



NOTIFICATION

This is for information to all the final year students of NIT Agartala (UG & PG) that, based on the approval of the Competent Authority the new institute placement policy, rules and regulation has been framed which is given as Annexure –A.

The students are inform to strictly follow the institute placement policy, rules and regulation.

Dr. John Deb Barma
Chairman, CCD

1. The P.S to the Director, NIT Agartala for kind information to the Director.
2. The Registrar, NIT Agartala for kind information.
3. Dean (AA), NIT Agartala for kind information.
4. Dean (SW), NIT Agartala for kind information.
5. All HoDs, NIT Agartala for kind information.
6. The system administrator, for uploading the notice to Institute website.

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INSTITUTE PLACEMENT POLICY

A student can avail a **maximum of three Job offers from the campus**, the details are as follows:

1. **NORMAL TIER:** Registered eligible students **interested** in the job can participate in the placement drive under the Normal Tier. (**OPTIONAL**)
 2. **STANDARD TIER:** All registered eligible students are **required** to participate in the placement drive under the Standard Tier. (**COMPULSORY**)
 3. **DREAM TIER:** Registered eligible students **interested** in the job can participate in the placement drive under the Dream Tier. (**OPTIONAL**)
- Any company that will offer an internship followed by **Performance-Based Offer** will be allocated under the **STANDARD TIER**. But the drive will be optional for the eligible students. Any students selected for internship followed by performance-based PPO /FTE will be allowed to participate in **DREAM AND NORMAL TIER** placement drives
 - The allocation of tiers (NORMAL, STANDARD, & DREAM) will be decided by the CCD, NIT Agartala based on factors such as the institute's industry relationships, future prospects, company prospects, institutional prospects, and other parameters.
 - **All PSUs will be considered under DREAM Tier.**
 - If a student is placed in the DREAM Tier, they will not be allowed to participate in any other campus placement drives.
 - If a student is placed in the STANDARD Tier, they may not be allowed to participate in the NORMAL Tier campus placement drive. However, they may be allowed to participate in the DREAM Tier campus placement drive.
 - If a student is placed in the NORMAL Tier, they may be allowed to participate in both the STANDARD Tier and DREAM Tier campus placement drives.
 - If a student got placed in any **DREAM TIER** company he/she will not be allowed any other **Internship/ Intern + FTE/ Intern followed by PPO**

INSTITUTE PLACEMENT RULES AND REGULATION

A. ELIGIBILITY & REGISTRATION:

1. All the final student interested in campus placement (On campus and off campus) should register for campus placements with the Centre for Career Development (CCD). Placement Registration is for final placement session only.
2. Registration for all programs/degrees will be done during the month of June.
3. Campus placement is a facility provided for the students. Students not interested in placement are advised not to register for placement. Students who do not register for placement have to compulsorily give the declaration for not participating in the placement drives while completing the semester registration process. Students, who have not registered for placement, won't be allowed to appear in any of the placement process (even in Public Sector Units) that happens through CCD, NIT Agartala.



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Centre for Career Development
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National Institute of Technology Agartala
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Agartala, Tripura, INDIA 799 046

4. Students have to fill up a Google form to register for the placement session. Student who does not register will not be enlisted in the students available for placement. It is the responsibility of the student coordinators of respective department to complete the registration process in time as decided by the CCD.
5. In the Google form there should be a declaration that "All the information provided in the Google form is true to my knowledge and any violation in the information provided will be punishable by the authority" and an acceptance of the terms and conditions.

B. TERMS AND CONDITIONS:

Placement Policy: Information on the placement policy has to be cleared to the students registering for placements with a declaration as follows:

I have read and completely understood the placement policy with its pros and cons and I accept that I will abide the rules and regulations framed by Centre for Career Development.

C. PRE-PLACEMENT TALKS (PPT):

1. Information regarding PPT will be provided through the respective student placement coordinator(s) well in advance. Students should be seated in the designated venue 15 minutes before the scheduled start of the PPT.
2. Attendance for PPT is compulsory and if students did not appear for PPT, action will be taken as per the Student Discipline Manual.
3. Students must go through the complete selection process of a particular company, once they have registered for that drive.
4. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT and/or interview process.

D. DRESS CODE:

Students must be formally dressed whenever they participate in any interaction with a company (Physical and Virtual)

CCD office reserves the right to remove a student from attending the selection process/ PPT, if they do not follow the below mentioned dress code:

During Placement/ PPT/ Written test/online test / Interview Session

Full Sleeve Shirt (preferably white or light colored (tucked in) with formal blazer/ overcoat and tie (preferably Navy blue or black colored)

Formal Trousers, (preferably black or dark colored (full pant) (No Jeans)

Formal Shoes (polished)

Should be taken as compulsory dress code for Boys.

Selwar Kameez/ Sarees or full formal suit with formal polished shoes for girl students

Should be taken as compulsory dress code for Girls.

For defaulter action will be taken as per the Student Discipline Manual.

E. IDENTITY CARDS:

Students must bring their institute identity cards with them whenever they go through a placement process. Without identity cards, they won't be allowed to take part in the placement process.



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F. PLACEMENT PROCESS:

It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the respective groups. Students are expected to be punctual.

G. ATTENDANCE & PUNCTUALITY:

I. Registered shortlisted students are bound to go through the entire selection process unless rejected in between by the company. Any student who withdraws intentionally in the middle of a selection process, action will be taken as per the Student Discipline Manual.

II. Late comers for PPT/ Aptitude test / GD / interview/ or other process, action will be taken as per the Student Discipline Manual.

III. DISCIPLINE: Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the disciplinary rules set by the company or defaming the institute name, action will be taken as per the Student Discipline Manual.

IV. UG student, after registration it is compulsory to participate in all the campus recruitment drive of the institute, failing which, action will be taken as per the Student Discipline Manual.

V. PG student, after registration it is compulsory to participate in all the campus recruitment drive of the institute, failing which, action will be taken as per the Student Discipline Manual.

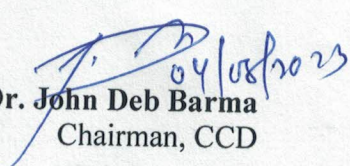
VI. For Students found involving in any misbehaving in any form in the selection process (at any stage), action will be taken as per the Student Discipline Manual.

VII. If any company changes terms and condition or other criteria after the declaration of the result, CCD will not be responsible for the same.

VIII. If any communication received by CCD from the HR of any company, stating that "selected students will not be allowed to sit in any further placement drive" then, the students will be given a choice whether to sit for the particular placement drive or not. Irrespective of the placement policy, the same shall be implemented, but this information regarding the condition levied by the company will be informed to the students prior to the placement process.

IX. For all matters not covered by the above regulations, the CCD office will use its preference to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.

X. CCD holds the right to make exceptions to the Rules and Regulation, Policies on consultation with the authority as and when required for the benefit of the Institute.


Dr. John Deb Barma
Chairman, CCD