

## Career Development Centre Placement Policy | AY: 2024-25

Career Development Centre (CDC), National Institute of Technology Rourkela provides exposure and opportunities to the students and industry by supporting an avenue for interaction, interviews, and lectures. Dedicated placement secretaries and coordinators along with staff members, PIC and HOD, facilitate all possible support to the students in achieving the best placement results in any given condition. CDC offers a smooth and progressive implementation of placements for our students in various industrial groups and research organizations. In addition, industrial training and internships are provided to students with Pre-Placement Offers (PPO) based on the students' performance throughout the internship periods.

This placement policy applies to all NITR students. All full-time registered final-year students are eligible to participate in the placement process through CDC. Applying to a company is entirely the responsibility of the student concerned. The Institute follows the One-Student One-Job policy with the following exceptions. Every student must go through the entire document thoroughly and clarify any sort of doubt with their respective department placement coordinators/PIC-CDC or with the Head-CDC.

### Categories of companies:

Category of companies	Description
C0	Companies that are hiring final year students as interns (Internship period starting after the final semester) and offering full-time employment depending on the performance during the internship period.
C1	Companies that offer a CTC less than 4.0 LPA.
C2	Companies that offer a CTC less than 5.5 LPA (except CS)
	Companies that offer a CTC less than 10 LPA (only CS)
C3	Companies that offer a CTC $\geq$ 5.5 LPA (except CS)
	Companies that offer a CTC $\geq$ 10 LPA (only CS)
	Analytics and Consulting Companies with CTC $\geq$ 5.5 LPA (All branches including CS)


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**Note:**

- A student placed in C0 is allowed to appear for all higher category companies [Applicable to all students].
- A student placed in a company in C1 category is allowed to appear for C2 and C3 companies. But a student placed in a company in the C2 is allowed to appear for a C3 company if and only if the CTC offered by the latter is k times the former.
- K factor for CS is 1.9 and others is 1.7 [Applicable to **B. Tech., Dual Degree and Integrated MSc**]
- **B. Arch** students are allowed to have one job either in C1, C2 or C3.
- **M. Tech, M. Sc, MA, and MBA** students are allowed to have one job in C1 and one job either in C2 or C3.
- **Ph.D.** students are allowed to have one job in C2 (CTC less than 40K/month) and one job in C3 (CTC greater than or equal to 40K/ month). A Ph.D. student will be allowed to avail campus placement facility from his/her synopsis seminar until six months after his/her Ph.D. defence seminar. Further, a Ph.D. student can avail placement facility if he/she presents his/her synopsis seminar within\* one month after the date of the interview [prior approval from his/her supervisor is required] followed by submission of thesis.
- A student is not allowed to appear for any lower category companies if placed in a higher category. **A student placed in C3 is not eligible to appear for any other company [Applicable to all students].**
- If the recruitment drives for more than one company is being held simultaneously, then students can participate in multiple placements drives till they are selected in one of the companies, following which their participation shall be revoked from drives.
- Final Year students selected for long Internships (Six Months and One Year Internships with an Internship period during the final year) are eligible to sit for C0, C1, C2 and C3 Companies until they bag one offer.

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### **General rules for all students**

- A student who registers for a company but does not turn up for the selection process (PPT, OT, GD, PI, etc.) of that company shall face an exemption from sitting in the recruitment process for a minimum of two subsequent companies of C2 and C3 in which they are eligible (may be increased depending on the severity of the misconduct).
- A student, at any point, if found violating the code of conduct, they would be debarred from applying for a minimum of two subsequent companies of C2 and C3 in which they are eligible (may be increased depending on the severity of the misconduct).
- The eligibility criteria for placement in a company is notified through notice prior to the beginning of the process or during the pre-placement talk by the company. It is the sole responsibility of every student to enquire and check their eligibility before sitting for placement in a company in accordance with the eligibility criteria prescribed by the company. However, if it is found that the student has not followed the same and has tried to manipulate any information, disciplinary actions, as deemed fit, will be taken by the institute.
- Any malpractice during tests and interviews will be viewed seriously by the Career Development Centre and may attract punitive measures.
- Students who bag an Off-Campus Placement offer need to inform their respective Placement Coordinator about the offer along with the correct details.
- The Career Development Centre will not be responsible for any subsequent changes/modifications made in the results by the company.
- It is at the discretion of the CDC to make any changes to the rules at any time during the placement session.

**Important point: All NITR students are eligible to register in a company/organization for placement/internship depending on the eligibility criteria set by the company.**

### **6 Months Internship policy**

- Students with a six-month internship offer along with FTE can not sit for any company offering a six-month internship with or without PPO.
- Students with a six-month internship along with a PPO clause can sit for companies visiting for FTE opportunities only. They are not eligible to sit for companies with six months internship offer with FTE/PPO or companies with six-months Internship only.
- Students selected for a six month internship with FTE/PPO through off campus opportunities must inform CDC immediately.
- Off-campus six month internship without FTE/PPO may not be encouraged and the discretion will lie with CDC.

