



## Training & Placement Cell

**National Institute of Technology Kurukshetra**

## Preamble

The purpose of the Placement/Internship guidelines is to define the overall structure & process of the Placement and Internship drive facilitated by Training & Placement cell (T&P Cell) and to structure the roles & responsibilities of the students.

### The Guidelines will ensure that-

- The PCC/ICC members and students work according to the defined processes to achieve the common objective.
- All eligible students shall get the fair opportunity to participate in the Placement/Internship drive.

## Guidelines

The T&P Cell will follow the below mentioned guidelines for the smooth conduct of the campus Internship and Placement drive. The students must go through the guidelines before participating in the process.

### UG/PG Placement Guidelines

1. The academic credentials of the students will be verified from the Academic Section by the T&P office. Note that, submission of fake details/credentials, shall lead to permanently debar of the student from the placement drive.
2. The T&P Cell shall follow One Person, One Job Policy, however, the second round of placements of any branch will commence only after 80% of the eligible students get placed in the respective branch (excluding the bonus companies). The placed students will be eligible for the second round only if the CTC offered is greater than the first offer. Additionally, the eligible students must give an undertaking to T&P cell that, in case they get 2<sup>nd</sup> offer, their first offer should be dissolved with the immediate effect. The same information will be communicated to the concerned organization through T&P Cell.
3. In case, the final result of an organization is awaited, the shortlisted students shall continue to be eligible in the upcoming companies. Once the awaited result is received, the selected students will not be allowed to appear further in the ongoing recruitment process of any organization.
4. If a student gets placed in a bonus company, he/she will be eligible for the ongoing and further rounds of placement drive but would not be eligible for any other bonus companies.
5. The students having one job offer, are eligible to appear in PSUs only if 40% of the eligible students of the respective branch have already been placed. If the first offer is in a PSU, then he/she will not be eligible for any other organization including PSUs in the ongoing and further round(s) of placement drive.

6. Students with two job opportunities (excluding bonus company) will not be allowed to participate in any other placement opportunities including PSU's.
7. In case, at any stage, the T&P cell is involved in any placement process (immaterial to the extent of participation of the T&P cell), it will be considered as on-campus placement drive and the T&P cell guidelines will be applicable to that process.
8. It is mandatory for the shortlisted students to attend the Pre-Placement Talk (PPT) delivered by the company representatives. In case the shortlisting has not been provided, all the students who have given expression of interest have to attend the PPT of the company.
9. T&P Office will allow Pool-Campus Drives only with other Institutes of Repute.

### UG/PG Internship Guidelines

The following guidelines will be applicable to the UG and PG students appearing for the internship drive.

1. The academic credentials of the students will be verified from the Academic Section by the T&P office. Any manipulations or alterations, will permanently debar the student from the internship drive.
2. As per the revised curriculum, the UG students shall be undergoing Internship/Industrial training/Project work in their 6th semester. The students must go through the **UG Internship handbook** for detailed understanding of the same before participating in the internship drive.
3. The T&P cell shall follow one person, one internship policy for the UG students.
4. All Pre-Placement Offers extended to students, by any organization, have to be immediately reported to the T&P cell by the student. The students who will accept the PPO shall be eligible for the second round of the placement process. However, for PSUs, kindly refer the UG/PG Placement Guidelines (clause 4 &5).
5. In case any student is not interested to accept the PPO, he/she will write an application/mail to the T&P office ( [tnpoffice@nitkkr.ac.in](mailto:tnpoffice@nitkkr.ac.in) ) stating proper justification of the refusal of the PPO offer within 10 days from the date of receiving the offer. Same information will be conveyed to the company official by the T&P cell. After the 10 days, the PPO shall be considered automatically accepted and T&P cell guidelines will be applicable on the same.
6. In case, at any stage, the T&P cell is involved in any internship process (immaterial to the extent of participation of the T&P cell), that Internship will be considered as on-campus and the T&P cell guidelines will be applicable on that process.
7. Consent from the respective M.Tech. Dissertation Supervisor through HoD is mandatory for the PG students to participate in the internship drive organized by T&P cell of the institute. All such expressions of interest should reach T&P cell by the end of December in the 1st semester.

8. For the companies which are offering PG internship for 7-12 months it will be mandatory for the industry to provide co-supervisor/project manager.
9. For the companies offering PG internship up to six months, or less, there will be no co-supervisor/project manager from industry.
10. PG internship/Project work in reputed Academic Institutions / R&D/ Government organizations will be allowed only after the recommendation of the concerned supervisor and HoD of the respective department. Students having internship in academic institutions / R&D / Govt. organizations will remain eligible for full time placement.
11. PG internship offers except in academic Institutions / R&D/ Government organizations will be considered equivalent to job offers. The second round of placement will commence after getting 80% of the job offers in respective PG specialization.
12. Dean (Academic) will approve PG internship cases only on the recommendation of Dean (I&IR) and the selected candidates can join the concerned industry only after receiving the approval from the competent authority
13. No scholarships will be provided by the institute during PG internship period, if it is paid.

