

### **Internship and Placement policy of IIT Kharagpur**

- ✓ Career Development Centre (CDC) sends an invitation along with the registration link to companies requesting to participate in the internship and placement drive of IIT Kharagpur.
  
- ✓ You can also send us an e-mail at [tnp-placecom@hijli.iitkgp.ac.in](mailto:tnp-placecom@hijli.iitkgp.ac.in) / [tnp-off@hijli.iitkgp.ac.in](mailto:tnp-off@hijli.iitkgp.ac.in) to have the invitation letter along with the registration link.
  
- ✓ Companies register in our portal and fill out the Internship Notification Form (in case of internship) and Job Notification Form (in case of placement) for each profile they want to hire.
  
- ✓ Once companies fill out the Internship Notification Form (INF)/ Job Notification Form (JNF), they are contacted for further processes.
  
- ✓ The INF / JNF is checked, verified and frozen for CV submission. Any criteria (including CGPA/ eligible departments/ CTC, etc.) should be mentioned while freezing JNF. These criteria cannot be changed after the application process starts for a particular job profile.
  
- ✓ The hiring process can be conducted on-campus mode, online mode or hybrid mode as per the convenience of the company.
  
- ✓ Companies are requested to declare the PPO results latest by 15th October.
  
- ✓ It is requested not to collect any personal information of the students at any stage without the knowledge of the CDC Office. No company is allowed to contact any student individually before the date of final interviews. Relevant details of accepted students are made available to recruiting organizations after final selections.
  
- ✓ Companies/Organizations can conduct the pre-processes like pre-placement talk (subject to availability of slot) and tests, assignments,

etc., for shortlisting purposes on a mutually convenient date and time. Companies can send a link of PPT to the CDC office and Placecom Team at least one day before the event. It will be forwarded to the students for attending the same. However, it may be noted that attendance in PPT remains a matter of concern.

- ✓ It is the responsibility of the company to ensure that the tests can be done smoothly. If any particular software/technical configuration is required, at least 48 hours prior notice is to be given to all the applied/shortlisted students.
- ✓ Technical troubleshooting is to be handled by the company. In case of major technical failure, where more than 20% of shortlisted students could not write the test, it must be re-conducted.
- ✓ Where the companies do not have any platform to conduct the test, it is advisable to go for CV-based shortlisting/ case study-based shortlisting.
- ✓ Conduction of Buddy session, etc.: Buddy session is not encouraged. However, if it is inevitable, the concerned company has to manage it without hampering the parallel process of the other companies.
- ✓ Companies should send the shortlist (be it test shortlist and/or/ interview shortlist) at least two days before) and the shortlisted students are notified.
- ✓ For those companies that give the final shortlist late, their process may be delayed.
- ✓ The placement office allots the dates for final interviews by considering factors like student preference, job profile, compensation, history with the campus, etc.
- ✓ Any biased approach or preference list of students for the interview cannot be entertained. The company has to interview all the shortlisted students without any deviation of commitment.
- ✓ It is requested to all the companies not to conduct interview sessions (including Technical, HR, etc.) of more than 40 minutes per student to run the process smoothly.

- ✓ Companies are requested to keep the number of interview panels in the ratio of 1:5 (Number of panels: Number of students shortlisted) to have a smooth conduction of the process.
- ✓ If the interview for a particular student is prolonged, it is very difficult to do time management due to parallel interviews. Hence, it is very important to make sure that the interview of a student (including all rounds) should not be more than 90 minutes so that CDC can run the process smoothly.
- ✓ Companies are requested to interview all available students and reserve sufficient time for different interview panels (technical, HR, senior management, etc.) If interviews of all slotted students are not conducted, then results may be kept on hold.
- ✓ After completion of the selection process, the company is required to announce the final list comprising the name and roll number of the students on the same day along with the Feedback form, and the CDC office will send the confirmation within the end of the next day.
- ✓ In case a company does not give its final selection list after the interview slot/day allotted to it, then the students will be allowed to appear in other companies visiting on subsequent slots/days.

**Note:**

- ✓ In case of internship, students are applying for Research internships (mainly in foreign universities) along with the CDC internship. It has been noted that students give preference to research internships over CDC internships. CDC allows students to undertake research internships even if they got an internship through the CDC.
- ✓ PG students will be available to participate in the internship hiring process from January onwards.
- ✓ The Institute promotes the hiring of differently able persons, persons with disability, diversity hiring, etc. If you need any special recruitment drive, please contact us.
- ✓ The Institute follows “One student one job” policy for internship and placement. Students are also allowed to choose companies as per their preferences.