

## **1. Introduction:**

The manual codifies the rules and regulations relates to activities of the Career Development Centre (hereinafter CDC). The manual aims at streamlining processes and to inform the stakeholders about the functioning of the CDC

## **2. Objective of Career Development Centre :**

The CDC aims to build the platform for the students to pursue their career in the best suitable organization. CDC, through its various activities, envisions to 'Create Game Changer IIT Kgpian's'. It has been established with the mission to 'Make every individual IITian a Career Oriented person instead of a Job Oriented Person'. CDC acts as a bridge to build a fruitful symbiotic relation and association between an academic institution and corporate world.

CDC facilitates the recruitment process and extends the support to the recruitment agency so that the graduating students shall find best suitable recruiter. CDC also intends to facilitate strong industry-academia collaboration beyond the recruitment and internship drives for the students. CDC contributes in identifying collaborators from the industry and connects with academic department/school/centre of the Institute.

## **3. Important terminologies/ abbreviations:**

- a) Agency: Government or private organizations, educational institutes, companies providing internship and/or placement facility or other institutions.
- b) POR: Position of Responsibility means a position hold by the students at Gymkhana/Hall of Residence/Department etc.
- c) CDC Track and Non-CDC Track: Internship arranged by CDC will be called CDC track and any other mode, be it departmental, alumni network or self-arranged will be called Non CDC track.
- d) Nomination: Department sends names of the students in some agency for internship. This will be called nomination.
- e) PPT: Pre placement talk. It is a talk cum interactive session by the prospective employers.
- f) PPO: Pre placement offer, made by the agency to the students for absorption evaluating the performance during internship period.
- g) PPI: Pre placement Interview.

- h) INF: Internship Notification Form, by filling this form the recruiting agency shows its interest to participate in the internship process.
- i) JNF: Job Notification form, by filling this form the recruiting agency shows its interest to participate in the placement process.
- j) CV: Curriculum vitae.
- k) NOC: No Objection Certificate. Students have to collect the NOC from CDC if internship is arranged either through CDC track or Non-CDC track.
- l) Notice board: CDC has its dedicated tab in ERP ([www.iitkgp.ac.in](http://www.iitkgp.ac.in)>ERP). Students can visit by logging through their ID.

#### **4. Composition of CDC Team:**

The CDC composition is as follows:

- Chairperson
- Vice Chairpersons
- Senior Executive Officer
- Executive Officer
- Superintendent
- Jr. Executive
- Student Placement Committee (Placecomm)

#### **5. Activities of Career Development Centre:**

Though internship and placement are two different activities, here at IIT Kharagpur both the activities are being carried out by CDC with strict time lines and professionalism. Experience of internship gives a student tremendous exposure and it also helps to choose profession wisely. Enriching internship experience often converts into pre placement offer. The deliverable of these activities is trying to place most of the students through internship and placement drive.

#### **6. Internship process:**

CDC invites the corporate sector, research institutes etc. for internship drive from the month of June every year. The Internship Notification Form (INF) form goes live in the first week of June for agency registration. The internship process is as follows:

- a) **Eligibility:** Students who have a compulsory internship in their 3rd Year of B.Tech, 4th Year of M.Tech Dual Degree and 4th Year of 5 year Integrated M.Sc. Course are eligible for the Internship.

**Compulsory Internship for Dual Degree Conversion:** Some students switch from a 4 year B.Tech degree course to 5 year dual degree course. If the student has already completed internship in an agency/ organization through CDC/ non CDC track (at the end of 3<sup>rd</sup> year), the department will take the final call on the following points:

- Whether to consider the aforesaid internship work as compulsory internship for dual degree course.
- If not, the student has to do another internship at the end of the 4<sup>th</sup> year for dual degree completion. In that case, (if CDC has already provided internship opportunity) the student cannot enroll in the Internship Registration Process else the student can register.
- In a nut-shell CDC will provide the opportunity of internship to the students only once.

**b) Registration:** It is compulsory for all eligible students to register on ERP for the internship selection process.

- Fill the detailed data sheet based on which the CVs will be designed or prepared using ERP.
- Upload valid documents against all the statements mentioned. (Position of Responsibility (POR), Internship, Projects, Achievements etc.).
- The documents should be properly signed and stamped by the issuing authority and it will be verified by CDC.
- CDC office may seek clarification from the student regarding any such documents.
- Once the document verification is complete, students will be able to generate 3 different CVs by choosing the order of the section to appear in the CV.
- CVs will be generated using ERP.
- Students will get to prepare 3 different CVs.
- These CVs will be stored in ERP system.
- Students will submit a particular CV depending upon the agency profile.
- No modification/ amendment/ alteration shall be allowed to carry out after the last date notified by the CDC.
- Students, those attended the Pre Placement Talk (PPT) of an agency will only be allowed to submit the CV.
- No student will be allowed to withdraw/skip/discontinue any process for which (s)/he has submitted the CV.
- Academic section generates the potential list of eligible students for

internship/ placement. The same data is shared with ERP to ensure that the students are given access to register for internship or placement. In case if a student is not able to register as the name of the student is not appearing in the potential list, then student should contact academic section and ERP.

