Placement/Internship Policy

2026-2027



Training & Placement Cell
National Institute of Technology Kurukshetra
Haryana

1.0 Purpose

The purpose of this policy is to ensure that placements and internships of the registered students of National Institute of Technology Kurukshetra (NIT Kurukshetra) are guided by fair and consistent principles and sound administration so that there is a positive experience and outcome for all stakeholders.

2.0 Roles and Responsibilities

This policy outlines the roles and responsibilities of the Training & Placement Cell (T&P Cell) of the Institute, the students seeking placement and internship assistance, the Student Placement Coordinators (SPCs), the Student Internship Coordinators(SICs), and Faculty Placement/Internship Coordinators (FPICs). Clearly defining these roles and responsibilities ensures the successful execution of placement and internship activities, emphasizing their importance as a core part of the Institute's work culture.

2.1 Roles and Responsibilities of T&P Cell

1. The T&P Cell will invite Expressions of Interest (EoI) from the pre-final year (UG) students for the post of SICs and final year UG and PG students for the post of SPCs.
2. Selection of the SPC/SIC will be done by a committee comprising FIC and PIC (T&P Cell), concerned FPIC, and any other special invitee (if need be). It will be based on credentials, communication skills, personality, temperament, and availability of the candidate in the institute.
3. The T&P Cell will allot companies to SPCs/SICs for sending invitations and follow-up. It is to be done to avoid multiple calls by different student coordinators to a company.
4. Upon receiving the job/internship description through Job Internship Notification Form (JINF) or Summer Internship Notification Form (SINF), the Single Point of Contact (SPOC) will be assigned by the Training and Placement Officer (TPO)/Faculty in Charge (FIC), T&P Cell from the list of SPCs/SICs, considering eligible branches, availability, and the number of companies being handled by the SPC/SIC, etc. The SPOC will obtain feedback from the company officials at the end of the recruitment process.
5. The T&P cell will liaise with the Institute's academic departments, administrative divisions and other third parties to ensure smooth functioning of the placement/internship drives, as well as upskilling of students for these drives.
6. It will be the responsibility of the T&P cell to provide hospitality to the recruiting team members in terms of meals, snacks, guest house, travel bookings etc.
7. The T&P cell will manage regular reviews of adherence to the Institute Placement/Internship policy and ensure it is documented and periodically updated as per the requirements.
8. The T&P cell will ensure visibility of placement/internship statistics on social media, website etc.

2.2 Roles and Responsibilities of SPCs/SICs

1. SPCs/SICs assigned for the invitation and follow-up of any company will update the TPO/FIC T&P Cell, on a weekly basis.
2. The SPC/SIC assigned as SPOC will discuss the JINF/SINF with the TPO/FIC before proceeding with the process; it must be completed to the extent possible. Clarity on company credentials, kind of recruitment drive, CTC, eligible branches/programmes etc. may be negotiated.

3. The EoI from the students will be collected, sorted, and verified by the SPOC with the help of SPC/SIC members of the concerned branch. SPOC will ensure that the essential eligible conditions like CGPA, branch eligibility, category etc. are being met by the interested students. However, the final list will be sent to the company officials by the SPOC only through the T&P Office for further processing.
4. SPCs/SICs will use the NIT Kurukshetra domain email ID for all communications with the company officials.
5. If one SPC/SIC is already assigned a company for invitation/follow-up or the SPOC is assigned a company after receiving JINF/SINF, no other SPC/SIC is permitted to interact with that company regarding any matter, except in case of some contingency, as approved by the TPO/FIC.
6. In case of seeking any clarity, other SPCs/SICs may convey their concern to T&P cell and route it through SPOC, and not directly with the company. Further, any communication to/from the company must have T&P cell in the loop.
7. The SPC/SIC must maintain fairness, confidentiality and transparency as applicable in communication as well as conduct, failing which they may be debarred from placement/internship drives and/or face disciplinary action.
8. All permissions, including those related to the Guest House, CCN, Jubilee Hall, Senate Hall, Girls' Hostel, etc., must be obtained well in advance by the SPOC.
9. If any organization requests shortlisted candidates to visit their location for any step in the recruitment process, the necessary arrangements, including transport and accommodation, if possible, will be managed by the concerned SPOC. The SPOC/ any SPC/SIC or FPIC may be required to accompany the students to the requested location.
10. 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 completion of the drive.
11. SPOC will ensure that the feedback is collected from the visiting company at the earliest.
12. SPOC will submit the closure report within 2 days after completion of the drive.
13. SPCs/SICs as invigilators, must ensure that online tests are conducted fairly and smoothly.
14. SPCs will provide a list of eligible candidates who did not participate in any recruitment process by the end of the 7th semester so that the T&P Cell can interact with these students and offer counselling if needed.
15. SPCs will also provide a list of candidates who applied but could not obtain an offer by the end of 7th semester so that relevant mandatory upskilling modules can be planned for these candidates.
16. SPCs with the assistance of SICs will organize an orientation session at the beginning of each placement/internship session, for sensitizing students about placement/internship guidelines, netiquettes, basic cyber security, soft skills, online workflow of placement/internship process etc. Such 1-2 hour introductory sessions are recommended to be offline and mandatory and maybe carried out in a phased manner over 1-2 days across multiple slots. Further, the slide handout/soft copy must be shared with all students including important pointers or an undertaking/attendance may be recorded as an agreement between students before registering in the T&P Cell about abiding by the placement/internship policy. FPICs are recommended to attend these sessions too.

