

# **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) cellof NITDurgapur.
- 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 CATEGORY1.  
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	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. 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 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.
- 2.5. Students will be de-registered from the placement cell if they are involved in any in-disciplinary 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 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 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 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 anyone.

#### 4. DREAM COMPANY OPTION :

- 4.1 The option of “DREAM” will be open for students of a department only when **75% placements for that department is achieved.**
- 4.2 A company with CTC more than or equal to 12.5 LPA and PSU can be given the status of Dream.
- 4.3 Any deviation from this policy under extraordinary circumstances will be dealt on the discretion of the Training and Placement Cell.
- 4.4 If a company is given the status of dream company for a particular department then Eligible students of that department 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.**

#### 5. PRE-PLACEMENT TALKS (PPT) AND OFFERS

- 5.1. 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.
- 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. 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
- 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 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.

**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 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 Training & Placement cell.
- 3) The filled 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 after 6<sup>th</sup> Semester examination.
- 5) Second year students can undergo internship during the summer vacation after 4<sup>th</sup> 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 Training & Placement Cell before sending the same to the concerned organization .
- 6) Any internship offered through Training & Placement has to be accepted and rejection of it will debar him/ her from placement process.
- 7) Students undergoing internship in foreign institutions must inform training and placement cell 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 the Placement Cell.
- 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, with permission from respective departments.

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