



CAREER AND PLACEMENT CELL

STUDENT INTERNSHIP AND
PLACEMENT POLICY

ABSTRACT

The document is an operational policy framework of the CnPC. General rules, eligibility, internship, slotting, registration, code of conduct etc. is included in it

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1. INTRODUCTION

The transition from a student to professional is a milestone! Your imminent graduation and the search for your first “*real*” job marks the beginning of a new and a significant stage in your life. The goal of your search should be to find a situation that supports your onward progress in life, and where you feel appreciated and comfortable- in short, a job that you will find satisfying in all respects.

The Career and Placement Cell (CnPC) is fully equipped to render all the necessary assistance for you to make your career meaningful. By connecting to external organizations, the CnPC endeavors to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. This policy framework governs the student’s involvement in the various aspects of the placement processes.

The CnPC welcomes all eligible students to the placement season. We strive to extend all possible support to provide right career opportunities to our students to fruitfully pursue their career interests.

The CnPC endeavors to achieve the best possible placement outcomes. To meet the expectations of all the stakeholders, the placement policy has evolved over the years. In order to achieve the best possible results all students are expected to understand the placement policy and follow it strictly.

The placement policy is applicable to all students registered for the campus placements and internships and is to be followed during the entire

duration of this placement season. The CnPC only acts as the *facilitator* in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship **does NOT guarantee** a placement or an internship. Students not interested in placement are advised not to register for placement.

No dues certificate from the institute will not be issued to placed (on/off campus) students unless the signed copy of the offer letter is submitted at CnPC office.

Disclaimer:

All students are required to follow the rules laid out by the CnPC. The CnPC reserves the right to revise this Placement Policy as it sees fit for maximizing the benefits of the students' community, without incorporating or modifying the policy framework. All decisions taken by the CnPC will be final and binding on all students registering for the placement program. All disputes shall be settled jointly by the Faculty Advisors of the CnPC. Their decision shall be final and binding on all.

2. GENERAL RULES

2.1 Eligibility

All pre-final and final year students of the institute, who are expected to complete their degree by July 2023 and July 2022, respectively, are eligible to register with CnPC for internship and placement services.

However,

- Students under academic probation/disciplinary action **are not allowed** to register for placements and internships.
- Students under academic warning/disciplinary warning **can register.**
- Full time students enrolled in M.S. (by research) program/ PhD program **must** submit an “Undertaking” from their academic/thesis supervisor on expected time of completion of research/thesis work to be eligible for registration.

2.2 Registration Procedure

To participate in the Internship/Placement, the following procedure needs to be followed:

- All students eligible for on-campus internships/placements must register themselves with CnPC.
- An email shall be sent to all eligible students wherein students are required to register for the internship/placement session providing

their personal details. Students are not allowed to register after the deadline of registration, except if they have permission from the Faculty Advisor of CnPC.

- Students must pay the registration fee separately for Internship/placement. The registration fee is non-refundable.
- For PG students, please check your academic curriculum for the **provision of an internship**. Please note, the CnPC does not provide approval for internships. If your academic curriculum does not have the provision for the same, please discuss it with your faculty advisor (FA) and Dean Academics and seek written permission. Once written permission for the internship is granted, only then you should register in CnPC for an internship. Otherwise, you can register in CnPC for placement next year.
- Only registered students can avail the facilities of CnPC.

2.3 Resume Preparation and Verification

Students registered by CnPC shall prepare a resume as per the template of CnPC. It is expected that a student shall NOT add any ambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the internship/placement process through the CnPC.

If any discrepancies are found, the student would be debarred from the internship/placement process. This may also attract strict disciplinary action.

2.4 Pre-Placement Talks (PPT)

A company will be allowed to hold pre-placement talks to enable them to disseminate information among the students about the job profiles they may be offering or about the company in general or about the recruitment procedure being followed by them. It will generally be followed by some time for questions and clarifications. All students who have registered for the particular company **are compulsorily required to attend the PPT.**

If a student who registers for a company and does not attend the PPT of that company (if scheduled), that student shall be debarred from the internship/placement process. Additionally, if required, disciplinary action shall be initiated against the student.

3. INTERNSHIPS

The following policy framework is implemented for all the students eligible for internships. The framework will be in effect for all internships through the CnPC.

- 3.1. Students are required to do an industrial internship in **India** for a minimum period of **6 weeks** after the **5th semester (Either from 2nd week of December to 2nd week of 15 February or 2nd week of June to 1st week of August)**
- 3.2. Students can optionally do a semester-long internship in **India** after the **5th semester**. This internship can be done in their 6th semester (1st Week of January to 1st week of July or in 7th semester (2nd week of June to 2nd week of December).
- 3.3. Students will receive an email as soon as the CnPC gets confirmation that a company is visiting the campus to offer internships. Students need to register for the company before the specified deadline.
- 3.4. All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions BEFORE applying to any company on campus. **The CnPC would NOT be liable for any default from the company's end at any stage later.** Once you apply to a company all rules as per student policy will apply.

