



POLICY DOCUMENT CAREER DEVELOPMENT SERVICES

IIT GANDHINAGAR



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Instructions

General

- » CDS is just a facilitator and counselor for placement and internship activities, CDS does not guarantee a job/internship offer, The responsibility/decision of appearing for the placement or internship process for an organization lies entirely with the student.
- » During the placement/internship process the student has to (i) register with the CDS i.e. through the pre-registration and final registration process: Pre-registration is mandatory for final registration and (ii) register individually in each company/organization/institute for which he/she is eligible and interested before the deadline.
- » Requests from students regarding extension of registration processes will not be considered.
By default there will be two options while filling up the registration form.
 - » 1) Yes: which means a student has expressed interest to avail the placement/internship services.
 - » 2. No : mention Reason for not interested in Placement (e.g. interested in higher studies, competitive exams preparation like UPSC/GATE, Entrepreneurship)
- » CPI and backlog status will be considered as received from the academic office. CPI will be considered up to one decimal (Ex: 7.5). Courses having 0 credit such as PE/FP/Viva-voce will not be considered as backlog.
- » If a student secures any external placement/internship opportunity, then he/she should inform CDS officials within 24 hours of receiving the selection mail.
- » During the recruitment process, the student must be prepared to participate in the process, either online or offline—at short notice, as per the organization's requirements.
- » For detailed understanding of this policy document, FAQs mentioned at last may help.
- » Acceptance or Rejection of External CDS Offers: (i) If a student accepts an off-campus offer, they will be automatically deregistered from the CDS placement process, and the registration fee will be refunded. (ii) If a student wishes to continue participating in the ongoing CDS process, they must formally reject the off-campus offer.
- » The Faculty in Charge CDS shall have the discretion to alter/modify/amend/repeal any of the rules/guidelines/notices in the larger interest of the students and the objective of the CDS. In case of discrepancies, all decisions (including points not mentioned in this policy) taken by Faculty in Charge CDS would be final and will not be revoked under any circumstances.
- » For any queries, may write to cds@iitgn.ac.in

Penalties

- » Disciplinary actions and De-registration from CDS processes:
- » Attempting cheating/malpractices during the selection process or violating the instructions given by CDS/ company personnel/coordinators
- » Displays inappropriate behavior/communication
- » Violating the **honor code** of the institute.
- » Submission of incorrect information on resume with an intention to cheat.
- » Failure to inform CDS about securing Placement/ internship offer (External Offer) within 24 hours.
- » Failure to attend any scheduled interview round(s) during the recruitment process will result in disqualification from the placement and/or internship process.

Strike: The moment a student receives the 2nd strike, he/she will be out of the placement and/or internship process. Strike will carry forward as you progress in the next semester. A Strike will be counted under the following circumstances:

- » After registering for an organization, students do not attend all pre-interview processes including PPT, Test, GD etc.
- » Students initiate a direct communication with HR/Organization/Institute before the result is declared by the CDS.
- » Students do not submit the reports requested by CDS for the projects undertaken during the academic internships secured via CDS.
- » Submitting resume other than **CDS format**.
- » Not participating in the specific/ mandatory sessions organized by PDC/CDS.
- » Submission of incorrect information such as CPI, backlog status, or program details, etc. while filling out the opportunity form during the placement or internship process.
- » Declining/Leaving internship offers secured through the CDS office is not allowed. If a student did not join the internship / left the internship in between without having a genuine reason and the organisation informs the CDS office about the same, CDS office can take disciplinary action against the student such as debarring the student for further CDS activities.
- » Any inappropriate behaviour reported by the recruiter*.

*Can be considered as a penalty after due deliberation.



Career Preparation

Mandatory Sessions

From the coming placement season, CDS, in collaboration with the PDC will be organizing a set of mock tests, mock interviews and information sessions. All sessions will be mandatory for the students in order to confirm their registration for internship and placement drive.

Placement Policy

Timeline

- » Cycle Start Date: 22nd April 2025 – 6:30PM TO 9:00PM
- » First Open House: 22nd April 2025 – 6:30PM TO 9:00PM
- » Second Open House: 13th September 2025 – 11:00AM TO 12:00NOON
- » Registration Process:
 - » Phase 1: Pre-Registration: 1st May to 30th May 2025
 - » Phase 2: Final Registration: 1st September to 12th September 2025
- » Pre Placement Talk & Test: 8th October 2025 Onwards
- » Interview Process: 27th October 2025
- » Cycle End Date: 31st July 2026
- » Deregistration Process:
 - » Phase 1: Deregistration: 15th April to 30th April 2026 (full refund)
 - » Phase 2: Deregistration: 1st May to 30th June 2026 (partial refund i.e. 50%)
- » No Refund: Refunds will not be provided if:
 - » You have received a job offer through the CDS.
 - » You are deregistered due to a violation of CDS policies.
 - » You fail to submit a de-registration request before the end of the Phase 2 deregistration.

Please note: Pre-Registration is MUST to participate in the Placement Process.