2.3 Roles and Responsibilities of the Registered Students

Full-time students of the Institute (including PhD students) who meet the following criteria are eligible to seek Placement/Internship assistance by registering with the T&P Cell:

1. They have not been debarred from participating in the campus Placement/Internship process by any competent authority of the Institute.
2. Sponsored candidates registered in any program at the Institute are not eligible for campus Placement/Internship drive.

3. Self-sponsored students are permitted to participate in Placement/Internship drives.

The registered student shall be responsible for the following:

1. Compulsory and timely signing up and regular signing in, on the T&P Cell's/company's platform.
2. Providing correct, complete and relevant information to the T& P Cell as and when required, in a time-bound manner, and in the required format on the desired platform.
3. Keeping their conduct to the highest level possible of the professional standards and not detrimental to the goodwill of the T&P cell, Institute, and/or the company;
4. Attending mandatory sessions as declared by the T& P Cell regarding skill enhancement/ briefing related to placement and internship.
5. Attending mandatory sessions as declared by the company offering placement and internship.
6. All students must be dressed formally while inside the T&P Cell, or any other venue within the campus premises designated for any step of placement/internship process; while attending virtual process of placement/internship and while attending T& P Cell meetings/discussions. Smart formals for OAs/PPTs; Full Suit/Blazer strictly for Interviews and GD, Formal footwear alongside.
7. Registering if and only if eligible, interested, and committed to joining the said company in the said role, within the placement/internship policy, which in turn may be superseded by the company's policy.
8. Preparing resume in the format as defined by the T& P Cell.
9. Ensuring marking of attendance as required (entry/exit/Institute/company copy, etc.), during placement/internship drive.
10. Ensuring that no malicious hardware/software is part of their laptops which are in use during a drive. The mere presence of these during a drive may amount to use of unfair means, and call for debarment/disciplinary action as deemed fit by the FIC/PIC.
11. Using Institute email id only to email the SPOC/T&P Cell.

2.4 Roles and Responsibilities of FPICs

FPICs would work as nodal officers of their respective departments and promote necessary initiatives to increase Placements/Internships in core sectors by implementing various activities mentioned below:

1. FPICs will actively participate in the process of selecting SPC/SIC in coordination with TPO, FIC and PIC of T&P Cell.
2. FPICs will submit a 1-page *Curriculum Mapping Sheet* for emerging branches (AIML/M&C/ SET/ IIoT, etc.) for the companies to persuade the eligibility of these branches..
3. FPIC of the respective department will check the reputation and the authenticity of the organization in which the student is willing to do the Off-campus summer internship.
4. FPICs will conduct an orientation session with the pre-final and final year students to apprise them about the placement/internship policy as early as possible in the placement session, after the semester commences. The TPO and SPCs/SICs will assist their respective FPIC, and coordinate the session. FIC/PIC T&P Cell shall be invited to such events.
5. The No Objection Certificates (NOCs) for the Off-campus summer internships (8 weeks) will be issued by the FPIC of the respective department and the concerned FPIC will maintain a searchable soft copy record of the NOCs issued.
6. FPICs know better about the scheme and syllabi of their branches. They know well about the specializations being offered in PG as well. Thus, it will be the responsibility of the FPIC to convince the HR to make the students of their branch eligible if it seems fit.
7. FPIC will be required to attend meetings regarding MoU, any collaboration, or discussion regarding curriculum, labs, etc. with the T&P Cell and recruitment team as and when required.

