

## Placement Rules and Regulation

### A. ELIGIBILITY & REGISTRATION

- All students aspiring for placement assistance should register with the **iNurture-CRaSA Team**.
- Placement Registration is for **ONE ACADEMIC YEAR ONLY**.
- Students must provide latest contact information to the **iNurture- CRaSA Team** both used for phone calls and WhatsApp numbers.
- Any change in Mobile Number or Email id thereafter shall be immediately notified to the **iNurture-CRaSA Team** (iNurture shall not be responsible for missed opportunities due to incorrect contact details provided).
- Student profiling and employment eligibility
- **Following students shall NOT BE ELIGIBLE FOR PLACEMENT-**
  - a) Students not appearing for **CRaSA Profiling**.
  - b) Students with outstanding fees or dues.
  - c) Students having more than 2 backlogs (*shall be considered separately depending on the policies of the hiring company*).
  - d) Students with less than 75% attendance in regular classes across all semesters.
  - e) Students with less than 80% attendance for industry immersion programs across all semesters.
  - f) Any other terms of eligibility as defined by the university.

### B. PLACEMENT PREPARATION

iNurture shall provide all students who are registered for placements, a preparedness program in relevant areas such as aptitude, soft-skills, technical, etc. This program is mandatory and free of cost for all iNurture students. Students are required to put in effort to practise what is taught during the training. Periodic assessments shall also be conducted as part of this program. Schedule shall be communicated to students via email and additionally WhatsApp message group. Hence students are required to check emails and these forums regularly.

Registered students who do not fulfil the criteria below shall be barred from further training and placements:

- Attendance less than 100 %
- Less than 70 % proficiency in assessments.

### Important note

iNurture' in no way is responsible for "absentees" who miss these scheduled sessions or any placement related information due to incorrect contact details provided or not having checked their emails or relevant message forums.

### C. RESUME

- Students are expected to follow the iNurture' resume template for preparing the resumes.
- The details mentioned in the resume must be genuine and any student found violating this rule shall be barred from placements for the rest of the academic year.

### D. ON/OFF/POOL CAMPUS INTERVIEW PROCESS

- **iNurture-CRaSA Team** shall notify students of all placement related information (such as job description, company profile, bonds, etc.) only through emails. All students should respond or apply to the particular notice vide email with their consent to apply or not apply giving valid reasons, within stipulated time period.
- Students shall regularly check their email for internship and job opportunities, updated information requests and short-listed names.
- Eligible Students who do not apply for openings or fail to attend interview or selection process of a company after being shortlisted are obliged to provide **iNurture-CRaSA Team** with valid reasons for not applying or attending the interview. Failing which, they may face the risk of getting debarred from the further placement opportunities.
- Final shortlisting of students done by a company shall not be called into question by any student.
- **iNurture-CRaSA Team** reserves the right to grant selected students further interview opportunities based on criteria such as company brand, compensation offered, etc.
- If a company comes up with any specific job requirement which may be met by a particular student/s, **iNurture CRaSA Team** has the right to nominate individual student/s for the opportunity and the nominated student/s shall be required to attend the interview. In case the student has a prior job offer in hand and in case he or she gets selected for this latest requirement as well, the student/s have the prerogative to accept the latest offer or not.
- Students are advised to adhere to application deadlines. Request from students to extend deadlines shall not be entertained.

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- Students are advised not to contact any other official but "iNurture-CRaSA Team" only, in case of any clarifications regarding placement or internship to ensure validity of the information.

### E. ATTENDANCE, PUNCTUALITY AND DRESS CODE :

Students appearing for placement (Pre placement talks and interviews) are expected to:

- Be punctual and report at the given time
- To have 100% attendance record
- Attend with full preparation by going through relevant literature such as the company website, company's publicity material, JD, etc.
- Dress formally
- Carry their identity cards with them ON or OFF Campus
- Be available to attend placement talks or interviews during the entire placement season including during the Institution break or holidays
- Exceptions shall require prior approval from iNurture-CRaSA Team

