CAREER DEVELOPMENT CENTRE
IIT KHARAGPUR

Dated: 14th July, 2017

Sub: Procedure for availing Internship and placement facilities – Registration process

CDC Office invites all the students who are either eligible for the compulsory internship or for the placement.

In order to avail this facility, students are required to register through their ERP Login under the CDC Tab.

Students are required to complete the profile within the deadline

For Internship: <u>On or before midnight of 24th July, 2017</u>

For Placement: We will notify very soon

Please note that the **Pre Placement Talks will start from 7th August 2017** 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 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 / Placement process2017-18

Please find the guidelines for enrolling with Career Development Centre for either Internship or placement during the year 2017-18.All the students must abide by the terms and conditions mentioned below. Students found violating these guidelines will be de-registered from the Internship/Placement process.

1. Eligibility for Placement

Internship	Placement
3rd Yr. of 4Yr. B.Tech 4th Yr. of 5Yr. DD 4th Yr. of 5Yr. Integrated M.Sc.	- Probable degree recipients in the convocation 2018 - MS/PhD students those who have submitted the synopsis.

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.
-   One can add/ modify additional information only during the re-registration process. (i.e. placement during Phase-II (January –April).
-   Only registered students will be able to take part in the further process. All other students will be treated as Not Interested/Off- Campus/ Non CDC track. We encourage such student to inform their placement 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.
-   Any student not registering in Phase II will be treated as placed.
-   Once applied, a student can withdraw for a specific company only till the last date of CV submission for that Company.
-   Once the last date is over you will not be able to withdraw from the process.
4. Selection
-   Once a student is offered, he/she has to accept the offer within the deadline. Failing which the offer is cancelled, further the student is treated as placed.
-   If any student has multiple offers in a single day/slot, he/she has to choose one within the specific deadline.
-   A candidate once selected, will not be able to apply and take part in the 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 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.
-   Any information mentioned by a candidate along with a documentary proof uploaded will be placed under "Certified Data" after due verification.
-   Any information either is not passed the verification or no documentary proof uploaded will be placed under "Not Certified Data".
-   Relevant data will be accessible to the company and hence in case of any misrepresented of information by a candidate, such candidate will be de-registered immediately and also would invite severe disciplinary action.

Student CDC Manual for Internship/Placement process 2017-18

Login

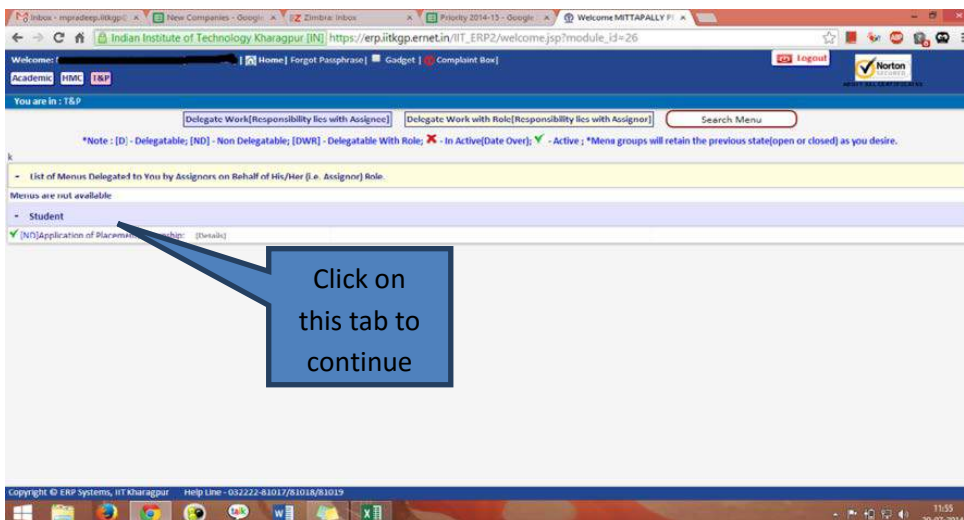1. To view the CDC access, you need to login to ERP portal with your access