8. The FPICs will manage the expert/industry interaction or training sessions in collaboration with the T&P cell to make the students industry-ready.
9. FPICs should visit various organizations connected to their domain/areas to tie up with companies for R&D initiatives and enhance placement/internship opportunities for the students.
10. FPICs will act as a link between T&P Cell and their respective departments; and orient the faculty members of their departments about the policy implementation, their roles and responsibilities. The cell will analyze the data related to the overall experience of students and faculty during the internship. This information will be provided by the FPICs at the end of 8th semester.
11. FPICs are welcome to give any suggestions in the internship/placement policy matters.

3.0 Recruitment Process and Guidelines to the companies

3.1 Invitation to Companies for Campus Placement/Internship Drives

The T&P cell invites companies for placement and internship drives at the start of each Placement/Internship session. It includes a brief profile of the Institute, a portal link of Job Internship Notification Form (JINF), and an Summer Internship Notification Form (SINF). The link to this portal is also available on the institute website.

Companies interested in campus recruitment need to express their interest by submitting a completed JINF/SINF in the prescribed format. The JINF provides details of the company and job profiles, remuneration packages, and eligibility requirements, etc. If the company has any specific medical requisites such as no color blindness, etc., it must be mentioned in the JINF/SINF. It serves as an introduction to the job profiles for candidates and outlines the company's requirements.

These should be sent to the T&P Cell at tnpoffice@nitkkr.ac.in or tpo@nitkkr.ac.in. Any deviations from the JINF/SINF during the Placement/Internship drive must be reported to the T&P Cell immediately. Modifications to the JINF/SINF information will only be permitted with the T&P Cell's agreement.

3.2 Announcement of JINF/ SINF & Online Company Registration

Once the T& P Cell receives JINFs/SINFs from interested companies, the job description will be announced to the students through appropriate channels. Students are required to review the information regarding the company, job profiles, packages, and eligibility criteria.

Eligible students interested in participating in the placement or internship drive for a specific company must register for the drive within the specified timeframe. This registration is separate from the general student registration done before the Placement/Internship season and must be completed individually for each visiting company. Students who fail to register for a company's Placement/Internship drive will generally not be considered for that company at a later stage.

3.3 Eligibility Check and Notification of Student List

After getting EoI from the students via registration for the company, the T&P Cell will verify the details as per the eligibility criteria of the company in terms of CGPA, eligible branches etc. A list of eligible students for the respective Placement/Internship drive will be notified to the students using Official T&P Cell Portal / Institute Email and also to the company.

3.4 Slot Allotment to the Company

The allotment of slots/ dates to the companies will be on the basis of FCFS/CTC offered, Number of branches covered, Number of selections done in the previous year(s), if any, Participation in Placement/Internships in previous year(s), if any, etc.

Suitable slots shall be offered to the companies as per the criteria mentioned above and confirmed by the company in consultation with the T&P Cell as well as academic calendar.

3.5 Selection Process by the Company

Companies may design their selection process at their discretion, which may include a combination of Pre-Placement Talks (PPTs), written tests (technical/aptitude), Group Discussions (GDs), technical and/or HR interviews, etc. The T&P Cell expects companies to communicate the details of their selection process well in advance as part of JINF/SINF to ensure smooth execution.

The T&P Cell assists for the smooth conduct of Online Assessments (OAs) etc.; however, companies are strongly encouraged to send their representatives to oversee and proctor these tests.

3.6 Announcement of Selection Results

It is expected that the company will provide a list of finally selected students to the T&P Cell at the end of the day/ slot itself or at the latest within 24 hours of drive completion. In case further rounds of interviews are required to be held, the same should be communicated to the T &P Cell along with the list of short-listed candidates. The list of selected/short-listed students should be duly signed and handed over in the T&P Cell by the responsible authority of the company or can be sent to tnpoffice@nitkkr.ac.in, tpo@nitkkr.ac.in from an official/ company email ID.