**c) CDC track: Through normal selection process:**

- Students will submit CV through ERP login.
- Agency shortlists students and forward to CDC.
- Shortlisted students will be interviewed by the agency.
- The selected students will have to accept the offer and will be taken away from the further internship processes.
- If more than one offer is made on the same day, the student will have to choose one within a stipulated time.
- Student once accepted the offer, will not be allowed to accept another offer made by any other agency interviewed him/her earlier.
- All information regarding CV submission, shortlist, schedule, result etc. will be published in the Notice board and the CDC website.
- No personal communication shall be made to the students by CDC.
- If a student already receives an internship offer through CDC track, then the student is not eligible for Non CDC track.

**d) Nomination and Alumni Internship:**

- Students will submit CVs through ERP.
- CDC will forward CVs to respective Department for nomination.
- Professor In-Charge Training & Placement of the Department sends the name(s) of the students to CDC by taking the consent from the student.
- The nomination from the department shall amounts to acceptance of the offer by the student.
- CDC collects acceptance/ rejection letter from the students and sends the acceptance list to the agency.
- After nomination from the Department, the student shall not be allowed to withdraw the name without any recommendation from the department and the final authorization of the Chairperson of the CDC.
- The students who reject the offer will be removed from further Internship process.

#### e) No Objection Certificate:

- All students must take NOC/ Letter of Recommendation from the CDC office by applying through ERP.
- Applicants of S.N.Bose, DAAD, Viterbi- India Programme, Khorana Programme, Mitac, NTU-India Connect Programme are advised to collect the manual NOC (Not applying through ERP) from CDC based on the application duly forwarded by the head of the department. Only the **selected candidates** will apply NOC through ERP.
- While a student is applying through CDC for Internship vis-à-vis is willing to apply/ applied for the above mentioned fellowship programmes may note the below mentioned points and adhered:
  - At the time of CDC internship registration the student has to fill a form (**Annexure-1**) where the student will declare the preference between internship and fellowship programme. If in the form the student gives preference to fellowship over internship, even if, in case of the selection in an agency for internship, the student will be permitted to go for the fellowship programme.
  - If the candidate has not filled the preference form (**but applied /applying for fellowship**) before the internship registration process and got selected for internship, then the student cannot have a choice to exercise the preference between internship and fellowship programme. Such student has to accept the CDC offer.

#### 7. Post Internship Responsibilities:

- Submit confidential feedback form and internship report to CDC.
- Report to Department PIC, T&P.
- Share the contact person details of the agency with CDC.

#### 8. Confidentiality Clause:

- During the period of internship, students got the privilege to access various data of a company which are confidential in nature. While preparing the report, if the students are prevented NOT TO USE this data, the student MUST abide by the same. However, the process and methodology details can be included in the report.

## 9. Placement process:

CDC starts Placement process in the month of June, every year. The Job Notification Form (JNF) goes live in the first week of July for agency registration. The placement process is as follows:

**a) Eligibility:** All students who are expected to graduate in that academic year are eligible to apply for placement through CDC.

**b)** However, it may be noted that, if a student is eligible and registered for placement once, cannot register again even if the student is not graduated. Hence the students having multiple backlogs (unregistered) and the students having CGPA less than 6 may take decisions to register after a careful thought.

### **c) Registration:**

- Notice for the same will be published by CDC in the month of July.
- All eligible students can register to avail placement facility by applying through ERP.
- ERP will prepare CVs automatically after filling the basic data by the students.
- Students will be allowed to prepare 3 different CVs and submit the one which is most suitable for a given agency profile.
- Upload valid documents against all the statement and Position of Responsibility (POR) mentioned.
- The documents will be verified by CDC.
- CDC office may seek clarification from the student regarding any such document.
- Once the document verification is complete, students will be able to generate 3 different CVs using 3 different templates.
- Once document verification is complete, there will be no opportunity given to have any editing under any circumstances.
- These CVs will be stored in ERP system.
- Students will submit a particular CV depending upon the profile an agency is recruiting.
- CV once submitted to an agency cannot be withdrawn or changed after the deadline.
- Students those attended the PPT of an agency will only be allowed to submit the CV.
- No student will be allowed to withdraw/ skip / discontinue any process

for which a CV is submitted.

