

CAREER DEVELOPMENT CENTRE

IIT KHARAGPUR

Sub: Procedure for availing Internship facilities – Registration process: CDC Office invites all the students who are eligible for the compulsory internship. In order to avail this facility, it is mandatory that all eligible students should register through their ERP Login under the CDC Tab.

Students are required to complete the profile as notified by CDC

Please note that the **Pre Placement Talks will start as notified/ will notify by CDC** and the **notices for all the schedules will be available at ERP in the Notice board under CDC**. You are able to view the list of companies for which you are eligible and the schedule as and when you complete the CDC registration.

You are also advised to upload the scanned copies of the documents in order to authenticate your academic and non-academic achievements. Such data will be verified by CDC. Please note that, these documents will be available to the companies and any kind of misrepresentation of facts will lead to a severe disciplinary action against such candidates.

You are advised to keep necessary information ready before filling up your profile.

Please read the guidelines and suggestions carefully before filling up your profile. All data will be frozen after the deadline and no changes will be allowed afterwards.

Chairman, CDC

Guidelines for participating in Internship

Please find the guidelines for enrolling with Career Development Centre for Internship. All the students must abide by the terms and conditions mentioned below. Students found violating these guidelines will be de-registered from the Internship process.

1. Eligibility for Internship: 3rd year of B.Tech, BS course , 4th year of Dual Degree, MS, B.Arch course, 1st year of M.Tech /PG courses, 2nd year LLB students and as per potential list uploaded by ERP in CDC ERP module
2. The Registration
 - Keep necessary details ready to fill the profile (as shown in the Annexure - I)
 - One can build three different CVs by choosing desired items as per their choice. Once all the three CVs are built and frozen, no further changes can be made.
 - Only registered students will be able to take part in the further process. All other students will be treated as Not Interested/self arranged/ Non CDC track. We encourage such student to obtain necessary NOC from CDC and also to inform their internship status to CDC for records.
 - Mere registering will not be enough for consideration of your candidature in any organisation. For each Organisational requirement one has to apply separately.
3. Applying for an organisation
 - After successful registration, candidate can view the companies for which he/she is eligible to apply.
 - Once a student applies to a company, he/she is agreeing to the terms and conditions mentioned for the corresponding company and will agree to take part in the complete process.
 - Once applied, a student can withdraw for a specific company only till the last date of CV submission for that Company.
 - There is no provision to withdraw after the deadline for a specified company.
4. Selection
 - CDC strictly adheres to the notion of "One Student One offer Norm". Single offer is treated as "DEEMED ACCEPTED". Student has to give only ERP acceptance (MANDATORY).
 - In the case of multiple offers, a student can accept only one offer from a company.
 - Once an offer has been made, the student is not allowed to sit in any further process of CDC.
5. Some Important points
 - It is advisable to attend the PPT for all eligible companies
 - It is mandatory to attend the PPTs for all the companies where a student has applied.
 - All the information pertaining to various procedures and updates will be published in your CDC access only.
 - No personal calls or emails will be made to keep you updated
 - The deadlines are strict and no request for any extension will be entertained under any circumstance.
 - No CV will be accepted through email or in person unless otherwise informed.
 - Relevant data will be accessible to the company and hence in case of any misrepresentation of information by a candidate, invites de-registration immediately and also would invite severe disciplinary action.

Student CDC Manual for Internship process

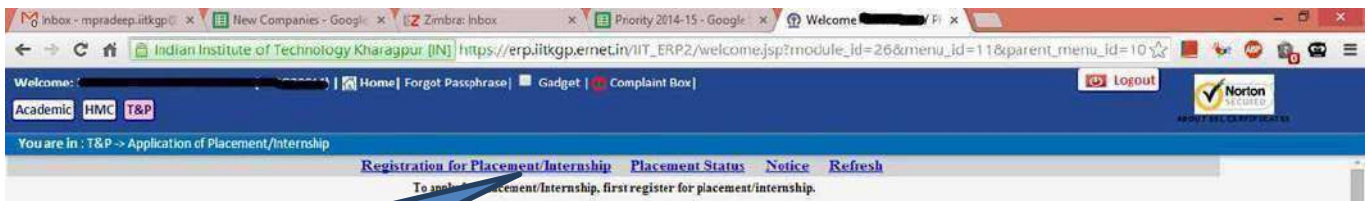
1. To view the CDC access, you need to login to ERP portal with your access



-
- Click on the CDC tab

-
- The screenshot shows the IIT Kharagpur ERP2 system interface. At the top, there are navigation tabs: 'Home', 'Forgot Password', 'Logout', and 'Complaints'. Below this is a search bar and a 'Search Menu' button. A note states: '*Note : [D] - Delegatable; [ND] - Non Delegatable; [DWR] - Delegatable With Role; ~~X~~ - In Active(Date Over); ☒ - Active; *Menu groups will retain the previous state(open or closed) as you desire.' Below the note, there is a section titled 'List of Menu Delegated to You by Assignees as Result of Role/Role(s) Assigned Role'. Under this, it says 'Roles are not available'. There are two tabs: 'Student' and 'Faculty'. The 'Student' tab is highlighted with a blue callout box that says 'Click on this tab to continue'.

