

RULES AND REGULATIONS

(CAREER DEVELOPMENT CENTER)

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 Career Development Center of NIT Durgapur.
- 1.2. Students having Supplementary/ live Backlog papers will not be eligible for any placement related activities until they clear the same.
- 1.3. It is mandatory for all eligible students to appear and accept job offers from CATEGORY-1.
All eligible Students can appear for jobs in CATEGORY -2.
However, if a student is offered with a job in CATEGORY-2 at the first instance, then he or she is not eligible for jobs in CATEGORY-1.
- 1.4. An eligible student can accept 1(one) job offer in CATEGORY-1 ; 1(one) job offer in CATEGORY-2. However, the student will be eligible for CATEGORY-3 as per the criteria mentioned in section [4].
- 1.5. After securing a job offer in the CATEGORY-3 (DREAM) the student will be taken out from all other placement processes, except the PSUs. The student will not be allowed to participate in any other placement activity thereafter.

1	CATEGORY-1	Companies offering CTC below 4.5 LPA
2	CATEGORY-2	Companies offering CTC of equal and above 4.5 LPA
3	CATEGORY-3	Designated as DREAM Company and the eligibility criteria are explained in section 4.

2. REGISTRATION & DEREGISTRATION

2.1. Registration for all the eligible students from B. Tech, M. Tech, MCA, MBA, M.Sc. and other courses will be done by filling up the registration form downloaded from Institute web site 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. PG students are required to submit a declaration that they do not have any service bond/ association/ obligation with any organization during their course of study at NIT Durgapur.

2.4. Students who have acquired their degrees and were not placed in the earlier year will not be allowed to re-register.

2.5. All data filled in the registration form to maintain the data base should be genuine and should be verified by 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.

2.6. Students will be de-registered from the placement session if they are involved in any indiscipline 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 for appearing in the online/ virtual/ on campus/ off-campus recruitment process for a particular company. If a student does not appear in that company even after expressing willingness, then she/he will not be allowed for any further placements process 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 the Career Development Center/ 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 not be allowed to appear for the selection process.

3.5. Student who will be shortlisted for one placement process is bound to go through the entire selection process unless rejected by the corresponding 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 behavior 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. Career Development Center 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 more than 1 (one) company allotted for placement interviews on the same day, common shortlisted students will have to give their order of preference, in case of final selection in more than company on the same day, before the start of the interview process of the companies.

4. DREAM COMPANY OPTION:

4.1 A company with CTC of 12.5 LPA or above can be given DREAM status only for those branches/ courses that have achieved at least 75% placements in that session. For all other eligible branches/ courses, the company will be allotted CATEGORY-2 status.

4.2 ALL PSUs will be given DREAM status for all eligible departments.

4.3 If a company is given the status of DREAM company for a particular branch then Eligible students of that branch even with one job offer in CATEGORY-2 will be allowed to sit for this category only if the CTC is more than **1.5 times the CTC already being offered to the student.**

4.4 Any deviation from this policy under extraordinary circumstances will be dealt on the discretion of the Career Development Center.

5. PRE-PLACEMENT TALKS (PPT) AND OFFERS

5.1. Notices of the PPT will be displayed on the notice board of Career Development Center of the Institute. Students should occupy the

venue 15-mintues before the scheduled start of the PPT.

- 5.2. Students interested in a particular company, must attend its PPT without fail.
- 5.3. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc. with the companies during PPT.
- 5.4. 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.
- 5.5. A student must submit his/ her acceptance to the CDC, for the **on-campus** job offered, within 24 hours of result announcement.
- 5.6. 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.
- 5.7. If a student gets an **off campus** offer, then he/she should inform the CDC about the **off campus** offer within 24 hours of offer confirmation.
- 5.8. All students who will be offered PPO are bound to accept the aforesaid offer and hence all recruitment/placement related activities will be frozen for that student.
- 5.9. All eligible students, excluding PPO holders, will be allowed to participate in the hiring process of PSUs.

