

Institute Placement Policy



Department of Training & Placement National Institute of Technology Srinagar

PREAMBLE

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

THE GUIDELINES WILL ENSURE THAT-

- The CRC`s,IC`s 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 drives.

GUIDELINES

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

PLACEMENT GUIDELINES

1. The academic credentials of the students will be verified from the ERP portal of the Institute by the T&P office. Note that, submission of fake details/credentials, shall lead to permanently debarring of the student from the placement drive.
2. The Department of T&P shall follow *One Person, One Job Policy*, however, the second round of placements of any branch will commence only after 70% of the eligible students get placed in their respective branch. 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 that, in case they get 2nd offer, their first offer should be dissolved with an immediate effect. The same information will be communicated to the concerned organization through T&P.

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. 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 till 80% of the batch placement is done.
5. Students with two job opportunities will not be allowed to participate in any other placement opportunities including PSU's.
6. In case, at any stage, the T&P office is involved in any placement process (immaterial to the extent of participation of the T&P office), it will be considered as on-campus placement drive and the T&P cell guidelines will be applicable to that process.
7. 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.

8. T&P Office will allow Pool-Campus Drives only with other Institutes of Repute.
9. Students who are placed in a company, having a package less than 4.5 Lakhs will be permitted to participate in placement drives for companies that are providing an annual package of 5.5 Lakhs and above. These students will not be allowed to exercise Dream-Company Option till 80% students from the respective branch are placed.

DREAM-COMPANY OPTION

Institute follows **‘One Student–One Job’ policy**. After being offered a job by any company, a student is not allowed to participate further in the placement process.

However, a student who has been selected by a company on a CTC (package) ‘X’, may be allowed to participate in selection process of a company offering a CTC package not less than ‘1.5 X’. The ‘Dream Company’ option is available to all UG and PG students, subject to the condition that the first job offer received by the student is less than Rs. 10 lakhs per annum.

A student may get a chance after receiving a job offer only when 60% placements for that branch/stream is achieved. If the student gets job offer from the Dream-Company also, the student will have to leave the previous offer. In case the student is unsuccessful in securing the job offer with the ‘Dream-Company’. The student may get another chance for exercising Dream-Company option after 80% of registered students of his/her batch/branch have secured a job offer.

CODE OF CONDUCT

All students should conform that their behavior is fitting of highest levels of professional conduct, ensuring that all of their acts:

- I. are of high ethical standards;
- II. are not in deviation from the standards/ code of conduct adopted by the Profession;
- III. use language and actions that are acceptable in presence of peers, subordinates and/or supervisors;
- IV. are not in deviation from the code of conduct as adopted by the institute;
- V. are not detrimental to the reputation of the institute/ Training & placement office/ Company;
- VI. do not negatively influence chances of selection of another student

Any deviations from the above will be treated as a case fit to be considered as an incident of misbehavior and violation of the student code of conduct. Such instances shall be treated strictly and may invite serious disciplinary action against the student, in addition to debarring of the student from participation in the placement process.

GENERAL INSTRUCTIONS:

- a. The CRCs and ICs of all the departments will be selected through an election in their respective classes. Such candidates will have to submit a NOC from their respective wardens and given an undertaking that such responsibility will not affect their academic activities.

- b. All final year bonafide and eligible students of NIT Srinagar are eligible to participate in the placements process through the Department of Training & placement.
- c. All students eligible for on-campus placements have to register themselves with the Department of Training & placement.
- d. All applications to the companies are to be made through the Department of Training and Placement ONLY. If a student does not apply through the Training & placement for a particular company, he/she will not be allowed to participate in the selection process of that company.
- e. All students are advised to check the company profile and background thoroughly before applying. Department of Training and Placement will NOT and shall not be liable for any default at/on the company's end at any stage later.
- f. Once registration for a company is done all rules as per student policy will apply
- g. Any student can withdraw his/her registration for a company ONLY up to 24 hours before the start of placement process by the company. There can be no withdrawal after this limit.
- h. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation/extreme situations.
- i. No discussion with the recruiters regarding selections/selection process should be done except by the authorized personnel for the purpose.
- j. If the students face any behavioral issues/problems from the recruiter's side, they should inform such issues/problems to the Department of Training and Placement immediately. Students shall NOT take action at their end.

- k. If there is a misconduct incident reported against any student, appropriate disciplinary action may be initiated, including debarring from further participation in the placement process.
- l. Unauthorized absenteeism from the selection process after registering for the same may invite strict disciplinary action, in addition to debarring of the student from further participation in the selection process. Attendance is counted *ONLY* when the student is physically present.
- m. Students appearing for any tests/GD/presentation should report before the start of process. Any entry post the scheduled time may not be allowed and the students would be considered absent for that particular process. Any violation or forced entry after that time limit would be considered as misconduct and will be dealt with as such.
- n. No cell phones are allowed in a test/interview/GD. The process holds the same sanctity as any of the minor/major exams and the students may be debarred if found in violation as also leading to disciplinary proceedings.
- o. Impersonation in tests/selection process or any kind of malpractice is a serious offence. Seating in tests will be pre-defined by Department of Training & placement / company representatives and any violation will be considered as misconduct and the student is liable to be deregistered immediately and referred to the concerned authorities for disciplinary action. The case will be referred to the Disciplinary committee (Dean DSW-Chairman, HEAD T&P-Member, Concerned Warden-Member)
- p. Students are not allowed to share their personal contacts or approach companies coming on campus in personal capacity via any means. If asked to fill at any places, you should fill the contact details of Department of Training & placement, refer to the Department of Training and Placement

webpage on the Institute website for details or contact the Department of Training and Placement in case of discrepancy before proceeding.