### F. DISCIPLINE:

Students are expected to

- Maintain basic decorum, discipline and decency when company representatives are in the campus for placement related activities.
- Refrain from directly contacting companies which are expected to visit campus and instead speak with the iNurture-CRaSA Team for all such interactions with the company. –In case of any correspondence to the student directly by the company, it should be immediately notified to iNurture team by the student.
- Refrain from cheating or misbehaviour during the selection process (PPT / Test / GD / Interview)
- Comply with all University Partner or iNurture or Hiring Company placement rules.
- Maintain confidentiality on project allotted to the student
- In case of any emergencies students who are not being able to appear or attend placement related process they need to inform in writing within a weeks (7 days ) with valid proof (if applicable) to iNurture-CRaSA Team
- Student failing to response after repeated reminders from CRaSA team as well as academic team to a student by way of mails, calls , messaging forums, regarding internship and placement opportunities for a period of 30 days, will be termed as "inactive" and would be considered as not interested for placement from iNurture

iNurture-CRaSA Team reserves the right to debar students from placements in case they are found guilty of non-compliance with E & F .

### G. JOB OFFERS:

- PRE PLACEMENT OFFERS (PPO):** During their internship, students with good performance may receive a PPO from the internship company. A PPO is considered equivalent to a placement offer.
- OFFER ACCEPTANCE:** The students shall formally convey acceptance of a placement offer within 24 hours following the release of offer. The responsibility of going through the offer letter and complying with timely submission of documents lies entirely with the student. If a student refuses an offer, he/she will have to justify with a valid reason. The decision of iNurture-CRaSA Team shall be binding in such circumstances.
- MULTIPLE OFFERS:** Each student shall be eligible for **only one job offer** with a **minimum of three opportunities and hence cannot participate in further placement opportunities after receiving an offer**. If several results are declared on the same session / day, the student may choose from the offers in hand and inform the iNurture-CRaSA Team of his/her choice within 24 hrs of announcement of results.
- OFFER LETTER & TESTIMONIAL SUBMISSION :**  
It is the responsibility of students to submit a copy of their offer letter to iNurture-CRaSA Team. Placed students are requested to submit a testimonial to the iNurture-CRaSA Team.
- WITHDRAWING FROM PLACEMENT:** Students wishing to withdraw from placement after they have registered for placement shall do so through a formal written communication to the iNurture-CRaSA Team.
- Students opting out of placement need to fill up an opt-out form citing reasons for opting out and the form should be duly signed by student as well as concerned iNurture authorities.
- Bond:** iNurture-CRaSA Team does not support any monetary bond imposed on the selected student in a job offer given by hiring company. However any other clause mentioned by a company during their hiring process can be discussed with the student and taken ahead with the consent of the said student



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S. No.	Key points
1	Interested students of pre-final year are requested to register with <b>CraSA Team</b> by mid of May/June of every academic session.
2	All students irrespective of their CGPA / backlog can register with <b>CraSA Team</b> (Generally required CGPA is observed as 5.5 or 55%).
3	Students registered for placements will have to mandatorily participate in all campus drives/Competitions which are offering full time offers/PPO. If any student doesn't participate in three such campus drives/events, he/she will be considered to be opted out of the placements.
4	The students who are really interested in the jobs offered by Core Sectors/Domain Specific companies are required to mandatorily participate in all such opportunities, Campus Drives/ Online Events / Competition etc, and once they are selected/offered, they can not decline the offer failing which strict action will be taken against him/her.
5	If any student doesn't register and appear for <b>3 consecutive opportunities</b> , he/she will be kept on <b>HOLD</b> for further opportunities for <b>at-least 2 months</b> .
6	Each student can suggest 3 Preferred Options by the end of 6th Sem which may be further updated/revised at the beginning of 7th/6th Sem, provided he/she have to participate in all ITES opportunities
7	Student having PPO after summer/winter internship, cannot participate in other Placement and Internship processes except the opportunity of one <b>"Dream Offer"</b> . A student who decline PPO will be considered to be opted out of the placements and strict action will be taken against him/her.
8	In case of multiple opportunities on same day/same slot, he/she has to choose one offer out of the multiple offers within the specific deadlines.
9	In case, any recruiter declaring the interview results later, the student will be permitted to appear for subsequent processes, till the result is announced. The result of the first successful offer made to the candidate will be considered.
10	Students who get PPO in Preferred Options (P only offer) and unplaced students up to 31 Dec every year are advised to do their 8th/6th Semester Project in the University. Industry internship is encouraged only if there is a provision in that organization to convert the internship into Placement offer (PPO).
11	For a successful 'P+I' offer, the internship 'I' of the 'P+I' offer must be accepted and preceding internship-only offer (if any) stands automatically terminated. In case of pre-disclosed P+I offer, if the internship is not accepted, student is deemed to be opting out of the services offered by CRA SA office for all the further placement & internship process.
12	Student participating in the "Spot offer" process and selected, he/she will have to accept it and cannot participate in other processes except the opportunity of one "Dream Offer".
13	<b>"Dream Offer"</b> is the one which offers $\geq 1n1/2$ times the CTC of the Preferred Option offer in hand. A student gets maximum 2 opportunities to get ONE <b>"Dream Offer"</b> . (The placement process ceases with the first successful <b>"Dream Offer"</b> ).
14	<b>"Deferred Placements"</b> is introduced to help the unplaced students & they can avail the opportunities up to succeeding 2 years. Students who are part of E-Cell will be a part of this. They can participate in the placement after a cooling period of 2 years, provided the visiting recruiters agree.
15	In case a student after getting an offer wishes to go for higher studies, he/she should inform the CRA SA with an undertaking from Parents in writing maximum by 31st March of every academic year with a copy to Head of the Department.

