



## **INTERNSHIP POLICY: 2025-26**

1. The Career Development Centre (CDC) through its Placement Cell continuously endeavors to bring good career opportunities to the students through the campus internship process. The Placement Cell extends comprehensive support at every step of the campus internship process to ensure that students are given appropriate opportunities to fulfil their career interests. The placement team incessantly endeavors to make sure that the institute continues to be a favored destination for all reputed organizations. To achieve this, students are consistently helped to acquire the skill sets required for their chosen career profile according to the industry expectations. Also it's imperative that the interests of all the stakeholders, including the companies recruiting from our campus are given due consideration. With an aim to maximize the sum of benefits to all stakeholders, the Internship Policy for the students has evolved over the years. To realize a win-win situation for NIT Raipur and our partner organizations, all students are expected to understand the Internship Policy and follow it strictly. The various aspects and provisions of the 'Internship Policy' of the institute are elaborated in the succeeding paragraphs.
2. **Eligibility for Internship through Placement Cell, CDC.**
  - (a) All the final year students of NIT Raipur (except industry sponsored students of M.Tech. program) fulfilling the following criteria are eligible to appear in the campus internship process from the institute side:
    - (i) Satisfactory attendance in classes (as reported and certified by the HoD).
    - (ii) No disciplinary action against them (as reported and certified by the HoD).
    - (iii) No major recorded complaints about any of their untoward activity in the previously conducted career development sessions by CDC as noted by their concerned student placement conveners.
    - (iv) Having successfully completed the employability skills training programs organised or endorsed by the CDC (proof of the same is to be acknowledged by the CDC).
  - (b) To motivate and nurture the entrepreneurial and innovation skills of the students, all such students who are working on their Startup / business ideas, under the aegis of Innovation Cell or Entrepreneurship Cell of the Institute, will be allowed to appear in the campus placement process of the following years (upto 3 years from their graduation year), provided that the recruiting company has no objection to it and the student has not participated in the placement process in his / her graduating year. The Faculty-In-charge, Innovation Cell / Faculty-In-charge, Entrepreneurship Cell will forward the details of such students to Faculty-In-charge, Placement Cell at the beginning of the placement session.
3. **Rules for Applying for Internship Process.**
  - (a) All the students interested and eligible for on-campus internships have to compulsorily register themselves through the online platform and sign an undertaking after duly reading and understanding the Internship Policy for their batch.
  - (b) All applications/registrations to participate in the internship process of the companies are to be made through the online platform of the Placement Cell. Students have to apply to a particular company through online platform of the Placement Cell on or before the last date of registration.

- (c) The entire internship process will be coordinated by the Student Placement Convener/s (SPC) designated by the Head, CDC in consultation with the Faculty In-charge Placement Cell. All students/candidates are to abide by the instructions of SPC for smooth and efficient execution of the internship process. Candidates / students may raise their issues, if any, through the SPC.
- (d) All the details pertaining to the internship process of a company i.e. eligibility criteria, selection process, job profile, job description, stipend, CTC, service bond etc., as provided by the company, will be made available to the students through MIS or by any other suitable means such as the Internship Response Form (IRF). Students are required to get their doubts and queries clarified, if any, through the SPC or from the company delegates during the Pre-Placement Talks (PPT).
- (e) Students are expected to make informed decisions before applying to any company for campus internship. All students are required to check the company's profile, its background and other relevant aspects about the job and career profile offered by the company thoroughly before applying for it. The Institute / Placement Cell would not be liable for any issue or problems at any later stage.
- (f) Once a student applies for and registers for the internship process for a company, all rules as per the internship policy shall apply to the student. The student shall be responsible for his/her presence in the entire selection process, i.e. registration, PPT, online test, written test, GD, PI etc., of that company, on time. The inability to attend the process must be communicated to Placement Cell well in advance along with the relevant proof and must be approved by the Faculty In-charge, Placement Cell, prior to the event.
- (g) A student may not be allowed to participate in the internship process if any recommendation/suggestion in this regard is received from his/her Head of the Department or from any of the Deans of the Institute.
- (h) A student should have satisfactory attendance record as per the Institute policy to be eligible to participate in the internship process. The candidature for the internship process may be withdrawn or withheld if the concerned HoD recommends so based on the poor attendance in the classes or any disciplinary reasons.
- (i) If a student does not participate in further procedure of any company after registration, then he/she will be debarred from participating in the next three companies of the internship season. Register for the on-campus internships only when you are interested in appearing in the same.