Registering

2. Click on the CDC Tab

Click on the CDC tab

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

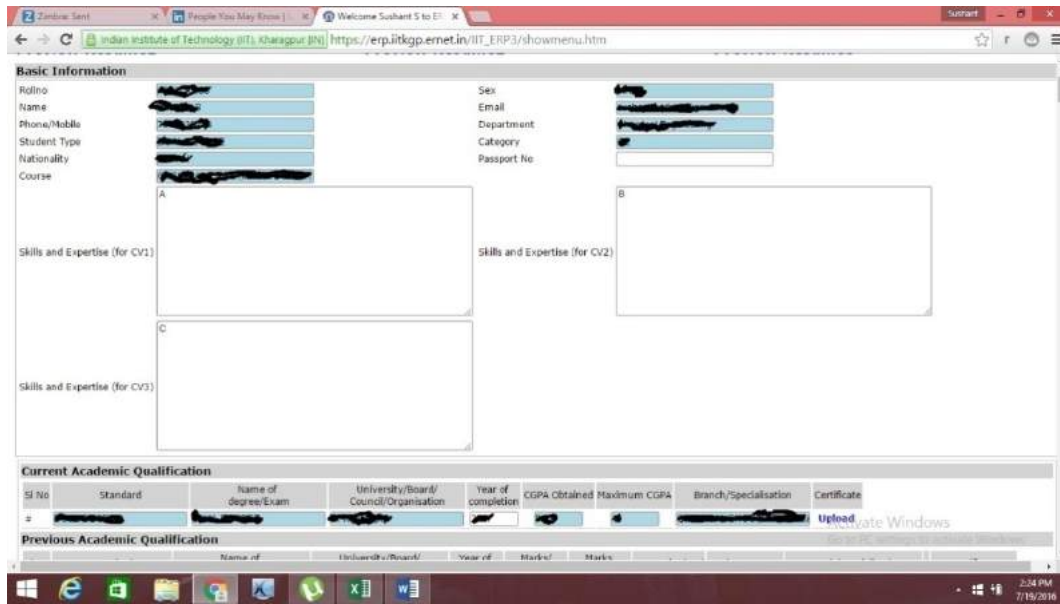Click on this tab to continue

4. Click on "Registration/Update Profile for Placement/ Internship" to register and to provide your information.
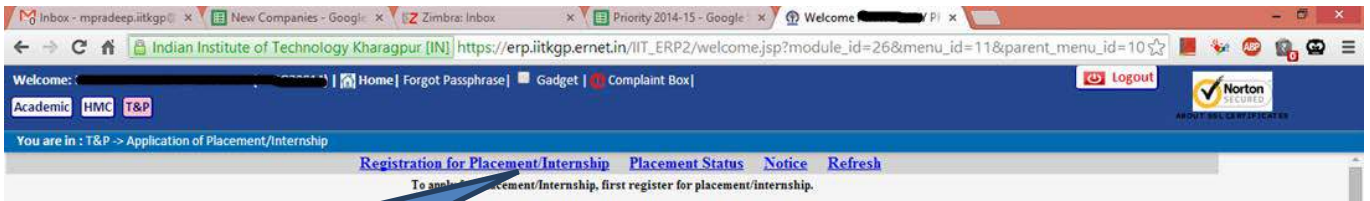
Click on this tab to register and enter your details

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 an each of the three CVS.

7. Once the forum is completed , click on "Update Profile" and CV preview options can be exercised on the top section as shown –
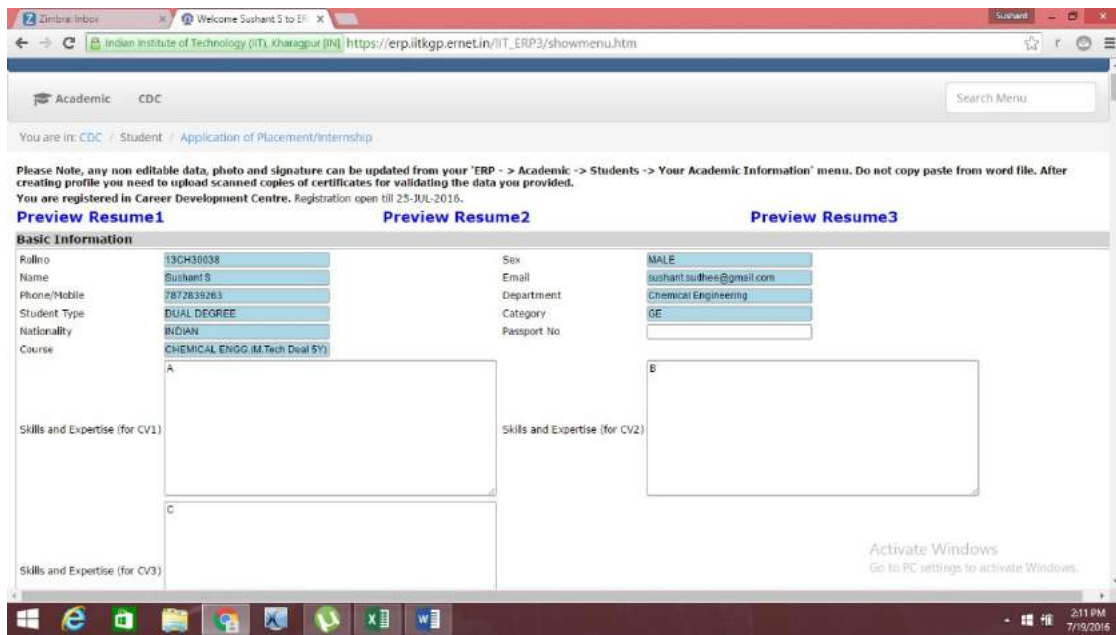
8. One cannot update any profile or CV once the last date of registration is over. However, any updates in your profile can be made once the re-registration starts during phase II for the students who are still not placed.

