



CAREER AND PLACEMENT CELL

STUDENT INTERNSHIP AND
PLACEMENT POLICY

ABSTRACT

The document is an operational policy framework of the CnPC for the students. These include General rules, eligibility, internship, scheduling, registration, code of conduct, etc.

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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.

REGISTRATION PROCEDURE

To participate in the Internship/Placement, the students should register themselves with CnPC through the following procedure:

- A student under academic probation and disciplinary action are not allowed to register with CnPC.

- An email shall be sent to all eligible students wherein students are required to register for the recruitment drive providing their details requested by CnPC. 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 mentioned in the email. 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 for an internship. Otherwise, you can participate for placement during your final year.
- Only registered students can avail the facilities of CnPC.

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.

DURATION

- A student can do an internship for 2 Months or 6 Months only after the **5th Semester(B.Tech)**. PG students can do 2 months, 6 months or 11 months according to their academic curriculum.

- The Internship can be done anywhere **Inside** India or **Outside** India.
- Once selected, a student cannot drop an offer of an Internship regardless of location and duration.
- The minimum duration of internship for availing credits is as follows:
 - 2 credits - six weeks
 - 9 credits - fourteen weeks
 - 11 credits - twenty weeks
- The timeline for **two** months on-campus Internship -
 - Winter Internship - 2nd week of December 2023 to January End 2024
 - Summer Internship - 1st week of June 2024 to July End 2024
- The timeline for **six** months on-campus Internship -
 - Even Semester - 1st week of January 2024 to 1st week of July 2024
 - Odd Semester - 1st week of June 2024 to 1st week of December 2024
- Apart from above timelines, if a student wishes to avail credits for an off-campus internship done during the semester, he/she is solely responsible for management of their ongoing course credits.

SEMESTER INTERNSHIP

- Students interested in applying for a semester internship have to get **permission** as per institute rules and submit the same in the CnPC.
- The semester internship must be completed with a single company. The semester internship can not be fractalized.
- The semester-long internship done in the Final Year will be considered as one Job offer and will cancel out the Dream/second job offer option(explained in the Placement section).

OFFER OF INTERNSHIP

- The CnPC enforces a **one-student one internship** policy. Therefore once a student is offered a legible internship approved by the Institute, he/she will be out of the CnPC internship drive.
- If you wish to avail credits for an off-campus 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.
- 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.

GENERAL RULES

- 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.
- 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.
- Once you apply to a company all rules as per student policy will apply and you will not be allowed to leave the selection process of a company unless dictated by rules.
- All the students who have registered for any particular company are compulsorily required to attend the PPT conducted by the company.
- If a student is appearing in the selection process of multiple companies, the student is bound to accept the offer from the company declaring the selection results earliest.

- Students registered by CnPC shall prepare a resume. 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 process through the CnPC. If any discrepancies are found, the student would be debarred from the internship process. This may also attract strict disciplinary action.
- The two credits for the mandatory 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 credits as per the criteria mentioned in **B.Tech Ordinance and Regulations**.

ELIGIBILITY

Students will be allowed to sit for a company if he/she fulfills below criteria:

- The student has NOT received any internship offer approved by CnP Cell.
- The student fulfills the eligibility criteria outlined by the company.
- The student has not been disqualified or penalized for any infringement of Cnp Cell regulations.
- The student has all the required permissions in the case of foreign and Semester Internships.

PLACEMENTS

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

GENERAL RULES

- 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.
- All the students who have registered for any particular company are compulsorily required to attend the PPT conducted by the company.
- Students registered by CnPC shall prepare a resume. 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 placement process through the CnPC. If any discrepancies are found, the student would be debarred from the placement process. This may also attract strict disciplinary action.
- 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.
- A student can avail a maximum of two job offers through CnPC.
- The first year salary is defined as:

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

ELIGIBILITY

A student will be allowed to sit for a company if he/she fulfills the following criteria:

- The student should be registered with CnP Cell.
- 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.
- A student can avail a maximum of two job offers through CnPC.
- If a student already has the first offer, he/she must fulfill the criteria for the second offer in order to sit further in a company.

PRE-PLACEMENT OFFER(PPO)

- All Pre-Placement Offers made by any company, extended to any student, have to be immediately reported to 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).
- The PPOs obtained from internships shall be considered as campus placements job offers and placement rules would follow. All PPOs extended to any student must be routed through the placement cell.
- Any form of intimation from a company about the possibility of a PPO being granted in the 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.
- A student must accept PPO as per the company's deadline regardless of the first-year salary. In case the company fails to give a deadline, the student needs to accept within two days of receiving the PPO. If information regarding the PPO acceptance is not passed to the CnP Cell, CnPC will not issue **no-dues** form, which is required for completion of the degree.

- The PPO will be treated as the equivalent of the on-campus first job offer. After accepting the PPO, the options for students to avail of the second offer would be dictated by the rules laid out for the Second offer.
- Students should proactively review the terms and conditions of 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.

SELECTION PROCEDURE GUIDELINES

- 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 procedures or screening tests.
- The companies will be invited and allotted dates by the CnPC based on all influencing factors. The policies and rules that dictate the possible second offer and re-appearing for companies are defined in section Second COMPANY.
- 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.
- 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 a subsequent day & the company that deferred its decision also makes an offer to him/her later, 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.
- 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 on information passed on through E-mail/forum at the student portal.