- 3.5. Students will be allowed to sit for a company if he/she fulfills below criteria:
- Students are registered with CnPC for internships.
 - The student has NOT received any internship offer from any on-campus company.
 - The student should fulfill the eligibility criteria outlined by the company.
 - The student has not been disqualified or penalized for any infringement of CnPC regulations.
 - Students interested in applying for a semester internship have to get permission from FA through a form and submit the same in the CnPC.
- 3.6. The CnPC enforces a one student one internship policy. Therefore once a student is offered an on-campus internship by any company (either for six weeks or six months), he/she will be out of the CnPC internship drive.
- 3.7. If you apply for an internship off-campus for which you wish to avail 2 credits of internship, it is mandatory to inform and send a copy of the offer letter to the CnPC within 2 days of receiving the off-campus offer letter.
- 3.8. In any case, a student cannot drop a 6 weeks/6 month/1 year internship after selection. Before applying for an internship, you must read all the conditions of the company.

- 3.9. If a student drops an on-campus internship offer, strict action would be taken against the student depending upon the reason, including but not limited to the student getting debarred from the placement process.
- 3.10. For all other companies that do not conduct interviews/tests but want allotments to be done by Institute, seat allocation will be solely based on CGPA and preference list that each student will be asked to fill.
- 3.11. Students are not allowed to leave a selection process by a company unless dictated by rules.
- 3.12. The two credits for the mandatory industrial internship are only given at the sole judgment of the respective faculty advisor. Students are advised to get their faculty advisor's consent before applying for internships. This is particularly important for general/non-core companies. If you are going for an off-campus internship, please make sure that it fulfills the institute's requirements, as you will be required to submit the internship certificate in the format specified by the institute. The subject of your internship needs to be verified by the Faculty Advisor. Only after the approval and after the completion of your internship you will be awarded the 2 credits. **Academic internships or foreign internships will not be considered for 2 credits.**

4. Tags and Jumps

4.1. Tags

Companies are tagged based on the job domain offered. This is done to identify which company profile is suitable to which branch. However, the company can open profiles to multiple branches (which might not be directly related to the job profile). Company would tagged one (or more) of the following:

- CSE core
- EE core
- ME core
- CE core
- MES core
- EEM Core
- STE Core
- VLSI Core
- CSP Core
- PED Core
- M.A(DS) Core
- Chemistry core
- Maths Core
- Physics Core
- Non-core

The tag assigned to a company would be based on the **job profile** offered and not just the company's particulars. For a branch, companies tagged as **<branch> core** would be treated as core Company and the rest others would be treated as non-core companies.

4.2. Jumps

4.2.1. The CnPC enforces one student one job while giving students an option to opt for a 'better job'.

4.2.2. The jumping options for a better job that would be available to students are:

Non-core to Core job profile

or

Core to Non Core

or

To a company that offers a salary 1.5 times higher than the current salary

4.2.3. **A student can switch only once in a job.**

4.2.4. **PG Students who have received the internship for 1 year, they are not allowed to jump. They can secure only one job through CnPC.**

4.2.5. **There shall be no option of jumps for internships.**

5. PLACEMENTS

5.1 Eligibility Criteria

5.1.1 Based on the above tags the student will be allowed to sit for a company if she/he fulfills below criteria:

- Students are registered with CnP Cell for placements.
- Students can jump as per the rules defined in section *Jumps*.
- The student should fulfill the eligibility criteria outlined by the company.
- The student has not been disqualified or penalized for any infringement of CnPC regulations.
- Students who did not receive a 6 month internship opportunity in 7th semester. If students did not receive the PPO, we will allow the students to sit for placements after confirmation of PPO.
- If 80% of the registered students in branches (separately for PG and UG) allowed by the company combined are placed, then the policy of jumping can be relaxed as per the benefit of the students.

- Students who have secured a job and the maximum 1st year salary with below criteria are not allowed to sit for further on-campus placement drives .

