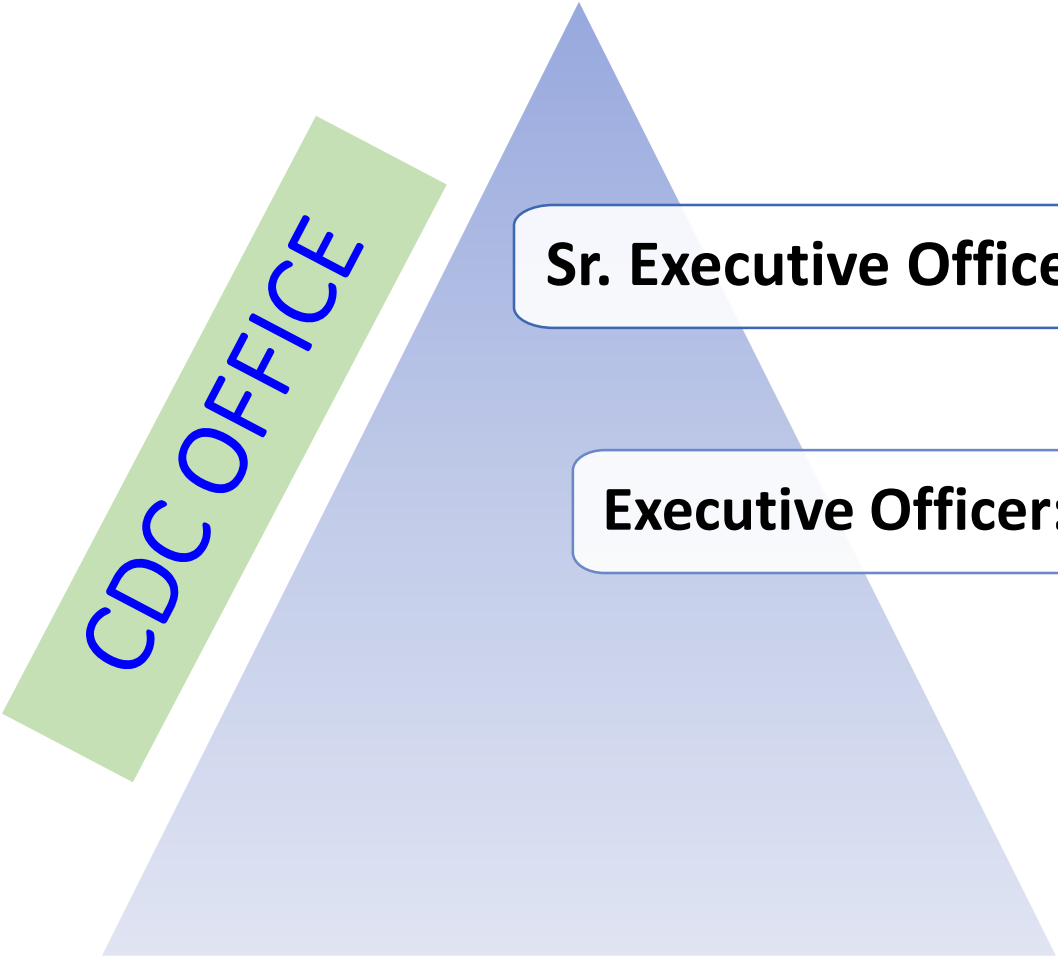
- Students should avoid **“No Show”, “Copying”, “Cheating”, “Misleading”, “Sharing Incomplete and Misinterpretation”** of information at any stage
- Breach of any of the instructions/code will attract punishment.

**Play by the rule fairly,  
Create opportunity for yourself and others**

- Students are advised **to keep their technical gadgets updated** so that they can participate in the process smoothly.
- Students are also **advised to keep their smart phone, earphone, power bank, charger etc.** handy and updated.

# Important points for the students

- CDC office will publish the shortlist in advance in CDC Notice board (ERP).
- The students are advised to keep checking CDC Notice Board (in ERP) at regular intervals.
- CDC will intimate date, time of interview in advance. However, it may be noted that as the process is very dynamic, for any trouble shooting, the timing may be changed and accordingly CDC office/placecom will communicate by phone, WhatsApp etc.
- So it is advised to be vigilant during the process.
- CDC office Help Line No: 03222-281870 (Available only on interview dates)



**CDC OFFICE**

**Sr. Executive Officer: Mr. Sourav Sarkar**

**Executive Officer: Ms. Madhumita Paul**

- **Assistants**
  - **Mr. Kousik Biswas**
  - **Mr. Kamal Mahapatra**
  - **Mr. K. Sreenivas**



# Contact Us

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**CDC office phone no:  
03222-282231**

Thank you...

*Team CDC  
IIT Kharagpur*