Second offer Rule

Students who have already received one job offer (via placements or PPO) can opt for a Second Company subject to a multiplier of 1.5.

$$\frac{FYCTC \text{ of second company}}{FYCTC \text{ of first job offer company}} \geq \text{multiplier}$$

- Students doing an internship in the Final Year can avail first offer but he/she cannot sit for second job offer and a possible PPO in the company they are working as an intern in will be treated as their second offer.
- The second offer can be availed depending highly on the details of the first offer. In order to avail second option the following rules will apply:
 - Category A - students whose FYCTC is above the below-mentioned threshold can participate in regular placements after 80 percent of the batch eligible for that particular company has been placed, limiting to a maximum of five registered companies of their choice.
 - Category B - students whose FYCTC is below the mentioned threshold can participate in regular placements until they receive the second offer constrained only by the multiplier.
 - Below is the threshold for different Domains:

Domain	Threshold(FYCTC in LPA)
Software Domain	15
EE Domain	13
ME Domain	7
EP Domain	7
CE Domain	7
BE Domain	7
Non-Core Domain	8
VLSI Domain	12
CSP Domain	9
PED Domain	9
ET Domain	8
MES Domain	6.5
EEM Domain	6.5
FTE Domain	6.5
STE Domain	6.5
Biotech	6
Maths, Physics, Chemistry Education Domain	6

Core in Chemistry	5
M.A.D.S Domain	5
MBA domain	8

*Thresholds were decided based on the stats of the previous year

TAPPING

- 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.
- PSUs are open to all and all are eligible to apply for PSUs. All PSUs will be taped, students need to join compulsorily if selected.
- 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.

POST JOB OFFER

- 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 mid 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.
- 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.

DEFERRED PLACEMENTS

- 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.
- 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.
- 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.
- 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.

OFF-CAMPUS APPLICATION RULE

- Any student found to have secured a job through the off-campus process of an on-campus visiting company 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.
- 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. Scheduling of that company will be done as per placement policy, and he/she shall be permitted to sit for other companies as per schedule.

- The CnPC 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.

CODE OF CONDUCT

- **Students are NOT allowed to leave a selection process by a company after being shortlisted unless dictated by the policy. 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.**
- 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/internship process. If, on verification, any discrepancies are found, the student would be debarred from placements. This may also attract strict disciplinary action.
- 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.
- 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 will be liable to strict penalties as defined in the policy.
- **Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, and Tests etc. 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.**

- 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.
- Students are expected to maintain decorum while interacting with any of the company officials. Students are by no means allowed to negotiate with the officials regarding any matters such as stipend, location, mode of work for the entirety of the process. They are expected to arrive in time. Any student violating any of these norms would be penalized.
- **No student is allowed to directly interact with any of the company officials.** Any occurrence of the same would lead to severe disciplinary actions. **The student shall also be debarred from the internship and placement drive.**
- 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.
- 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.
- All matters regarding scheduling will be decided by the CnPC. No objections from any student will be entertained in this regard.
- No form of misbehavior with the Career and Placement Cell Team will be tolerated from the students. Any student found to misbehave with the CnP Team will be debarred from the next two eligible companies and fine will be imposed as decided by the CnP Team.

PENALTY

It is compulsory for students registering for an internship/ placement/ webinar/ career sessions to appear for the entire process. If a student defaults after registration, the following penalties are liable to be imposed:

- If a student registered for the internship/ placement drive of a company fails to attend the Pre-Placement Talk (if conducted), the student will be debarred from the internship/ placement drives of next two companies (including the defaulting company) wherein the student satisfies the eligibility criteria.
- If a student registered for internship/ placement drive of a company fails to attend the Assessment rounds (if conducted), the student will be debarred from the internship/ placement drives of next five companies (including the defaulting company) wherein the student satisfies the eligibility criteria.
- If a student registered for internship/ placement drive of a company fails to attend the Interviews, the student will be debarred from the internship/ placement drive 2022-23.
- If a student is found directly interacting with company officials, he/she will have to face severe disciplinary actions as well as monetary fines. The student shall also be debarred from the internship and placement drive.
- If a student is found negotiating with the company officials against their consent, the student will have to face disciplinary actions along with monetary fines.

Additionally, if required, disciplinary action shall be initiated against the student.

- Career Sessions and Webinars

If the student fails to attend the career sessions and webinars organized by CnP after registration, without any genuine reason stated prior to the session, the student shall be liable to penalties as follows:

- Students registered with the CnPC for internships/placements will be issued a warning and debarred from the next eligible company.
- Students not registered with the CnPC for internships/placements will be imposed a fine, the amount of which will depend on the Career Session and decided by the CnPC.
- In extreme cases, the penalties shall be decided by the CnPC team on a case by case basis.

Hierarchy to Approach

In case of any queries or clarifications, students must follow the following hierarchy and defaulters will be debarred from placements.

- Student Point of Contact (SPOC) of the company (their contact details will be given in the registration email)
- Branch Coordinator of your respective branches
- The overall placement coordinators(UG/PG)
- CnP Executive
- CnP Advisor(The final authority to be mailed regarding any issues with placement)