### **PCC/ICC Members Guidelines**

Following are the guidelines for the PCC/ICC student members and they are advised to strictly adhere to it -

1. The PCC members will duly inform the T&P Office about the companies contacted by them to avoid unnecessary involvement of the other PCC members concerning the same company.
2. The invitation mail to any organization shall be sent by the T&P office only. On receiving the JNF/INF, the SPOC (Single Point of Contact) will be assigned by the faculty in charge (T&P) from the list of PCC/ICC members. The SPOC will discuss the JNF/INF form with the TPO before taking the process ahead.
3. The Expression of Interest (EoI) of the students will be collected, sorted and verified by the SPOC or the PCC/ICC members of the concerned branch but the final list will be sent to the company officials by the SPOC only through T&P office for further processing.
4. The PCC/ICC member will use the email id at nitkkr domain for any communication with company officials.
5. All permissions including those concerning the Guest House, CCN, Senate, Girls' Hostel etc. must be taken well in time by the SPOC.
6. In case any organization requests the shortlisted candidates to visit their location for the final round, necessary arrangements including the transport, accommodation etc. if possible will be managed by the concerned SPOC. The SPOC may accompany the students to the asked location.
7. All the PCC/ICC members must be properly dressed inside the T&P cell.



8. The SPOC will provide separate attendance records of registered/shortlisted students appearing for the PPT, tests, group discussions and interviews to the T&P Office within 2 days after completing the process.
9. The PCC/ICC members must ensure that the online tests are conducted in a fair and smooth manner.
10. The SPOC will take the feedback from the company officials at the end of the recruitment process and submit the same along with his/her feedback about the company in T&P cell within 2 days. The company handled by PCC/ICC member will be concluded, once he/she share the selected student's details and feedback form to the T&P cell in the prescribed format.
11. The PCC members will share the list of eligible candidates, who did not participate in any of the recruitment process, in the end of 7th semester so that T&P cell can interact with these students and provide counseling if required.

### **Withdrawal Procedure**

1. It is presumed that the students will give their EoI after carefully examining all the relevant aspects of the concerned company. Hence the students who will give their EoI for the Internship/Placement drive are bound to attend PPT (Pre Placement Talk) of the company, failing which the student will be considered as absent and will not be allowed to participate in further ongoing process of the company.
2. The students can withdraw their EoI only after attending the PPT if they found the organization not fit for their aspirations. If a student does not appear in the next round after attending PPT, he/she is deemed to have withdrawn from the process. Once the selection procedure has started, students cannot withdraw at any stage. Only in very exceptional circumstances, a student may be permitted to withdraw from the selection procedure.

### **Discipline**

1. It is mandatory for the shortlisted students to attend the Pre-Placement Talk (PPT) delivered by the company representatives. In case the shortlisting has not been provided, all the students who have given expression of interest have to attend the PPT of the company.
2. Any student who withdraws deliberately in the midst of a selection process will be considered as a case of absenteeism.
3. Late comers in PPT/Test/GD/Interviews may be ostracized from appearing for the further process unless previously intimated to T&P cell via email (at least 3 hours prior to the process). Non-intimation will be counted as absenteeism.
4. Absenteeism: A student not attending the PPT or abandoning the selection process will be deemed as absent. Absenteeism at any stage may lead to debar of student from the upcoming placement drive. The decision of revocation of student account will rest solely with Dean I&IR.



5. Students should maintain discipline and decorum in every action during the placement process. Any student found violating any rules of general ethics and etiquette or defaming the Institute will be debarred from the placement process for the entire placement season.
6. Students found cheating or misbehaving during the selection process (PPT/Test/GD/Interview) will be debarred from the placement process. Any kind of impersonation will lead to debarment of the student from further placement activity, and further action may be pursued at the Dean (I&IR) level.
7. During online test, students should ensure that email or any other communication client (other than the one prescribed by the recruiter) is not active in their Computer/laptop during the test.
8. Mobile phones are not allowed inside T&P Cell during the online/written test.
9. Students must be formally dressed whenever they participate in any sort of interaction with a company. T&P Cell reserves the right to restrict or prohibit the use of any accessory that it finds improper for the drive.
10. Students must carry their Institute Identity cards at all times during the placement/Internship process.
11. Students are not allowed to approach directly to any of the company officials for any sort of clarification. The same may be routed through T&P cell if found deemed fit.

## Conclusions

1. T&P Cell shall aim to facilitate placement/internship drive for all the students. Placement is a privilege extended to the students not a right.
2. The guidelines are framed to ensure equality and fairness of opportunities to all the students. All students who opt for placement/Internship through the T&P shall abide by the guidelines prescribed herein above.
3. Any breach of the rules specified above by any student, shall be taken up seriously by the T&P Cell, that in turn will view the matter and take action against the student, as deemed fit.
4. If, in the judgment of the T&P Cell Team, a student has behaved in a manner unbecoming of a graduate of the institute, the T&P Cell team would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
5. The Dean Industry & International Relations, reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement and Internship which, in his judgment and discretion, are likely to benefit the students, immediately or in the future.
6. Final authority in case of any dispute would be the Dean (I&IR) and his decision will be final.