For all CSE profile for all branches ≥ 15 LPA

- ❑ B.Tech CSE Core ≥ 15 LPA, Non-Core (non-CSE profiles) ≥ 7 LPA
- ❑ B.Tech EE, Core ≥ 13 LPA, Non-Core (non-CSE profiles) ≥ 7 LPA
- ❑ B.Tech ME Core ≥ 7 LPA, Non-Core (non-CSE profiles) ≥ 7 LPA
- ❑ B.Tech CE Core ≥ 7 LPA, Non-Core (non-CSE profiles) ≥ 7 LPA,
- ❑ M.Tech VLSI Core ≥ 12 LPA, Non-core(non-CSE profiles) ≥ 7 LPA
- ❑ M.Tech CSP Core ≥ 9 LPA, Non-core(non CSE Profile) ≥ 7 LPA
- ❑ M.Tech PED ≥ 9 LPA, Non-core(Non CSE Profiles) ≥ 7 LPA
- ❑ M.Tech MES, EEM core ≥ 8 LPA, Non-core (Non CSE profile) ≥ 7 LPA
- ❑ M.Sc. Maths, Physics, Chemistry Core ≥ 8 LPA, Non-core (non-CSE Profiles) ≥ 7 LPA
- ❑ M.A.D.S Core ≥ 7 LPA, Non Core (Non CSE Profile) ≥ 7 LPA

1st year salary = base + all incentive (except esop) + (esop/4)

5.1.2 All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions BEFORE applying to any company on campus. **CnPC would NOT be liable for any default from the company's end at any stage later.** Once you apply to a company all rules as per our student policy will apply.

5.1.3 PSUs are open to all and all are eligible to apply for PSUs.

5.2 Scheduling

5.2.1 The placement season would begin in the odd semester. However, companies both for internships and placements could be coming before or after the said placement season for complete procedure or screening tests.

5.2.2 The companies will be invited and allotted dates by the CnPC based on all influencing factors. The policies and rules that dictate the possible jumps and re-appearing for companies are defined in section *Jumps*.

5.2.3 If more than one company is visiting in a particular day or time-slot, students would be asked to fill a preference list for the given companies, ranking the companies she/he has applied to and has been shortlisted on a particular slot, in the descending order of her/his choice. After the completion of the day or timeslot, the student will be given the option to update her/his preference for the next day's companies. A deadline would be mentioned to the student to do so. In case a student gets selected in two or more companies on the same

day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.

5.2.4 In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent day & the company that deferred its decision also makes an offer to him/her later, then:

- In case the companies are of the same slot then the student will be considered finally placed in the company ranked higher in the preference order filled earlier by the student and the lower preference company will be informed by the CnP cell.
- If a student jumps into a better job option company, then the student will be considered finally placed in that company and the CnPC would itself call for a rejection of an offer in the previous company.

5.2.5 The date/time/venue of the interviews/tests/or any other placement regarding activity will be subject to changes and introduced which, at times, may be at a short notice. Students must keep themselves following up information passed on through E-mail/forum at student portal.

5.3 Regulations for Pre-Placement Offers (PPOs)

- 5.3.1 All Pre-Placement Offers (PPOs) made by any company, extended to any student, have to be **immediately** reported to the CnPC by the student within 1 day of getting the PPO. This also includes off-campus PPOs (an off-campus internship converted to a PPO).
- 5.3.2 The PPOs (both on-campus and off-campus) obtained from internships shall be considered as campus placements job offers and placement rules would follow. All kinds of PPOs extended to any student have to be routed through the placement cell.
- 5.3.3 Any form of intimation from a company about the possibility of a PPO being granted in future should be informed to the Career & Placement Cell without waiting for the formal offer letter/email. The Career & Placement Cell will take up the matter with the company further and the student will be allowed to appear for on campus placement activities as per normal policy until a decision regarding the grant of a PPO is made by the company.
- 5.3.4 Students need to accept PPOs whose first year salary is above this threshold level(For all CSE profiles for all branches ≥ 8 LPA, each branch core ≥ 8 LPA, Non-core(Non-CSE profile ≥ 6 LPA) as per the company deadline. In case the company fails to give a deadline, the student needs to accept within two days of receiving the PPO. Strict

action may follow if the student fails to comply with the above rule. Students accepting a PPO will have to notify the Placement Cell immediately.

5.3.5 After accepting the PPO, the options for students to sit for other companies would be dictated by rules in section Jumps, which would be the same as if the student has got an on-campus job offer from the same company.

5.3.6 Students should proactively review the terms and conditions for the PPO. In case of any difference between the company's terms and conditions and the Institute Policy, the same should be explicitly brought to the notice of the Placement Office.

5.3.7 The students will NOT be allowed to sit in the selection process for the company which has offered the PPO as long as the job profile is the same.

5.4 Off-campus Application Rule

5.4.1 Any student found to have secured a job through the off-campus process without the prior consent of the Career & Placement Cell will be subjected to strict action, including but not limited to getting debarred from placements, this may also attract strict disciplinary action.

