

## Rules for Students registered in CDC for Internships/ Placements

Registration in CDC within the given deadlines is mandatory for on-campus offers. CDC has chosen Superset as the online platform for conducting and managing end to end CDC assisted internships and placements processes. Company registration, student registration, internship and placement applications, notices and results will be announced through Superset portal. Students intending to participate in CDC assisted internship and placement process need to register and familiarize themselves with Superset portal. CDC will announce for registration in Superset portal at the start of the academic year to pre-final and final year students. Students intending for CDC assisted internship and placement are required to complete the registration in Superset portal within the due date announced by CDC. Student, who has not completed registration in Superset portal, will not be able to participate in CDC managed internship and placement process. Superset Coordinates and Help Guide Links are provided below as reference -

**Student Email Support ID:** [support@joinsuperset.com](mailto:support@joinsuperset.com) this support ID is solely for students and they can contact for support in case they are facing any issues while using the platform.

### **Superset Student App Help Guide Link(for students):**

<https://app.joinsuperset.com/support/#!/student/help>

1. Student's eligibility for internship / placement process will be decided as per company eligibility criteria.
2. CDC follows the policy of One-Student-One-Job for all the CDC assisted offers, irrespective of the company status (PSU/Private/Government/Education Sector etc.) and / or CTC offered. The policy is applicable separately for both internship hiring and full time hiring.
3. A student will have to give his/her preference before start of a hiring process if he/she is appearing for hiring process of more than one company on a given slot. The choice of the student will be final if the student is selected by multiple companies. If no choice is filled up by the student, CDC will assign the same.
4. Any student who denies a full time placement offer after selection will be debarred from all the subsequent hiring process.
5. Any student who denies an Internship offer after selection will be debarred from all the subsequent internship hiring process.
6. Any final year student who has accepted Pre Placement Offer (PPO) during/after internship cannot appear in any subsequent placement process conducted through CDC.
7. Any student who has accepted an internship offer through Online Contests facilitated/assisted by IIT(ISM) will be considered as on-campus internship offer and One-Student-One-Job policy shall come into force.

8. Any final year student who has accepted a PPO by company through Online Contests facilitated/assisted by IIT(ISM) will not be allowed to appear in any placement process conducted through CDC in his/her final year.
9. A pre-final year student (of all programs) who has accepted a PPO by company through campus hiring or Online Contests facilitated/assisted by IIT(ISM) before pre-final year internship drive can appear for intern hiring process only in the pre-final year. However, the student cannot appear for PPO process of the company in which he/she is doing/undergoing the internship. (This is applicable for B. Tech/ Integrated student who does internship after his/her second year and subsequently gets a PPO).
10. Any pre-final year student who has accepted Returning Internship offer cannot appear for the intern hiring process of any other company. (This is applicable for B. Tech/ Integrated student who does internship after his/her second year and subsequently gets a returning internship offer)
11. Students in general are strongly discouraged not to apply for companies in which they are not interested to join in event of selection. If a candidate registers for a particular company, he/she has to appear for all the hiring processes of the company. In case he/she decides not to appear for the hiring process of the company, he/she should intimate CDC in writing at least five (5) days before the scheduled test/GD/interview only in cases of emergency or other genuine reasons; such request will be entertained only once and cases of disinterest in process after registration will not be considered. Otherwise the candidate will be considered as absent and will be debarred from all the subsequent hiring process.
12. Any student getting pre-placement interview (PPI) offer from a company can appear in the hiring process of other companies visiting campus before that company. If the student gets placement offer from any company in which he /she is appearing, the student will have to accept the offer and will not be allowed to avail the PPI offer.
13. The students are instructed not to make any direct contact with company executives during placement session. In case of defiance, the candidate will be debarred from all the subsequent hiring process.
14. If a student displays inappropriate behavior/communication (verbal/written/digital) during placement process, he/she may be debarred from the placement process of that particular company. The student will also be subjected to institute's disciplinary rules.
15. Punctuality is the hall mark of any decent activity/ process. Any student reporting beyond 10 minutes of the scheduled reporting time of any company process may be debarred from the placement process of that particular company. Conditions stated in point#11 may also apply. The student will also be subjected to institute's disciplinary rules.
16. Any act of cheating/violating the instructions given by CDC/company personnel/coordinators during a hiring process will disqualify the student from participating in the company hiring process. The student will also be subjected to institute's disciplinary rules.
17. If the activities mentioned in points (14), (15) & (16) are repeated more than once by a student, he/she will be debarred from the entire placement process.