- The student must accept or reject the offer made by an agency and in any case, will be considered “offered” and will be taken out from the subsequent placement process.
- Once a student has got multiple offers, it is their responsibility to inform CDC team about the decision, prior to the stipulated deadline. Failing which the offer will be treated as withdrawn.
- CDC follows “One-Student-One-Job Policy”
- CDC reserves the right to decide on the registration policy in the larger interest of the Institute.

**d) De-registration from placement process:**

This is to note that CDC offers placement facility once to every student. A student registered for placement and if for any reason the student fails to obtain the degree in that academic year, the student will not be eligible to register further in the consequent year. Hence, if a student wishes to cancel the placement registration, the students can do so by submitting an application at CDC, duly forwarded through Faculty Advisor, within 31<sup>st</sup> August.

**10. Pre-assessment Test:**

CDC conducts pre assessment test in every academic year. The score of the test is shared with the recruiters. CDC decides the format of the test in the best interest of the graduating students. All the registered students for the placement should appear for the test. The date and procedure of test shall be notified on the notice board of CDC.

**11. Pre-Placement Offer (PPO) and Pre-Placement Interview (PPI):**

PPO: The student has to accept or reject the PPOs before the dead line specified by CDC. Only students rejecting the PPO within the deadline are allowed to submit CV and participate in the further placement process.

PPI: If an agency wishes to offer PPI to any student who has done internship in that agency, the agency should forward the name to CDC beforehand. CDC will inform the students to submit their CV and express their interest in PPI. The agency has the privilege to call the student at any stage of the selection process that will be held at IIT Kharagpur campus.

## **12. CDC Talk series and open house:**

Every year CDC conducts two open-houses for the potential students, one for internship and the other for placement.

## **13. Pre and post placement scenario:**

- Students who are getting multiple offers should exercise utmost caution and wisdom in selecting a single offer.
- When an agency sends regret letter before the joining date, CDC has a very limited role to play. Please note that the CDC only facilitates the recruitment process and does not enter into any agreement with the recruiting agency to honor the offer at a later date. It is generally expected that the agency shall honor the commitment. In case the agency fails to honor and refuses to share a reasonable explanation, the CDC resolves to take up the matter at All IITs Placement Committee (AIPC) for necessary action against the agency. In addition, the CDC / Institute also reserve the right to take necessary action against the agency in the best interest of the students.
- In case a student declines an offer of joining an agency for multifarious reasons, it is strongly advised that the student shall communicate the cogent reason to the agency and the CDC well in advance. They have to fill the forms in **(Annexure-2)** and sent it to the CDC. Needless to say, the longevity and sustainable relationship with the recruiter depends on the commitment of the graduating students.
- Students often get PPO and supposed to join in the organization at a future date after completion of degree in that academic year. In case the student fails to clear the exam and cannot complete the degree in that academic year, then the agency will take the call on whether to allow the candidate on board or not. CDC has no role to play in this regard and the student is not entitled to participate in the placement process.

## **14. Role of Professor In Charges (T&P):**

Both internship and placement is a joint effort of CDC and PIC (T&P) of the respective departments, centre and schools. PICs coordinate various matters between CDC and the department. CDC expects that the PICs of the Department/School/Centre will supervise the preparation of the students during internship and placement season. PICs should send the list of potential list of agencies in consultation with the students of the Department/School/Centre. CDC also invites PICs to interact with the executives of the Companies when they are in the campus during internship/ placement drive.



## **15. Engagement of students:**

CDC selects students as a member of Placement Committee. The members will be known as Place Com.

### **a) Roles and responsibilities of Placement Committee Members:**

Placement Committee Members (herein after PlaceComm) mainly play the role of assistance to CDC. Internship and Placement both these tasks require high degree of planning as well as smooth execution. Co-ordination plays a vital role in both these processes. The role of the aforesaid committee members are enumerated below:

- To coordinate with the companies and inviting them to participate in the internship and placement process.
- Co-ordination work in consultation and under supervision of CDC in the following activities:
  - Ensuring that the companies are following the CDC policy on internship and placement process.
  - Ensuring that the information such as – CV submission, online/ off line test details, information of company PPT, shortlisting of the students in a company, details of GD, PI and/ or/ any other details should be published in the CDC notice board.
  - To look after the arrangements of PPT for internship as well as for placement.
  - To co-ordinate with agency officials regarding their boarding, lodging, transportation etc. under CDC supervision.

## **16. Conduct:**

- Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
- Students shall show due respect to the teachers, officers and staff of the Institute.
- They shall also pay due attention and courtesy to recruiters and outside vendors.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Furnishing false statement of any kind in the form of application of placement/ internship.
- Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- Willfully damaging or stealthily removing any property/belongings of the Institute.
- Adoption of unfair means in the examinations.
- Resorting to noisy and unseemly behavior, disturbing fellow students.
- Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Institute.