### Other Important Points

1	CRA SA puts in every effort to include as many branches for a profile by a recruiter, but the decision of the recruiter will be final and binding.
2	Students are advised NOT to display / post / discuss any placement related matters on any of the social networking sites. Students violating this rule will be dealt strictly as per the iNurture norms.
3	Students registering with placement department but not showing interest for all eligible opportunities by not appearing / coming late / involving in malpractices / leaving the placement process midway without any genuine reason or deliberately underperforming during the process (PPTs, Test, GD, Interviews, etc.)/misbehaving/protocol violation etc will be first penalized with the written undertaking from the students. The second penalty for the students will be written undertaking from the parents. Third penalty will be out-of-further placement Processes.

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Sr. No.	Placement options for placed students	
	On Hand Offer	Next Eligible for
1	Offered from ITES (P, P+I)	PO (P+I, P), One Dream offer
2	Preferred Option (PO)- (P)	One Dream Offer
3	Preferred Option (P+I)	One Dream Offer
4	Preferred Option (I) without conversion	ITES, PO (P), One Dream Offer
5	Preferred Option (I) with potential for Conversion	ITES, One Dream Offer
6	Spot Offer (SO)	One Dream offer
7	Spot offer by ITES companies for Specialized profiles	One Dream offer
8	One Dream Offer	No other opportunities

**Nomenclatures:** P: Placement, I: Internship, ITES: IT Enabled Services, PO: Preferred Option (it can be preferred Domain / Company or both) SO: Spot Offer (OFF Campus)

CRaSA Team is not responsible for any Changes in allocated Job locations, Training period, Probation clauses, Job/Profile Rotations, Employers Rules and Regulations and any eventualities arising out of market conditions.

Exceptions to the above shall be discussed and is solely at the discretion of the iNurture-CRaSA Team and shall be binding on all students.

### iNurture CRaSA Team Contact Details

- Ms. Preety Jain, National Head – IT Placements
- Mr. Rupam Sinha Roy, Regional Head Placements East
- Mr. Praveen Kr. Saini, Manager Placements, North Zone
- Ms. Rahana V A, Regional Head Placements, West Zone
- Mr. Prashanth B, Manager Placements, South
- Mr. Sourmit Mondal, Manager Placements, East

### Faculty Contact Details

iNurture-CRaSA Team shall be the First Point of Contact for all placement related information / queries.

I acknowledge that I have read, comprehended and hereby agree to comply with the terms of the iNurture' Placement Policy and would like to register myself or my ward for placement for the academic year 2022-23.

Date: 20/12/2022

Place: KOLKATA

Name & Signature of Student: Vicky Bhattacharya

Roll No: 211001112020

Course & Branch: B. Sc IT (CTIS)

Name & Signature of Parent/Guardian:

Prabul Mohan Bhattacharya