In case a candidate receives multiple offers due to the overlap of Placement/Internship drives/ slots, he/she will have to choose one offer, and the final decision of the student will be communicated by the T& P Cell to the company within 24 hours. The T&P Cell strongly recommends that, in addition to the list of final selections, the companies also prepare a waiting list of the students. Waitlist clause may be an important mention in JINF/SINF. In case a student opts not to accept the offer, the students next on the waiting list may be confirmed as per their merit. This waiting list will not be disclosed to the students (by T&P Cell or by the company) and will only be released, if required.

JINFs/SINFs require *Intern + PPO* roles to state conversion probability (%) based on prior year's cohort.

3.7 Offer Letter

Once the offers are finalized, the company is required to send the offer letters to the T&P Cell. The T&P Cell will disseminate the offer letters to the selected students. The selected students will be required to accept the offer by signing the offer letter/acceptance letter in the required format (if provided) and submit the same to the T&P Cell, which will forward it to the concerned company. The joining date should not be deferred beyond 30th September. In case a company is not in a position to honour the offer made or delays in joining (beyond October), it is liable to be debarred or black-listed from the T&P Cell of the Institute for any further drives and all efforts will be made to get the student an opportunity.

Pre-Placement: Pre-Placement Offers (PPOs) / Pre Placement Internships (PPIs): This is for students selected as interns during their final semester, through the campus internship hiring process by the recruiters. After successful completion of the internship, the status of the PPOs should be confirmed at the earliest possible and at the latest within ten days of the completion of the internship. It is to be noted that any delay in PPO may result in the student being unavailable for onboarding, as he/she may have received an offer from another company.

3.8 Bond

Bond as a means of retention, in reality, acts only as a deterrent to most students. However, if the policy of a company still requires signing a bond as part of joining, it is mandated to specify the

same in JINF/SINF. Further, the company is required to send the blueprint of the bond along with the JINF.

3.9 CTC Parity

In order to promote a healthy work environment, the company is expected to quote uniform CTC for the same job profile for all students selected from the Institute and preferably across other Institutions of National Importance.

Companies are advised to give a clear, detailed breakup of the compensation adding up to the first-year compensation. For example, details like medical insurance coverage may be shown separately, and only the premium paid may be included in the CTC. All packages must be declared in ₹ Lakhs Per Annum (LPA) (two decimal places).

3.10 PWD and SLD Students

If PwD applicants or Students with Specific Learning Disabilities (SLD) are eligible for the placement/internship process by a specific company, then the company must take care of any of their special requirements, such as additional time, scribe, bigger fonts, etc.

DEI: We encourage equal opportunity for all sections of the students with equal emphasis on Diversity, Equity, and Inclusivity. Quite often, DEI provisions start and end with Gender diversity. Companies are strongly recommended to go beyond and proactively consider and support PwD, SLD, and other such applicants.

4.0 UG Internship regulations

At any stage, if the T&P cell is involved in any step of the internship process (immaterial to the extent of participation of the T&P cell), the T&P cell guidelines will be applicable on that process. If a student participates in an on-campus internship drive and gets selected, he/she is expected to join the organization, but if he/she attends any off-campus 8th semester internship drive without taking NOC from the T&P Cell or does not join the organization for any reason, he/she will be debarred from participating in any on-campus Placement process and other disciplinary action can also be initiated by the Institute.

4.1 UG 8th Semester Internship

The following guidelines will be applicable to the UG 8th semester students appearing for the internship drive.

1. The duration of the internship has to be 14 weeks minimum.
2. The last date for appearing for any internship drive shall be January 31, and the last date of joining the internship cannot be after February 10. Any request for the extension of these dates by the students or company will not be entertained by the T&P Cell. If any student does not join the internship by this date for any reason, he/she will be bound to attend 8th semester in the Institute.
3. A student can request for NOC for a better company even after joining the first company. Valid justification and prior approval from the T&P cell is essential. Further, the joining date cannot be after February 10 for the second company. A maximum of two such offers can be considered for the semester internship by any student.
4. The students will be required to take NOC from the T&P Cell before applying or within 10 days after getting an offer for an internship in any private company in OFF CAMPUS mode. NOC will not be issued to the students post 10 days after getting the offer. The reputation and authenticity of the company will be ensured by the T&P cell. Further, the stipend for an off-

campus internship should be equal to or greater than INR 35,000 per month, and the CTC must be equal to or greater than ₹ 8 LPA.