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 Career Development Center 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 foreign origin from National Institute of Technology Durgapur have to undergo internship of a minimum period of 15 days in any Industry/ Research Organization of their choice.
- 2) The Internship/ Vocational Training (VT) forms to be used, are obtained from the website. If the formats are supplied by organization, the same should be forwarded by CDC.
- 3) The filled in forms are to be forwarded by Faculty Representative/ HOD of the respective department and submitted to CDC.
- 4) Internship/ VT for third year students can be carried out during the summer vacation after 6th Semester examination.
- 5) Second year students can undergo internship during the summer vacation after 4th Semester examination but 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 and to be approved by the CDC before sending the same to the concerned organization.
- 6) Any internship offered through CDC has to be accepted and rejection of it will debar him/ her from placement process.
- 7) Students undergoing internship in foreign institutions must inform CDC prior to commencement of next year placement.
- 8) Students have to have accept the PPO if obtained during internship otherwise he/ she will not be allowed from the placements process for the next year.
- 9) Students applying to INTERNSHALA for internship must take prior permission from CDC.
- 10) A student, if already been selected by a company and the selection process seeks for 6 months' internship, may opt for internship in an industry for the duration of 8th Semester.

Moreover, other students can opt for 6 months' online internship for the duration of 8th Semester, starting by January, with permission from respective departments.

- 11) M.Tech students can undergo 10-12 months' internship/ industrial

project in their final year, after approval from their respective Project Supervisor, HOD and CDC, in the prescribed format.

- 12) All UG students willing to undergo internships in their final semester and PG students willing to undergo internships in their final year must fill the Internship Approval Form (available only on the CDC website) and take approval from their respective Project Supervisor, HOD and CDC.

For all matters not covered by the above regulations, the Career Development Center will use its discretion to take appropriate decisions.

PLACEMENT GUIDELINES FOR COMPANIES:

1. Companies are required to fill the Campus Placement Information (CPI) Form and/or Internship Form, as per their requirement, to hire students from NIT Durgapur.
2. It is mandatory for all eligible students to appear and accept job offers from CATEGORY-1.
All eligible Students can appear for jobs in CATEGORY-2.
However, if a student is offered with a job in CATEGORY-2 at the first instance, then he or she is not eligible for jobs in CATEGORY-1.
3. An eligible student can accept ONLY 1 (one) job offer in each category.
4. After securing a job offer in the CATEGORY-3 (DREAM) the student will be taken out from all other placement processes, except the PSUs. The student will not be allowed to participate in any other placement activity thereafter.

1	CATEGORY-1	Companies offering CTC below 4.5 LPA
2	CATEGORY-2	Companies offering CTC of equal and above 4.5 LPA
3	CATEGORY-3	Designated as DREAM Company and the eligibility criteria are explained in section 4.

5. If there are more than 1 (one) company allotted for placement interviews on the same day, common shortlisted students will have to give their order of preference, in case of final selection in more than company on the same day, before the start of the interview process of the companies.
6. 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.
7. All companies must confirm the start and end dates of internships for B.Tech final semester students before 30th November to CDC. The 6 months'

internship must start by January.

8. Companies offering 6 months or 10-12 months internship shall not ask the institute for time extension for the internship beyond the course completion date mentioned in the academic calendar.
9. Companies must confirm the Date of Joining to the candidates for Internship and/or Full time roles only after discussion and approval from the CDC.
10. Companies should route all kinds of information only through CDC. Any communication directly extended to the student without prior confirmation from CDC will stand invalid.

11. DREAM COMPANY OPTION:

12.1) A company with CTC of 12.5 LPA or above can be given DREAM status only for those branches/ courses that have achieved at least 75% placements in that session. For all other eligible branches/ courses, the company will be allotted CATEGORY-2 status.

12.2) ALL PSUs will be given DREAM status for all eligible departments.

12.3) If a company is given the status of DREAM company for a particular branch then Eligible students of that branch even with one job offer in CATEGORY-2 will be allowed to sit for this category only if the CTC is more than **1.5 times the CTC already being offered to the student.**

12.4) Any deviation from this policy under extraordinary circumstances will be dealt on the discretion of the Career Development Center.