18. Unauthorized entry of students (other than the SCPT members and the CDC approved coordinators) to CDC premises during an ongoing hiring process will be considered as an act of indiscipline and may invite an appropriate disciplinary action.
19. Students uphold the reputation of the Institute while working in the industry as interns and full time employee. During the course of internship and first six months of full time employment, students are expected to maintain professional behavior with the company personnel. Students need to be resilient and adaptable to changes that are expected in the industry. Students are required to sort out issues amicably and avoid extreme situations such as termination or formal complain to the Institute. In case of formal complaint from the company to the Institute, termination of the internship, employment etc., and the student will be subjected to institute's disciplinary rules.
20. Students are in the heart of the entire exercise of internship and placement. While undergoing these two processes the students should be vigilant and alert. They should always be in touch with concerned students' representative, CDC officials and if necessary with CDC Chairs. The students should note that the information/ notices placed by CDC website through the automation platform (Superset) are the official one.
21. Students need to be careful regarding the communication made by any individual and /or/ through any other applications/ portal. On some occasion students might get phone call from a company and they may be asked to participate in a selection process. In that case, students should immediately inform CDC office to verify the process. In this regard, it is pertinent to mention that telephonic interview, video conferencing, Skype/Google hang out all these types of virtual processing is also taken care by CDC office at designated places, with proper and prior information. Without prior information about these processes, CDC may disown the entire selection process done by a company.
22. As the most of this recruitment process is online and Superset based, students will get updated information through notices uploaded by CDC team from time to time. Students are advised to check the Superset notices at regular intervals. However at the back end CDC team will be there to assist you.
23. In a bid to strengthen the relationship of CDC with certain industry-leader companies of core sector and Public Sector Undertakings (PSUs), CDC will accord the status of "No-Decline Companies" to various companies. The aim is to reduce the drop-out rates of such companies to a total zero, as well as encourage the most interested students to apply and secure internship and full-time offers with such companies - thus benefiting both the students and companies alike. PSUs may be given premium slots by CDC to hire before Day 0/1. CDC may decide to relax the one-student-one job policy in the case of some PSUs or companies which come at a later date after end of Phase-1.
24. The following points are applicable for all internship and full-time opportunities from No-Decline Companies:
  - 24.1. The decision of marking a company as a No-Decline Company will be taken by CDC. When opening the opportunity for applications on Superset, students will be

informed right from the beginning that the opportunity is from a No-Decline Company - so that students have all the time to make an informed decision about whether to apply for the opportunity or not.

24.2. The students who apply for a No-Decline Company are bound to appear for the screening process (test / group discussion) of the company.

24.3. The students who are shortlisted for interview with a No-Decline Company are bound to appear for the interview process of the company.

24.4. In case the students are shortlisted for interviews with multiple companies, with the process of all such companies being held on the same day/slot, then the students must ensure that they fill No-Decline Companies as the topmost priorities in the Interview Selection Priority Form circulated before the interview process. All No-Decline Companies must appear before other companies in the priority list.

24.5. If a student secures an offer from a No-Decline Company, he/she must honor it by ensuring that he/she pursues the internship / job.

24.6. If a student secures a Pre-Placement Offer (PPO) from a No-Decline Company, the student will be blocked for the No-Decline Company and will become ineligible for the On-Campus Full-Time Hiring Process of the year.

Please contact the CDC office for any queries.

<b>Type of Grievances</b>	<b>Contact Details</b>
Initial registration problems, Post selection grievances such as offer letter not received, CTC not matching JNF, relaxation from blocking, replies to Show-Cause notices etc.	<b>cdc@iitism.ac.in</b>
Pre selection grievances such as online test link not received, branch inclusion, relaxation in eligibility criteria etc.	<b>cdc_scpt@iitism.ac.in</b>
Superset related queries – profile not verified, not able to apply for job	<b>cdc_superset@iitism.ac.in</b>