

# CAREER DEVELOPMENT CENTRE IIT KHARAGPUR

Dated : 17<sup>th</sup> July, 2015

**Sub : Procedure for availing placement facilities – Registration – Attention All students who are interested to register for placement 2015-16.**

The CDC Office invites all students graduating in 2016 to avail placement facility for Placement season 2015-16.

In order to avail placement facility, students are required to register through their ERP Login under the CDC Tab. Those who do not register will be treated as **opting for Self-Arranged track**.

Students interested to avail Placement through CDC are required to complete the profile details within the deadline **(on or before Midnight of 26<sup>th</sup> July, 2015)**.

Please note that the **Pre Placement Talks will start tentatively from 31<sup>st</sup> July 2015** and the **notices for all the schedules will be available in the Notice board under CDC**. You will be able to view the eligible companies and the schedules 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 statement. Please note that , these documents will be available to the companies to view and any kind of misrepresentation of fact will result in disciplinary action.

All data will be frozen after the deadline and no changes will be allowed.

You are advised to start filling up your profile and keep an updated CV ready for the upcoming internship selection session.

**Chairman, CDC**

## **Guidelines for participating in internship / Placement process. 2015-16**

Please find the guideline for enrolling for placement/ internship through Career Development Centre, Placement 2016. The student must abide by the terms and condition mentioned below. Failing to these conditions you will be liable to be de-registered.

### **1. Eligibility for Placement**

- All students who are probable for degree in the convocation of 2016 are eligible to enrol for the Placement.
- Students who have compulsory internship in their (3<sup>rd</sup> Year B Tech, 3<sup>rd</sup> Yr Dual Degree, 4<sup>th</sup> Yr of 5yr MSc Course) are eligible for Internship.
- For MS/PhD student, they need to submit their synopsis to be eligible for placement.

### **2. The Registration**

- The registration will require you to fill up all your details which will be frozen once the registration deadline ends.
- You can Add/ Modify additional information only during re-registration process.
- Only the student who will register will be able to take up the process further. All other student will be treated as Not Interested/Off- Campus/ Non CDC track.
- Mere registering will not be enough for consideration of your candidature in any organisation. For each organisational requirement you will have to apply separately.

### **3. Applying for an organisation**

- After successful registration, you will be able to view the companies for which you are eligible to apply.
- By applying for a company, you are agreeing to the terms and condition mentioned for the corresponding company and will agree to take up the complete process unless you are placed in any organisation.
- Failing to appear for any process after you have applied will result in limiting your quota of 20 initial shortlisted companies in Phase I.
- In Phase II , failing even one process will lead to mark you as Off Campus Placed.
- Once you have applied you can withdraw your candidature as long as the last date of CV submission.
- Once the last date is over you will not be able to withdraw from the process.

### **4. Selection**

- If a company offers you then, you have to accept the offer within the deadline. Failing to give acceptance in the deadline will not only result in losing the offer but will be de-registered from any further Internship/ Placement process.
- If you have multiple offers, you need to select any one of the offer within the given deadline.
- Once selected, you will not be able to apply for any further Internship/Placement process.

### **5. Some Important points**

- It is advisable to attend the PPT for all eligible companies
- It is mandatory to attend the PPTs for all companies where the student has applied.
- All information and updates will be published in your CDC access only.
- No personal call 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.
- Anything mentioned by you and proper documentary proof uploaded will be placed under "Certified Data"
- Anything mentioned and no documentary proof uploaded will be placed under "not certified data"
- All data will be accessible to the company and hence in case of any misrepresented information, you will be de-registered immediately and also will invite Disciplinary Action.

# Student CDC Manual for Placement/ Internship process 2015-16

## Eligibility

- All students who are probable for degree in the convocation of 2015 are eligible to enrol for the Placement.
- Students who have compulsory internship in their (3<sup>rd</sup> Year B Tech, 3<sup>rd</sup> Yr Dual Degree, 4<sup>th</sup> Yr of 5yr MSc Course) are eligible for Internship.