- 5.4.2. Any student who procures an off-campus job (with prior approval) is required to report the same to the placement office within one working day of getting the job offer. Slotting of that company will do as per placement policy, and he/she shall be permitted to sit for other companies as per slotting rule.
- 5.4.3. The CnPC strongly **discourages the students to go for off campus placements in the companies** as this affects the company-institute relations adversely. Students are also requested to forward contacts they have, if any, in different companies so that the CnPC may formally invite these companies for placements.

5.5. Post Selection/Joining Policy

- 5.5.1. In case the candidate after accepting the on-campus offer is not willing to join the company to pursue higher studies or for any other legitimate reasons, he/she should contact and inform CnPC by last working day of April and only after consent of CnPC cell he/she will be allowed to reject the offer. Beyond the last working day of April, he/she will be liable to different consequences depending upon the case, including but not limited to referral to the institute for disciplinary actions, withhold of the degree or payment of 5% of his/her annual CTC mentioned in the offer letter.
- 5.5.2. After signing the offer letter from a company, the candidate is bound to the terms and conditions mentioned in the offer letter. If the

student rejects an offer after signing the offer letter from a company, the company can take action against the student as per the clause of breach of the contract mentioned in the offer letter. Institute will not be liable for any of these consequences that a student is facing for not joining the company even after accepting the offer letter with a penalty clause.

5.6. Deferred Placements

- 5.6.1. To facilitate a student to pursue entrepreneurial ventures, the Institute allows the student to defer his/her participation in the placement process for **up to two years after graduation.**
- 5.6.2. The student is required to declare at the beginning of the final year (when he is eligible for placements), subject to him/her being eligible for placements in that session, that (s)he won't be appearing for the placement in that year and apply for deferred placement with a recommendation from **Catalyst, IIT Mandi.**
- 5.6.3. Then in the year after graduation when such a student wants to appear for the placements, she/he again needs to inform the CnPC at the beginning of the placement session for that year and register for the same.
- 5.6.4. It must be noted that a student who has already participated in a placement session (full/partial) cannot seek deferred placement. Also,

having deferred the participation in the placement process, a student can participate in the placement process only once in two years after graduation.

6. TAPING

- 6.1. Few companies could be '*taped*'. A taped company means that if a student is selected in the particular company, she/he has to accept the job offer and cannot sit for any other company visiting the campus in future or even if their selection process has already been initiated.
- 6.2. While filling preferences, companies who would be taped would be reserved top positions filled for each day/timeslot. In case of multiple taped companies for a same day/timeslot, the student can themselves rank among the taped companies.

7. CODE OF CONDUCT

- 7.1. **Students are NOT allowed to leave a selection process by a company after being shortlisted unless dictated by the rules in section *Slotting and Jumps*. Such actions or not joining a company for internship or placement after accepting or at the very last moment will result in strict actions including but not limited to debarring from the test/interview, de-registering from placement process and disciplinary actions.**
- 7.2. It is expected that a student shall NOT add any ambiguous/wrong/misleading information in his/her resume. Resume checks will continue throughout the placement process. If, on verification, any discrepancies are found, the student would be debarred from placements. This may also attract strict disciplinary action.
- 7.3. Students are always required to carry their Identity Cards during the selection process, including pre-placement talks, written or online tests, group discussions, personal interviews etc.
- 7.4. It is mandatory for students to attend the PPTs of the companies they wish to apply. Students are expected to come on time and in proper attire and maintain a proper decorum throughout the presentation. Students will not be allowed to leave the room before the PPT is over. Failing to comply with any of these requirements,

the student may not be allowed to sit for the selection process of that company.

- 7.5. The dress code to appear in any activity of the placement process and at the time of personal interview shall be business formals, unless specified otherwise.
- 7.6. **Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, and Tests etc.**
- 7.7. During the screening tests and interviews, no form of cheating would be tolerated. Cheating and using unfair means would lead to severe actions including but not limited to debarring from the test/interview, debarring from placement/internship process and disciplinary actions.
- 7.8. Students are expected to maintain decorum while interacting with any of the company officials. They are expected to arrive in time. Any student violating any of these norms would be penalized.
- 7.9. **No student is allowed to directly interact with any of the company officials.** Any occurrence of the same would lead to severe disciplinary actions.
- 7.10. The CnPC will try its best to convince companies to open their placement process to all branches and will try its best to reduce the CGPA; however, the final decisions in these matters will be at

the discretion of the company. No objections from any student will be entertained in this regard.

- 7.11. All matters regarding slotting and scheduling will be decided by the CnPC. No objections from any student will be entertained in this regard.

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