**4. Rules for Withdrawing of Application.** A student may withdraw his/her application/ registration for participation in the internship process of a company only till the last date of application/registration for that particular company is not over.

**5. Unwillingness by Student for Campus Placement.** An eligible candidate will be considered unwilling for the campus internship and can be ruled out of the internship process within a 48 hours' notice if the eligible candidate fails to register for 4 consecutive internship processes without any prior permission. The candidate will be permitted to skip 4 consecutive companies only after prior permission from the concerned HOD and Faculty In-charge, Placement Cell on a medical or academic basis.

## **6. Selection / Placement Process.**

- (a) **‘One Student, One Intern’ Policy.** The Institute follows ‘One Student, One Intern’ policy. Accordingly, once a student got internship in a company through any on-campus selection process, he/she shall not be eligible for the subsequent on-campus internship processes.
- (b) In case a company does not give its final selection list on the campus internship day, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected. In such cases, if a student is selected by more than one company, he/she will be given the option to choose the company of his/her choice and indicate the same to the Placement Cell within 7 days of receipt of multiple offers. If a student fails to abide by this, then disciplinary action will be taken against him/ her.
- (c) If an on-campus internship offer is revoked by any company before the date of joining, the student with such a revoked offer would be eligible for all the upcoming internship opportunities with his/her candidature following the same guidelines as that of an unselected candidate.

**7. Dream Company:** If a company has been awarded ‘Dream Company’ status, all eligible and interested students can apply for it. A company may be awarded ‘Dream Company’ status on the condition mentioned below. However, the final decision for the Dream status to a company lies with the Faculty In-charge, Placement Cell with the approval of the Head, CDC.

- (a) The total number of placed candidates should be 70% of the total candidate count from the eligible branches.
- (b) CTC should be twice the average of the eligible candidates
- (c) Maharatna and Navratna PSUs and Government of India undertaking having prime reputation may have a ‘Dream Company’ status depending on the conditions at the proposed visit. The final decision of the Dream status to a company lies with the Faculty In-charge, Placement Cell with the approval of the Head, CDC.

**8. Acceptance of Offer.** Students are required to carefully read and understand the terms and conditions given in the offer letters of the company before signing them. In case of any deviations observed in the internship offer vis-à-vis the Job Announcement Form (information given by the company during registration /PPT), the same must be brought to the notice of the Placement Cell without any delay. Students are not allowed to reject the offers made by the company without any substantial reason to the satisfaction of the FIC and Head-CDC, otherwise strict disciplinary action will be taken against such students.

**9. Multiple Offers.** Students with multiple internship offers need to select and finalize the acceptance of the offer from a particular company in writing or over mail within 7 days of receiving multiple offers. If they fail to do so then all the offers will be withdrawn.

## **10. Collision of PPO Offers and Dream Company Offers**

- (a) If a student receives a PPO offer after already accepting an offer from Dream company, the initial commitment takes precedence, the student cannot withdraw the accepted offer in favor of the delayed PPO.
- (b) If a student gets a PPO offer before accepting an offer from a Dream company, the PPO takes priority, and the student cannot accept the Dream company offer afterward.

- (c) The Faculty In-charge of the Placement Cell, with approval from the Head of the Career Development Center (CDC), makes the final decision.

**Note: After the last date of the result announcement for the batch, no new company shall be granted the 'Dream Status' for campus placements, and only the unplaced students shall be eligible for the company visiting after the last date of the result announcement for the batch, no matter the status or the CTC offered by the company.**

**11. Unwillingness for Acceptance of Placement Offer.** A student may be allowed to decline the campus internship offer made to them by a company under the following circumstances: -

- (a) Candidates applying or accepting off-campus offers should indicate about their decision to the Placement Cell within a week of receiving the offer, failing this, the fine and disciplinary action provisions shall be followed accordingly.
- (b) The students having an off-campus offer with thrice the CTC offered by any on-campus company can decline the on-campus offer, provided they complete the internship (if any) associated with their previous on-campus offer.

**Note: Students will not be allowed to decline any offer from dream company under any circumstances (irrespective of the CTC or stipend offered).**

**12. Unwillingness for Accepting the PPO.** A student may reject a PPO offered to him/her by a company under the following conditions: -

- (a) The candidate needs to inform the Placement Cell in writing /email about his/her decision to reject the PPO on or before the last date of the internship and before the PPO is offered by the company. Non-receipt of information/decision will be deemed as acceptance of PPO by the student.
- (b) The CTC offered and/or bond conditions by the company were undisclosed to the students.