Applying for any company

Once successfully registered, view the eligible companies .
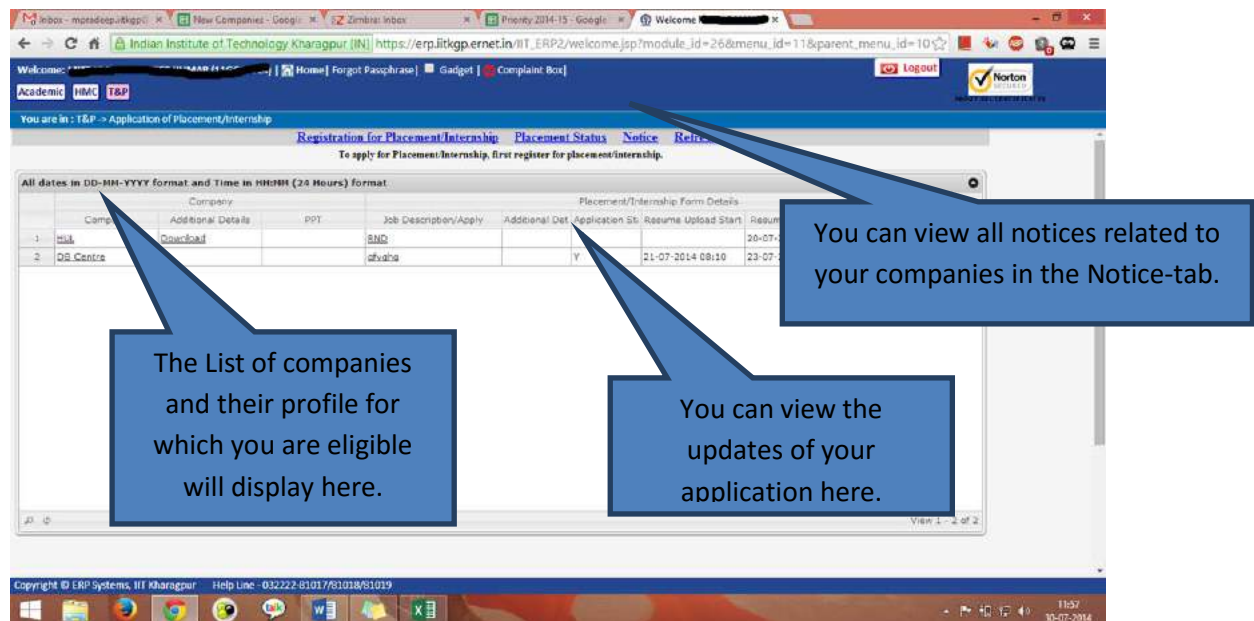
It is recommended to update your contact details, Profile picture etc. before completing the registration for Internship/Placement.

Important Information

Every student must create **THREE resumes**.

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Annexure - II

CDC Calendar for Internship - 2017

Activity	Timeline
CDC registration notice for internship	14thJuly 2017
Student's registration for internship	14th– 24thJuly 2017
PPTs for Internship/ Placement	7th August 2017 onwards
CV collection for internship	31st July 2017 Onwards
Internship preliminary round (online/offline test & GDs only)	11th August 2017
Internship selection- day 1	12th August2017 (Saturday)

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 bullets points from word documents. While copying please keep the front of word & bullets same.

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 when 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?

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.

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.