5. The students will also be required to take NOC from the T&P Cell before applying or within 10 days after getting an offer for an internship in any Government or teaching organizations. Students doing projects or internships in Government or teaching organizations will remain eligible for the placement offers but not for internship-only or internship plus FTE offers.
6. If a student joins an internship without informing or taking NOC (even if it is not required) from the T&P Cell, the concerned student will be treated as absent from the complete 8th semester. T&P will not be able to share any information about such students with their respective departments and thus in that case, departments will consider these students without any internship offer. Therefore, the student will be assumed as enrolled for in campus semester classes.
7. A 15-day period from the start date of the internship will be provided to the student to leave the internship and join the institute only after due justification and approval by the placement cell. The attendance in the courses will be calculated only for the classes conducted after their date of re-joining the institute, on a pro-rata basis, and the student will be eligible for the 3rd mid semester exam if he/she was on internship at the time of 1st mid semester exam.
8. The evaluation of the internship shall be allowed even before the completion of the internship; however, the minimum duration of 12 weeks' internship must be completed before the evaluation. In this case, the student will request the industry mentor to drop a mail regarding the 12 weeks' internship completed to the concerned faculty or the T&P office. The internship completion certificate shall be submitted by the student at the time of No Dues clearance from the T&P office. Evaluation of the internship is allowed in virtual mode, if necessary, for the students who have not opted the self-study mode and are still on internship.
9. A faculty member from the concerned department shall be allocated to the students. The faculty member will collect the information on the start and end date of internship, performance feedback from the industry mentor through mail or call, conversion of PPO, attendance record etc. Upon completion, the complete information will be shared by the faculty with the cell through the respective FPIC.
10. If a student already has one internship only offer, the cell will give NOC for additional off-campus internship with Full-Time Employment (FTE)/PPO only after analysing the request. Without the request getting approved, students are advised not to apply for such internships otherwise NOC may be denied and appropriate action may be initiated.
11. A student having an internship-only offer will be eligible for FTE only. He / She will not be eligible both for internship-only and Internship plus FTE or PPO opportunities.
12. A student having a PPO will be eligible for internship-only offers. The opportunity for the second placement-only offer will be available as per the other placement rules: 80% branch placement or the 1.5 × rule.
13. The students proceeding on internship need to earn required credits for the courses of B.Tech. 8th semester as decided by various departments, either in self-study or as equivalent MOOC/ NPTEL/SWAYAM as decided by the departments.
14. If a student is not able to appear in person for the placement drive, the T&P cell may request the recruiting team to allow the process in online mode for such students; however, it is to be noted that the final decision is always of the hiring team.
15. In case a company doesn't allow the data of the internship work to be disclosed in any form of report or presentation, the student may hide the data and present the fundamental idea and other details of the work done during the internship.

4.2 Summer Internship (After 4th & 6th Semester)

1. The students are allowed to do the summer internships only in industries, or they can do projects in Government Academic Institutions or other Government organizations related to their core/allied domain.

2. The NOCs for the Off-campus summer internships, including Academic Institutions / Government organizations, will be issued by the Faculty Placement/Internship coordinator of the respective department after carefully examining the company profile.
3. Certification courses in place of internship are not allowed.
4. Students doing project work in the departments with the faculty members will be governed by the rules of the concerned department.
5. The students are encouraged to complete the duration of the internship in one organization. In exceptional cases, they can do internships in two organizations, but the duration of internship in one organization cannot be less than 4 weeks. The students have to take NOC from the FPIC for both organizations.
6. The last date of internship should be before the starting date of the next session. If the internship doesn't end, any request regarding the attendance benefit, extra classes, etc. will not be considered by the T&P Cell.
7. All PPOs extended to students on campus or off campus, by any organization, have to be immediately reported to the T&P Cell. It is the sole responsibility of the student. The students who accept the PPO shall be eligible for the second round of the Placement process as per the applicable clause of Placement/Internship guidelines.
8. The students of the dual degree program are allowed to do the summer internship along with the students of the 4 Year B.Tech. Course. However, it is to be noted that the eligibility is subject to the recruiting organisation.