**13. Joining the Company.** Once a student appeared for the process and got selected, then he/she cannot ordinarily decline the offer made by the company. In case the student (candidate) after accepting the offer is not willing to join the company for any compelling reason, he/she should inform the same to the Placement Cell at the earliest within the intimated time frame along with the relevant proof.

**14. Fine for Not Joining the Company After Acceptance of Offer.** If a student is not willing to join the company after accepting the internship offer, he/she has to inform the Placement Cell about his/her unwillingness before the specified date (declared by the FIC) with the relevant proof for consideration. If he/she fails to do so and later on does not join the company, he/she has to deposit a fine of minimum Rs. 50,000/- (Rupees fifty thousand) to the institute's account (as communicated by the FIC, Placement Cell) within one month from the date of rejection of the on-campus offer. A copy of the payment receipt must be submitted to the Placement Cell to get the degree and other documents from the institute. In addition to this, further disciplinary action may also be taken by the institute.

**15. Students' Conduct.** Students are required to maintain highest standard of discipline, proper dress code, appearance, and etiquettes during campus internship process. They must adhere to the following in this regard: -

- (a) Every internship process / test holds the same sanctity as any other examination of the

Institute. Impersonation in tests or any kind of malpractice during the process is a serious offence and may result in expulsion of the concerned student from the entire internship process of the session and further disciplinary action.

- (b) **Fine for Absence from Placement Process.** Students shall be responsible for their punctual presence in all the stages of selection process i.e. registration, presentation, written / online test, GD, PI etc. If a student fails to appear on time for any of the selection process / test without prior permission, he/she shall be levied a fine of Rs 5000/- (Rupees Five thousand) and may be debarred from the entire internship process.
- (c) **Presence in PPT.** Attending the PPT of the company is mandatory for all the candidates who have applied for that company. Students coming late or absent during the same shall be levied a fine of Rs. 1000/- per company and shall be debarred from upcoming 5 on-campus companies.
- (d) **Dress-code and Grooming.** All the candidates should follow proper grooming and appearance at all times during their presence at CDC. Any candidate failing to do so shall be levied a fine of Rs. 1000/- per process to be eligible for any company henceforth.
- (e) **Courteous Behaviour with Panelists.** Students are expected to behave with the company's delegates / panelists in a courteous manner and to maintain decorum during their interactions with company executives.
- (f) Any student, who is found misbehaving with the company executives/ T&P Staff will be debarred from attending the entire selection process of the concerned branch. If any student or guardian of any student is found trying to contact or influence HR will be debarred from the entire session. So, students are advised not to indulge with company HR during or after campus.
- (g) If any behavioral complaint is reported by the recruiter's side against any student, strict disciplinary action will be initiated. Further, students found involved in any indiscipline will not be eligible to participate in the internship process and the case will be reported to the Disciplinary Committee of the institute for further action.
- (h) **Communication with Company.** Students are advised not to communicate with the company (HRs) directly until unless authorized by the Faculty In-charge, Placement Cell. In case a company is directly communicating with them, they should keep the Placement Cell in loop / informed (mark cc: [placementcell@nitrr.ac.in](mailto:placementcell@nitrr.ac.in) or [tpo@nitrr.ac.in](mailto:tpo@nitrr.ac.in) in the e-mails.)

## **16. General Advice to Candidates / Students.**

- (a) The date/time/venue of tests / interviews may be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by following the Placement Conveners / Placement Cell.
- (b) Students should prepare well for the internship process by honing the skills and knowledge required for the particular job profile.
- (c) Students must carry IDs issued by the Institute at all times during the process.
- (d) Students must carry their complete file with all the relevant documents, resume and photographs while appearing for the interviews.

- (e) Students / candidates should follow the 'Formal' dress code during the internship process. If in any doubt regarding the dress code, they can discuss the same with the Student Placement Convener or the Faculty In-charge, Placement Cell.

**17. Disciplinary Action.** In case a student is found to be violating any of the instructions mentioned in this document, he/she will be liable for fine and disciplinary actions such as,

- (a) Withdrawal of internship offer.
- (b) Withholding of degree / documents.
- (c) Any other punishment recommended by the Disciplinary Committee.

This internship policy is applicable to all the students registered for the Campus Placements and is to be followed strictly during the entire duration of the placement season. It may be noted that some policy changes may take place during the year in the best interest of the whole batch.

This is issued with the approval of the competent authority.

**Head  
Career Development Centre  
NIT Raipur**