4. Click on “Registration/Update Profile for Placement/ Internship” to register and to provide your information.



5. You will have to provide your information and upload the relevant documents.

You can upload your certificates in this form.

6. One can choose the information that is to be displayed on each of the three CVS.

7. Once the form is completed , click on “Update Profile” and CV preview options can be exercised on the top section as shown –

Preview Resume1

Basic Information

Roll No.: 13CH3003B
 Name: Sushant S
 Phone/Mobile: 9872839263
 Student Type: DUAL DEGREE
 Nationality: INDIAN
 Course: CHEMICAL ENGG.(M.Tech Dual 5Y)

Sex: MALE
 Email: sushant.sudha@gmail.com
 Department: Chemical Engineering
 Category: GE
 Passport No:

Skills and Expertise (for CV1)
 Skills and Expertise (for CV2)
 Skills and Expertise (for CV3)

- One cannot update any profile or CV once the last date of registration is over. However, any updates in your profile can be made once the re-registration starts during phase II for the students who are still not got the Internship.

Applying for any company

Once successfully registered, view the eligible companies.

Registration for Placement/Internship

To apply for Placement/Internship, first register for placement/internship.

All dates in DD-MM-YYYY format and Time in HH:MM (24 Hours) format

Company	Additional Details	PPT	Job Description/Apply	Additional Det	Application St	Resume Upload	Start
1. HUL	Download		800			20-07-2014	
2. DC Centre			200		Y	21-07-2014 08:10	23-07-2014

Notice-tab: You can view all notices related to your companies in the Notice-tab.

Application Status: You can view the updates of your application here.

Company List: The List of companies and their profile for which you are eligible will display here.

It is recommended to update your contact details, Profile picture etc. before completing the registration for Internship/Placement.

Important Information

Every student must create **THREE** resumes.

Annexure - II

Suggestions for CV creation

- Use concise and short snappy statements
- No unnecessary details
- Only provide things you can back up – use your course, credentials, work experience, interests and achievements for evidence
- Provide evidence of your skills
- Never exaggerate or lie
- Make it clear, concise and to the point
- Do not use “CAPITAL LETTERS” for description
- Double check your spelling and grammar
- Use persuasive and positive language

For using bullets points please copy the bullet points from word documents. Ensure the font and format.

Update your Photo in ERP (Photo should be in formal)

FAQs

1. What is the significance of CV 1, CV 2 and CV 3 ?

Students can exercise the option of submitting any of the three Auto-generated CVs by ERP while applying to a particular company. Students can also choose to show a particular internship/ skill in the respective CVs to come up with three best options, any one of which could be used depending upon the profile applying for.

2. How to modify each of the CVs to display different skills/ internships in them?

Academic Achievements/Certification/Internship/Training (first one first)							
Sl No	Type	Overview	Details	Show in CV1	Show in CV2	Show in CV3	Upload Certificate
1	<div>Select</div>			<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Upload</div>
2	<div>Select</div>			<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Upload</div> / <div>Delete</div>
3	<div>Select</div>			<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Upload</div> / <div>Delete</div>
4	<div>Select</div>			<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Upload</div> / <div>Delete</div>

The option “Show in CV1” can be changed to Y/N signifying if one wants to display the particular Academic Achievements/ Certification/ etc. in CV1-preview or not.

Skills and Expertise (for CV1)

Skills and Expertise (for CV2)

Skills and Expertise (for CV3)

One can mention various skills appropriate to different CVs in the respective text areas

3. Can we update the profile once “Create Profile” option is exercised?

Create profile option can be used to generate the previews of the CV, however one can still edit the details after generating the CVs till the registration date is open using the “Update Profile” option.

4. What do I do if I do not have any content for a particular section (eg.Publications/Research Papers/ etc.)

In case you do not fill up anything in a particular section (which is not compulsory), that section would not appear on your CV previews.

5. How do I upload certificates supporting the facts stated in the Resume for verification?

Once a profile is created, the “Upload/ Upload Certificate” option is activated and can be used to upload the supporting documents in .pdf format which will be verified henceforth.

Guidelines for obtaining NOC from CDC:

Please click the link below to get NOC related information.

<http://www.cdc.iitkgp.ac.in/ckfinder/userfiles/files/NOC%20Guidelines.pdf>