5.0 UG Placement Regulations

1. A student holding CTC $\leq$ ₹12.00 lakh is eligible to sit for one upgrade drive offering CTC 1.5 $\times$ $(times)$ their current CTC, provided 50% of their eligible registered branch strength is placed (excluding Bonus offers).
2. A student holding a Bonus offer (CTC $\leq$ ₹5 lakh) is immediately eligible (0% branch threshold required) for any higher CTC company, but barred from other Bonus companies.
3. Once 80% of registered eligible students in a specific branch secure at least one non-bonus offer, any single-offer holder in that branch can apply for any company offering a higher CTC, up to the 2-offer ceiling.
4. Any student (except those who accepted a Company-Blocked offer) may appear for PSUs.
5. If selected in a PSU, the PSU offer is final, and T&P formally revokes the earlier private offer via email within 24 hours (allowing the private firm to activate its waitlist).
6. Once a PPO has been extended, it will be counted as an offer, and it will be mandatory for the student to accept it within 24 hours. Till the PPO is extended, the student will be eligible for the placement drive. If during this period, a student gets an offer from one company and then obtains a PPO, it will be considered as two offers and then the student will not remain eligible for any other offer, including PSUs.
7. Students having any off campus internship/placement offers need to take NOC from the T&P Cell within 10 days of the date of offer letter, else the NOC will be denied and appropriate action may also be initiated.
8. If a company clearly mentions that the selected students must not remain eligible for a second offer in any company, including PSUs, these students will not be allowed to participate in the placement drive of any company, including off-campus.
9. A student can hold a maximum of TWO (2) total FTE offers (On-campus + Off-campus + PPO combined) across the entire academic year. Once 2 offers are secured, the student will be permanently blocked from the portal and marked as 'placed', except in case of PSU and companies blocking the candidate. PSU offer, if first is final and binding. However, in case the company wishes to block the candidate even from appearing in PSUs, and even if that

company is a student's first offer only, the SPOC must ensure that this is clearly specified during the floating of the opportunity. In such a case, upgradation and PSU application for that candidate will not be allowed.

10. After June 30, students having only a bonus offer or unplaced will remain eligible for the placement drive, irrespective of the placement percentage in which case, upgradation will not be allowed.

6.0 PG Internship/Placement Regulations

1. 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.
2. The Dean (Academics) will approve PG internship cases only on the recommendation of Prof. In charge (T&P) and the selected candidates can join the concerned industry only after receiving approval from the competent authority.
3. No scholarships will be provided by the Institute during the PG internship period, if it is paid.
4. The students will be required to take NOC from the cell within 7 working days of receiving the offer letter for an internship in any company in OFF CAMPUS mode. FPIC will issue the same for summer internships (8 weeks) and TPO for 14+ week UG internship or 11 month PG internship.
5. PG Internship or Project work in reputed Academic Institutions or Government organizations will be allowed only after the recommendations of the concerned supervisor and HoD of the respective department. The students can claim their scholarship amount from the institute if the internship/project work is unpaid. Additionally, the students will be required to submit the attendance certificate from a mentor in the outside organisation.
6. PG students have to take NOC for off-campus paid internship/project work in a private company even if it is not required by the company. The minimum stipend amount should be equal to the stipend provided by the institute. The students will be required to ask for NOC from the T&P cell in an application with due comments/justification from the concerned dissertation supervisor regarding this internship/project requirement for the dissertation work.
7. For the companies which are offering PG internships for 7-12 months, it will be mandatory for the industry to provide a co-supervisor/project manager. The dissertation should be signed by both the supervisor and the industry mentor.
8. The NOC will be issued till 30 June or the end of the internship, whichever is earlier. If the period remains less than 6 months before 30 June, irrespective of the internship duration offered by the company, it will not be mandatory for the industry to provide a co-supervisor/ project manager. The student can submit the dissertation after the semester ends.
9. For the companies offering PG internships up to six months, or less, there will not be a compulsory co- supervisor/project manager from the industry.
10. PG students on internship-only offers will be eligible for the placement drive after completing 6 months' duration of internship. An e-mail from the company officials, stating that no PPO or FTE will be provided to the candidate, is essential. Further, the concerned branch internship/placement should reach a minimum of 50%, excluding internship/project offers from Government Academic Institutions / Government organizations.
11. Students pursuing Project/Internship work in reputed Government Academic Institutions / Government organizations will remain eligible for the placement offers but not for internship-only or internship plus FTE/PPO offers.

12. In case a company doesn't allow the data of the internship work to be disclosed in any form of dissertation report or presentation, the student may hide the data and present the fundamental idea and other details of the work done during the internship. The student will take a compliance certificate from the industry mentor in this case.
13. MBA students are eligible for a summer internship of 6 to 8 weeks at the end of their second semester. The students are required to join the institute as per the academic calendar.
14. MCA students are eligible for the semester internship-only, internship plus FTE/PPO during their final year.