- q. Students must carry their Institute ID-cards at all times during the placement process. No one would be allowed to enter the test/interview venue without the institute ID-card.
- r. Students should strictly follow the prescribed dress code while participating in the placement process.
- s. The date/ time/ venue of the interviews may change which, at times, may be at a short notice. Students must keep themselves well informed in this regard.
- t. Department of Training and Placement shall not be liable for any visa related issues.

Institute Internship Policy



**Department of Training & Placement
National Institute of Technology Srinagar**

Preamble

Internships are integral part of professional education and present budding professionals, with much needed exposure to real-world practice of concepts that they study within the portals of the institute. The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs. Department of Training and Placement shall also invite companies to provide internship to the students. The process of selecting candidates shall be the same as followed for selecting the students for placements.

Students enrolled in various branches of B.Tech. are normally expected to do such internships for a period of 45-60 days after their *3rd semester* of the program.

In addition to this Institute may also permit B.Tech students to undergo 6-month internship cum placement (subject to grant of specific permission by the Institute) during *7th/8th Semester* of B. Tech. for which specific eligibility conditions are to be met by the students. The policy applicable to the students for placements will also be applicable for the students seeking internship assistance.

The students who want to avail the 6-months internship during their *7th/8th semester* must have completed all core courses of the respective departments and have also opted for a few electives. This will help students to handle a technical project in an industry. Moreover, they will be available for campus placements. Students can avail 6-months internships in either an industry or a research laboratory. The internships have to be strictly completed at least one week before the deadline of submitting the grades as mentioned in the academic calendar. All such students who wish to undertake a 6-month internship or those who are selected for such an internship will have to give an undertaking that such internship will not affect their academic output. Such students will have to get relieved themselves from the companies to sit in the semester examinations. Their Mid-Term and End-Term examinations will be held simultaneously to reduce their travel time back and forth from the companies they are selected in. This modification in examination is applicable only for those students who get internship offer. The remaining students have to complete their academic requirements as per institute academic calendar.

Guidelines to the Departments

Each department is advised to form an internship advisory committee to address all academic activities related to the internship, ranging from approving an internship to grading. The role of the internship advisory committee is as follows

- Evaluate the Internship Notification Form (INF) received from the company and make a decision on approving the internship. Whether to approve an internship based on INF rests entirely on the respective department. However, it is advised to approve an internship that involves a core-department related project. The committee should make a decision on approval within two working days, upon receiving the INF.

The committee will form an evaluation criterion for the internship as per the following guidelines:

- At the end of 6 months, each student is expected to submit a project report, and make a presentation to a department-specific evaluation committee. Grades will be given based on the quality of both, report and presentation, as well as on the report submitted by the external supervisor. Further details about the evaluation mechanism can be worked out by the department.
- For each project, the committee will appoint a faculty member as an internal advisor.
- If a student finds an internship on his own, or a faculty member finds an internship for students, the committee is expected to inform the placement cell immediately about such internships.
- The committee will make decisions about policies of the respective departments regarding the internships.
- Whether to allow cross-disciplinary internships, or only core-department related project.
- If a student is not given sufficient technical work during the internship, initiate a mechanism to call the student back from the company.

The role of the internal advisor is as follows

- The advisor must conduct periodic evaluations (at least monthly) of the students' progress, and stay in touch with the external supervisor appointed by the industry. At the

end of every calendar month, the advisor is expected to collect a progress-update from the intern.

- In case a student has technical/non-technical issues during the internship, the internal advisor will immediately talk to the student and the external supervisor to work out a solution. If such a solution is not possible, the advisor will notify the internship advisory committee of the same.

Guidelines to the Companies

- An organization must share the all details pertaining to the internship and submit the duly filled INF to create an opening. It is expected that the organization has a well-defined project and a clearly stated objectives for the student.
- Since internships involve academic credits, the company will have to allot a supervisor for each intern, called as external supervisor. The external supervisor is expected to share the progress of the intern on a regular basis with the internal advisor (a faculty from NIT Srinagar). This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern submits monthly interim progress report to the internal advisor.
- The organization, under no circumstance, can give students work related/unrelated to the internship before the date of joining.
- The company is expected to release the list of selected candidates within two working days after the selection process. This will make sure that the students selected for the company will not appear for any other companies.
- The company is suggested to keep a waitlist of students. In case a student fails to sign *will* for a particular position, the offer will automatically be apprised to the next student in the wait list.
- In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the placement cell only.
- At the end of the internship, the external supervisor needs to fill an evaluation form for each intern. The information received through this form will be used in grading.

Guidelines to the Students

- Students who are interested in internships are required to register in training & placements department.
- Students having three or more backlogs are not allowed to take this internship.
- If a student applies for an internship via the training & placements department, he/she has to appear in all selection processes set out by the company.
- Once the department approves a confirmed internship for a student, he/she will be marked unavailable. Such students will not be allowed to take another opportunity, even in their own efforts.
- PPO by company should be informed within three working days to the training & placements department.
- In case of any of the following scenarios, the respective students will be given an F grade. Such a student will have to complete course works for the required credits; he/she will not be given another opportunity to take a long term internship. Moreover, the student will not be allowed to participate for campus placements.
 1. Any unprofessional behavior during the internship duration in the organization
 2. Any false claims in the CV, cover letter, or related documents
- The students cannot leave the internship without informing the respective department. If a student finds any difficulty in the organization, he/she needs to inform the internal advisor of the department immediately. The advisor will help the student to find an appropriate solution within a week. If a student will leave the organization without communicating to the department, he/she will be given an F grade. Such a student will have to complete course works for the required credits. Moreover, the student will not be allowed to participate in campus placements.
- If student get PPO by company, same placement policy will be applicable to him/her for further placements drives.