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### **Internship policy**

- A student is eligible for only one on-campus paid / unpaid internship offer. Once selected, they cannot sit for subsequent on-campus internships.
- A student having a confirmation in any off-campus paid / foreign internship must inform the CDC within one week of confirmation for that internship to be considered under SIRE.
- This student will not be eligible to sit for any subsequent company offering paid /unpaid internships on campus. However, if they reject the said internship offer, then they will be eligible for subsequent on-campus internship opportunities.
- A student who receives an on-campus internship must go for the same. If they fail to do so, they will not be allowed to sit for at least two C2 and two C3 companies in the following placement season in which they will be eligible.
- Candidates with an on-campus internship offer are not needed to submit any documents to the CDC Office. If required, they can apply for an NOC from the Office.
- For students who have arranged their own internships, it's essential to submit a copy of their offer letter to the CDC office before they leave for their internships, failing which, the internship won't be considered under SIRE.
- Students going for long internships must have the permission of their guide mandatorily for being eligible for the opportunity. In case any student is not allotted a guide, they mandatorily need to have the permission of their respective department HOD for being eligible for the opportunity.

### **Rules for Pre-Placement Offers (PPO)**

- Students who receive a PPO must immediately inform the CDC about it.
- A student having a PPO in a company belonging to C1 is allowed to sit for all higher-category companies.
- A student with a PPO with CTC belonging to C2 can sit for companies in C3 if the CTC offered by the latter is k times the CTC of the PPO.
- A student with a PPO in C3 is not eligible to sit for campus placements.
- For a few selected C2 companies decided by the CDC, the students accepting a PPO offer in those companies shall not be allowed to sit for any further company.
- Students going through on-campus recruitment for companies offering six months or above internship without PPO/FTE are allowed to sit for campus placement (with the notice of the company). Once the student gets a FTE offer, they will not be eligible for further offers.

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## **Career Development Centre**

### **Code of Conduct | AY: 2024-25**

The following are the guidelines to be followed strictly by all the students appearing for the placement process. All students opting for placements have to read all the points carefully, comprehend and follow them.

It is the responsibility of every student opting for placements to ensure and exhibit appropriate behaviour throughout the process to prevent them from endangering themselves or others or having a detrimental impact on the placement provide(employer). Students must take responsibility for their behaviour during the entire placement process, for which the following broad guidelines will assist.

Students during a recruitment process must remember that their behaviour will reflect not just on themselves but on the reputation of the institute as well as the placement provider (employer), which may lead to adverse evaluations and future references.

Students attending the placement process are expected to:

- Demonstrate a high standard of honesty, integrity, and social responsibility.
- Comply with the rules and regulations of the institute as well as the employer.
- Adhere to the relevant professional codes of ethics.
- Conduct themselves in a manner that reflects well on themselves and the institute.
- Keep in regular contact with the Career Development Centre.

### **General Instructions**

- Students opting for placements must disclose correct data related to their academic as well as personal information to the CDC beforehand.
- Strict discipline and decorum should be maintained by the students throughout the process. Students should not be found loitering, making loud noises, indulging in undesirable behaviour, or creating any kind of disturbance.
- Students should not interact directly with the visiting company executives/ panel members. In case of any confusion or clarification, students must approach the company officials only during the PPT session. For further clarification, students should approach the Placement Coordinators or any official of the CDC.
- Once registered on the portal for a company, it is mandatory for the student to appear for its pre-placement talk and other such rounds prior to the selection process. Exigencies should be brought to the notice of the CDC/PC prior to the process.

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- It is mandatory for a student who clears any level of the selection process of the company to appear for the next level. For example, if a student has cleared the written test, then he has to appear for further rounds of the selection process.
- Every student must report to the designated place for every process at least 10 minutes prior to the scheduled time. In emergent conditions, prior intimation must be provided to the Placement Committee.
- Students are not allowed to carry any electronic gadgets (Cell phones, programmable calculators) to the examination hall.
- Students are expected not to engage in any kind of misbehaviour with the company officials directly or indirectly or via any kind of social media.
- Students are not expected to influence company officials to improve their chances of selection in an unfair way through any means.
- Students participating in the placement process on any day and are in need of leave from the CDC must inform the concerned PC within the same day. No leave shall be approved if the candidate fails to meet the deadline.
- Students participating in any virtual recruitment drive are supposed to make their own arrangements for proper internet and electricity connectivity throughout the drive.
- If found violating any of the above instructions, a student is liable to be debarred from a minimum of two subsequent Category 2 or 3 companies in which they are eligible.

### **Points to be noted**

- It is necessary to pay serious attention to the company-specific instructions sent to the students via email by the CDC/PC/PS. Students must adhere to the specific format/instructions of the companies as and when asked for.
- It is strongly recommended that the student learns about a visiting company from their website, seniors, and other reliable sources before deciding to register for the company.
- Students are required to carry their identity cards at all times during the selection process, including pre-placement talks, written/online tests, group discussions, personal interviews, etc. Students are required to follow a standard template for CVs issued by CDC.

### **Dress Code**

- Dress in a manner that is professional or as per the dress code of the employer (if specified). A minimalistic look is always desirable for such professional processes.
- A formal light-coloured full-sleeve shirt should be worn with sleeves unfolded.
- Refrain from wearing jeans / casual wear. Formal dark-coloured trousers are mandatory.
- Clothing should be neat, clean, and pressed.
- Hair should be clean, neatly combed, and of conservative style.

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- Shoes should be well-polished and in good condition, not scuffed or run-down at the heels. High-heeled shoes must be avoided. Shoes with an open toe or back are not desirable.
- Keep your jewellery and hair accessories to a minimum and stick to those that are not flashy, distracting, or shiny.
- Be sure to shave before the interview. If you have a full beard or moustache, it should be trimmed and neat-looking.

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