7.0 Absenteeism Clause

1. The students are advised to give their expression of interest after sincerely checking the company and the job profile. They may ask their doubts during Pre Placement Talk held by the company officials. If any student found that the company is not good for his/her career and he/she wants to withdraw his/her candidature, he/she is allowed to do so, until the OA or the next stage of the process. The student will provide justification of withdrawing his candidature in an application and get it approved by the TPO/FIC, T&P Cell. This will be the responsibility of the student to get the request approved before the next stage of recruitment process of the same company, otherwise by default, the student will be treated as ABSENT in the recruitment/internship drive.
2. Other than this, if there is any medical or personal exigency, the student will inform the T&P Cell by any means immediately, and then will get the request approved by submitting an application along with the supporting documents. In any case, unjustified absenteeism will lead to debarment from the internship/placement drive without any delay.
3. If any student gives consent to avail cab/bus facility managed by the Institution but does not travel without any valid reason and approval from T&P Cell, he/she will be debarred till further orders. The decision of extended disciplinary action will rest solely with the PIC, T&P Cell.

8.0 General Guidelines

1. Students must report to the designated venue for PPT, GD, OA, Interviews etc. at least 20 minutes prior to the start of the process. Any violation or forced entry after the due time may attract strict action.
2. Students should keep soft and hard copies of the latest resume, Aadhaar card, PAN card, passport size photo, 10th, 12th certificates, latest CGPA grade card and any certificate of participation/achievement in cultural, sports or technical events. They are also required to carry some blank pages and pen in their kit.
3. If any student is found intending/attempting/indulging in unfair means at any stage of the drive, he/she will be debarred from the placement/internship drive permanently. No request will be entertained in this case.
4. Marking Proxies and Identity theft shall attract the severest punishments, such as permanent debarment from placement/internship drives, in addition to strict disciplinary action by the Institute.
5. Students are not allowed to approach companies visiting campus in a personal capacity via any means; failure to abide by this may lead to debarment from placement/internship drives.
6. The date/time/venue of the interviews will be subject to changes, which, at times, may be at short notice. Students must keep themselves well-informed by checking their official emails/ WhatsApp groups.

7. Students are expected to behave courteously with the companies, should not argue with the recruiters, and maintain decorum, irrespective of the situation.
8. If there are any behavioral problems from the recruiter's side that students face, kindly inform the T&P Cell immediately. Do not take action on your end.
9. If any behavioral problems are reported against any student, appropriate disciplinary action will be taken, followed by counseling, on a need basis.
10. Any breach of the rules specified above by any student shall be taken seriously by the T&P Cell, which in turn will view the matter and act against the student as deemed fit.
11. 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/Internship assistance to the concerned student and taking other action as necessary.
12. Placement/Internship aspirants must adhere to the following dress code for all campus engagement activities, including PPTs, online tests, seminars, and interviews
13. Students appearing for the interview in ONLINE mode must ensure their laptops meet all required configurations, audio and video settings, and are free from any remote access software or extensions. Ensure proper lighting and minimize any possible distractions or movements in the interview room.
14. The final authority in case of any dispute would be the Professor In-charge T&P Cell, and his decision will be final.
15. It is mandatory for the students to submit the undertaking (Annexure-I) in the T&P Cell at the time of T&P Portal Registration (pre-final/final year).

The Professor In-charge (PIC) T&P Cell reserves the right to modify any or all of the above norms and/or stipulate additional norms for placement and Internship which, in the PIC's judgment and discretion, are likely to benefit the students, and/or the reputation of the Institute immediately or in the future. If there arises any ambiguity in the interpretation of the word/ sentence mentioned in the policy, the spirit/intention of the word/sentence will be followed. The PIC/FIC decision in such matters will be final and binding.

Annexure-I

Undertaking for Participation in On-Campus Internship/Placement Drive

I have thoroughly read the internship/placement policy and understood all the instructions/ rules/roles/guidelines and policies specifically related to the internship/placement regulations, absenteeism and debarment clause. I hereby declare that the information and choices I have provided in the registration form for the recruitment drive are true, accurate, and complete to the best of my knowledge. I acknowledge that any misinformation or false declarations or misconduct may result in disqualification from the recruitment process and could affect my eligibility for further participation, and the T&P Cell can take necessary action against me.

Date: _____ **Signature: _____**