Students are advised to abide by all the rules and regulations of CDC strictly, failing which commensurate with the gravity of the offence; the punishment will be decided by the competent authority.

#### **17. Penalty for disobeying the rule:**

CDC will have a right to decide on punishment in case of breach of any rule/directions/instructions etc. The punishment may be :

- a. To warn to the students and/or
- b. To debar the students from internship/placement process – the decision to debar may range from day to the entire placement phase, and/or
- c. To forward the matter to Standing Disciplinary Committee of the Institute for appropriate action.

#### **18. Role and Accountability of the students:**

Students are in the heart of the entire exercise of internship and placement. While undergoing these two processes the students should be vigilant and alert. They should always be in touch with PlaceComm members, CDC officials and if necessary with CDC Chairs. The students should note that the information/ notices placed on the CDC website through ERP are the official one. Students need to be careful regarding the communication made by any individual and /or/ through any other applications/ portal. On some occasion students might get phone call from a company and they may be asked to participate in a selection process. In that case, students should immediately inform CDC office to verify the process. In this regard, it is pertinent to mention that telephonic interview, video conferencing, skype/google hang out all these types of virtual processing is also taken care by CDC office at designated places, with proper and prior information. Without prior information about these processes, CDC may disown the entire selection process done by a company.

#### **19. Meet the CDC Team:**

As the most of this recruitment process is online and ERP based, students will get updated information through notices uploaded by CDC team from time to time. Students are advised to check the ERP notices at regular intervals. However at the back end CDC team will be there to assist you.

For internship and placement related query:  
**tnp-off@hijli.iitkgp.ac.in**  
&  
**tnp-off2@hijli.iitkgp.ac.in**

## **20. Miscellaneous:**

The Chairman shall have the discretion to alter/modify/amend/repeal any of the rules/guidelines/notices in the larger interest of the students and the objective of the CDC.

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## **21. Frequently asked questions (FAQs):**

### **Situation: (a)**

**Mr. X submitted his CV through ERP and the deadline was also over. Now he comes to CDC team to add some details in the CV.**

Ans: As per CDC policy CV once submitted through CDC portal cannot be changed or withdrawn after the date of submission.

### **Situation: (b)**

**Miss. Y applied for 3 companies, but she missed the PPT presentation of agency C. Now she wants to sit for the assessment of agency C.**

Ans: As per CDC policy, a student can submit his/ her CV to those companies only, for which he/ she had attended the agency PPT.

### **Situation: (c)**

**Mr. A submitted his CV before a agency. When the process of assessment is about to start, he got some tips from his seniors/well-wishers, and wanted to pull him off from the assessment process.**

Ans: As per CDC policy, once a student has submitted his/ her CV, he/ she cannot withdraw himself/ herself from any part of the selection process.

### **Situation: (d)**

**Miss. B applied for two companies: C and D. She got an offer of placement from agency C which she rejected and agency D did not select her. Now she wants to apply for the other companies also.**

Ans: Once a student has got an offer from any agency, he/ she would be taken out from the subsequent selection process, even if he/ she rejected that offer. CDC follows: "One -student-one job policy".

**Situation: (e)**

**Mr. X applied for two companies: Y and Z. He got an offer of placement from both the companies. CDC team informs him to convey his decision/choice within stipulated time, which he violated.**

Ans: Once a student has got multiple offers, it is his/ her responsibility to inform CDC team about his/ her decision, prior to the stipulated deadline. If he/ she fails to do so, disciplinary actions will be taken against him.

**Situation: (f)**

**Miss. C sat in the pre assessment test conducted by the CDC team. She did not take that test seriously. She did not know that the scores will be shared with the hiring companies. After knowing that, she came before CDC team with a request, not to disclose her marks to the hiring agency.**

Ans: As per CDC policy the scores of the pre assessment test being conducted by CDC team will be shared with the hiring agency. Hence, request of Miss C was not obliged.

**Situation: (g)**

**Mr. E went for internship and got the PPO and accepted the offer. Mr. E met with CDC team with a request to allow him in CV submission process, so that he can participate in the campus placement.**

Ans: As Mr. E has already got a PPO and he accepted that offer, he would be taken out from the subsequent selection process. But if he rejected the PPO and informs the same to the CDC team within the deadline indicated by CDC, he would be allowed to submit his CV, so that he can participate in the campus placement process.

**Situation: (h)**

**Ms. F informed CDC that a company has called her on mobile phone and trying to fix a time schedule for interview. She wants to confirm from CDC whether it is allowed?**

Ans: Ms. F has been informed that CDC does not authorize any process where the company is calling the students in their personal capacity. All the communications regarding test, interview etc. are published in CDC notice board with date, time and venue. The information published in CDC notice board is only valid and authenticated by CDC.

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