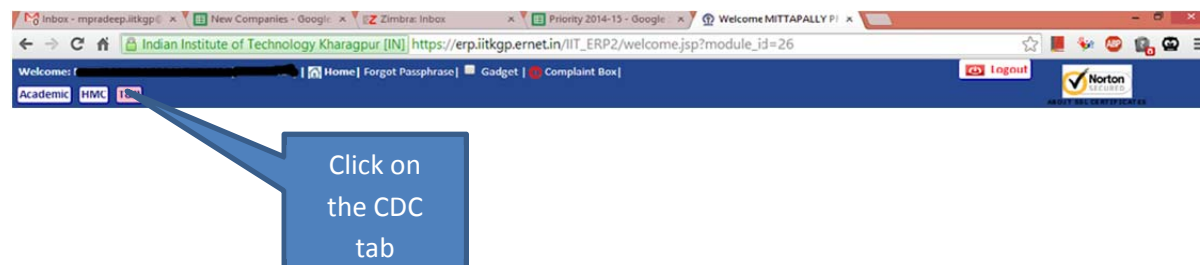
## Login

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

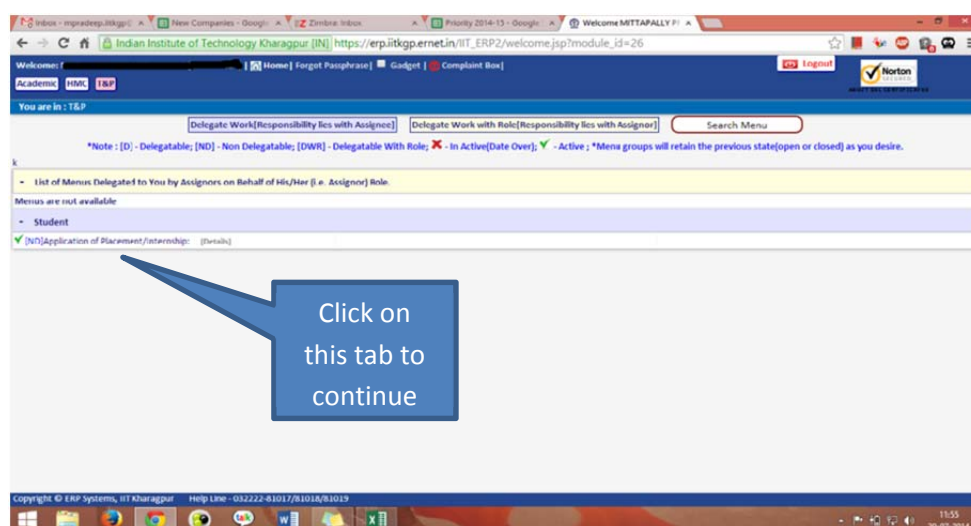
The screenshot shows the login page of the Indian Institute of Technology Kharagpur ERP portal. The header includes the IIT Kharagpur logo and the text "Enterprise Resource Planning". There is a Norton Secured logo on the right. The main content area has a "Sign In" section with fields for "Stakeholder code/login id" and "Password", and a "Sign In" button. Below this is a "Parents/Guardians" section with a link to view student performance. On the right, there is a "Students" section with a list of links for registration, admission, and payment.

## Registering

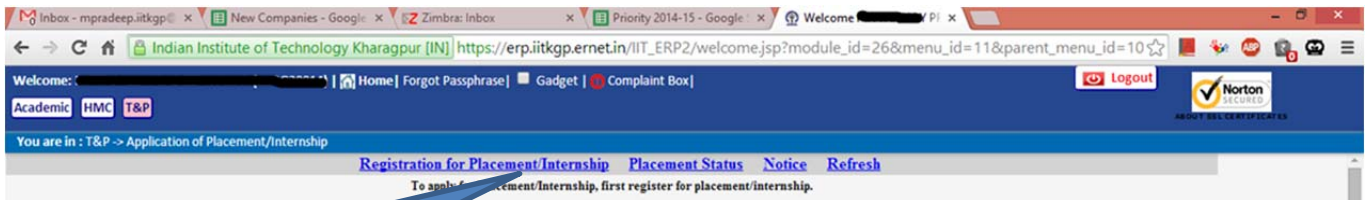
Click on the CDC Tab



6. Upon clicking the following screen will appear  
Click on "Application of Placement/ Internship" option



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



Click on this tab to register and enter your details

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

The screenshot shows the 'Basic Information' and 'Current Academic Qualification' sections of the registration form. The 'Basic Information' section includes fields for Roll No., Name, Phone/Mobile, Student Type, Nationality, Course, Sex, Email, Department, Category, and Passport No. There are also text areas for 'Career vision (maximum 500 characters)' and 'Key skills and strengths (maximum 500 characters)'. The 'Current Academic Qualification' section is a table with columns: SI No., Standard, Name of degree/Exam, University/Board/ Council/Organisation, Year of completion, CGPA Obtained, Maximum CGPA, Branch/Specialisation, and Certificate. The table contains one entry for 'IIT KHARAGPUR' with a link to 'Upload'.

You can upload your certificates in this form.

8. Once you have completed the form, you will have to click on “Update Profile”

The screenshot shows the 'Position of Responsibilities' and 'Extra-Curricular Activities' sections of the registration form. The 'Position of Responsibilities' section is a table with columns: SI No., Role, Activities, Certificate, and ADD REMOVE. It contains three entries: 'STEERING COMMITTEE', 'STUDENT PLACEMENT', and 'CORE ORGANISING TEAM'. Each entry has an 'Upload / Delete' link. The 'Extra-Curricular Activities' section has a text area for 'SI No.' and a link to 'Update Profile'.

Click on this button to submit your registration.

You cannot update any profile once the last date of registration is over. However, any updates in your profile can be made once the re-registration starts.

## Applying for any company

Once you have successfully registered, you can view the companies for which you are eligible.

Registration for Placement/Internship Placement Status Notice Refresh

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	Resume Up
1 HUL	Download		BND			20-07-2014 00:00	
2 OIL Centre			afvqbs		Y	21-07-2014 08:10	23-07-2

Placement/Internship Form Details

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11:57 30-07-2014

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

You can view the updates of your application here.

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

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

If you get multiple offer, you need to choose only one offer and in the given deadline. Failing to choose any offer will block you from any further placement process.

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