

# **RULES AND REGULATIONS**

## **(TRAINING & PLACEMENT)**

### **1. ELIGIBILITY**

- 1.1. All the students who expect to graduate from the Institute by the end of the academic year are eligible for the campus interview, coordinated by Training and Placement (T&P) cell of NIT Durgapur .
- 1.2. Students with Supplementary/Backlog cannot appear for any placement process till clearing the same.
- 1.3. One individual student can accept one job offer from CATEGORY 2 and CATEGORY 3 and one number from CATEGORY 1 which is defined in Table below. However if a student is offered with CATEGORY 2 / CATEGORY 3 at the first instance, and he/she accepts the letter of intent or offer letter from the company then he or she is not eligible for any other job.

<b>Sl No</b>	<b>TYPE</b>	<b>DESCRIPTION</b>
1	<b>CATEGORY 1</b>	Selected IT companies designated as Mass Recruiter.
2	<b>CATEGORY 2</b>	Non Mass/ Non PSU/ Private Organization
3	<b>CATEGORY 3</b>	PSU/ Government Organizations
<i>*** Mass recruiter companies/Core sector companies will be designated by the Dean (AOT&amp;P)</i>		

### **2. REGISTRATION & DEREGISTRATION**

- 2.1. Registration for all the eligible students from B.Tech, M.Tech, MCA, MBA, MSc and other courses will be done by filling up the registration form downloaded from institute website placement page.
- 2.2. Campus placement is a facility provided for the students of NIT Durgapur. Registration is not compulsory at all. Students not interested in placements are requested not to register for placements. Only registered students are allowed to appear in campus recruitment process.
- 2.3. Students who have acquired their degrees and were not placed in the earlier year will not be allowed to re-register.
- 2.4. All data filled in the registration form to maintain the database should be genuine and should be verified the faculty in charge of concerned department and any student found violating this rule will be disallowed from the placements for the rest of the

academic year and it may be referred to Institute Disciplinary Committee for further action.

2.5. Students will be de-registered from the placement cell if they are involved in any indisciplinary activities in any stage of the registration process and campus recruitment

### **3. PLACEMENT PROCESS**

3.1. After notification, the student has to express his/her willingness in writing for appearing in the campus recruitment process for a particular company. If a student does not appear in that company even after expressing willingness in writing, she/he will be disallowed from the placements for the rest of the academic year.

3.2. It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in the notice boards of Training & Placement Cell/ Placement webpage at the Institute website.

3.3. Students must bring their identity cards with them whenever they go through a placement process.

3.4. Students are expected to be in time as per the announcements. Late comers for any of the interview process will be not allowed to appear for the selection process.

3.5. Student who will be shortlisted for the particular interview is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the rest of the academic year.

3.6. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.

3.7. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.

3.8. Students must be formally dressed (usually white shirt, black trouser, tie & black blazer (during winter) whenever they participate in any sort of interaction with a company. Training and Placement office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

3.9 As the placement process is official, so student shall be eligible for attendance on the placement dates and respective departmental faculty-in-charge should arrange to take attendance for their students. Attendance will be given only for the period of online test/ group discussion/ interview. The Training Placement Representative (TPR) on duty will be given the attendance for the whole day with prior permission.

3.10. If there are two companies for the placement on the same day, students have to give their consent for any one.

#### **4. PRE-PLACEMENT TALKS (PPT) AND OFFERS**

- 4.1. Notices of the PPT will be displayed on the notice board of T& P Cell of the Institute. Students should occupy the venue 15-mintues before the scheduled start of the ppt.
- 4.2. Students interested in a particular company, must attend its PPT without fail.
- 4.3. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies during PPT.
- 4.4. If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.
- 4.5 If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.
- 4.6. In case, students decide not to join the company, they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Placement Office.
- 4.7. Students have to have accept the PPO if obtained during internship otherwise he/she will be disallowed from the placements for the rest of the academic year.

**MEDICAL TEST:** The Placement office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student will be allowed to seek placement through this office again.

**POOL CAMPUS:** Pool campus shall be organized with the prior request of companies and as approved by appropriate authority from time to time. Students enrolling for the pool campus, failing to join the process will be debarred for further placement.

For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.

# **RULES AND REGULATIONS**

## **(INTERNSHIP & VOCATIONAL TRAINING)**

### **Rules and Regulations**

- 1) All the undergraduate students of Indian or in foreign origin from National Institute of Technology, Durgapur has to undergo internship of minimum 15 days duration in any Industry/ Research Organization of their choice.
- 2) The Internship/ Vocational Training (VT) forms to be used, are uploaded in the website. If the formats are supplied by organisation, the same should be forwarded by Training & Placement cell.
- 3) The fill-in forms are to be forwarded by Faculty Representative/ HOD of the respective department and submitted to Training & Placement cell.
- 4) Internship/ VT for third year students can be carried out during the summer vacation between 6<sup>th</sup> Semester and 7<sup>th</sup> Semester.
- 5) Second year students can undergo internship during the summer vacation between 4<sup>th</sup> Semester and 5<sup>th</sup> Semester which will not be counted for evaluation in the curriculum. The Internship/ VT forms are to be forwarded by the concerned HOD of the respective department.
- 6) Any internship offered through Training & Placement has to be accepted and rejection of it will make him/ her debar from placement.
- 7) Students undergoing internship in foreign institutions must inform to training and placement cell prior commencement of next year placement.
- 8) Students have to have accept the PPO if obtained during internship otherwise he/ she will be disallowed from the placements for the next year placement.
- 9) Students applying to INTERNSHALA for internship must take prior permission from Dean (AOT&P).

For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.