Eligibility

- » Mandatory Fee Payment: The placement registration fee of Rs 1,000/- will apply to all eligible students interested in participating in the placement process.
- » Students graduating/Post graduating in 2026 and have registered with CDS before the deadline and have no pending disciplinary actions against them will be eligible.
- » Students who opted for deferred placements in previous two years may be considered subject to CDS approval.
- » CDS does not decide eligibility criteria for students, student's eligibility for a hiring process will be decided as per company/organization's eligibility criteria received by CDS.
- » PPI (pre-placement interview) would be considered as a regular interview process and the CDS eligibility rules will be applicable.
- » Students who are considered eligible for organizations allowing minors, need to complete minors before their graduation, failing to which CDS will inform the same to the organization and there could be consequences

Selection and Preferences

- » A student can avail a maximum of 1 job offer through CDS i.e. one student one offer policy.

- » A student can apply for any number of companies until he/she gets one job offer.
- » In a rare case such as of 'Day 0' where multiple organizations are scheduled on a single day, if a student gets multiple offers on a single day, he/she can choose only one offer as per their preference after receiving the job offer and communicate their decision to the CDS office on the same day.
- » If for certain reasons, the process of the organization is extended to another day, students will not be considered for the recruitment process of those companies (excluding Day 0 situation).
- » The moment students receive the first job offer, irrespective of any pending recruitment processes in any organizations, he/she will be considered ineligible for further placement (except situations like day 0 where multiple companies are scheduled and expected to declare results on the same day).
- » PPOs channeled through CDS, once accepted, will be counted as a job offer and rest of the CDS rule becomes applicable unless the student rejects the offer in which case he/she is eligible to use CDS placement services as per normal rules. After accepting the PPO, he/she will be considered ineligible for further placement as per one student one placement policy.
- » Once a student receives an offer from any company, other than through PPO route which will be governed by above rule, he / she is considered as placed irrespective of student's acceptance or rejection of the offer.
- » In a single day, If you are simultaneously appearing in the hiring process for two companies, say A&B, if the results of A delays and if you are selected in B company, this will be treated as the first offer and he/she will be considered ineligible for further placement (Excluding Day 0 situation).
- » In case if the company revokes an offer once offered during the cycle, the student should inform CDS within 24 hours. CDS will review the matter, and based on the outcome, the student may be deemed eligible to apply for available opportunities during that cycle. Note that the revocation of the offer does not make a student eligible for the deferred placement.

Deferred Placement Policy

- » This policy is to encourage IITGN students to start entrepreneurial ventures only.
- » Students who are approved for this option will not be allowed to take part in the current placement season. The deferred placement option for the students will be open until 2 subsequent placement cycles.
- » A student must approach by themselves and re-register with CDS to avail deferred placement (during the registration process period). Once approved, students can appear for the process.
- » All rules related to CDS (including revisions) as well as student advisories, as prevalent at the time of re-registration, will be applicable to students opting for deferred placement.

Industrial Internship Policy

Summer (2-3 months; May - July) and Semester Long (6-month; May - Nov.) Internships

Timeline

- » Cycle Start Date: 22nd April 2025 – 6:30PM TO 9:00PM
- » First Open House: 22nd April 2025 – 6:30PM TO 9:00PM
- » Second Open House: 13th June 2025 – 6:30PM TO 9:00PM
- » Registration Process:
 - » Phase 1: Pre-Registration: 1st May to 30th May 2025
 - » Phase 2: Final Registration: 15th June to 30th June 2025
- » Pre Placement Talk & Test: 15th July 2025 to 30th July 2025
- » Interview Process: 5th August 2025 onwards
- » Cycle End Date: May 2026

Eligibility

(Summer Internship of 3 Months)

- » All BTech and BTech + MTech Dual degree students of third year only, Dual Major B. Tech. students of third and Fourth year and have registered with CDS before the deadline and have no pending disciplinary actions against them will be eligible.
- » CDS does not decide eligibility criteria for students, Student's eligibility for a hiring process will be decided as per company/organization's eligibility criteria received by CDS.
- » PPI (Pre-Placement Interview) would be considered as a regular interview process and the CDS eligibility rules will be applicable.
- » Any final year student having been selected by a company for full time hiring through CDS, cannot further apply for internship.
- » Once a student secures an internship opportunity, he/she will be opted out from all pending and future internship opportunities (both industrial and academic).
- » The students enrolled in dual major programs will become eligible for internship in the second discipline only at the beginning of fourth year. It should be noted that they are eligible for internship in their primary discipline starting third year.
- » The student enrolled in BTech+ MTech Dual degree are eligible for internship in their BTech discipline in their third year only.

(Semester-long Internship of 6 Months)

- » All BTech, Dual Major BTech and BTech + MTech Dual degree students of third year only, who have registered with CDS before the deadline and have no pending disciplinary actions against them will be eligible.
- » CDS does not decide eligibility criteria for students, Student's eligibility for a hiring process will be decided as per company/organization's eligibility criteria received by CDS.
- » PPI (Pre-Placement Interview) would be considered as a regular interview process and the CDS eligibility rules will be applicable.
- » Any final year student having been selected by a company for full time hiring through CDS, cannot further apply for internship.
- » Once a student secures an internship opportunity, he/she will be opted out from all pending and future internship opportunities (both industrial and academic).
- » Please note that final registration for the semester-long internship is subject to recommendation/ approval of graduation plan by FA/ HOD ([refer to the flow chart](#)).

Selection and Preferences

- » IITGN follows one student one internship policy and encourages students to apply for internship ONLY if they are interested. A student will be considered for the particular organization/institute for the internship from where the selection result will come first (out of all the opportunities that student has applied - Industrial / Academic).
- » In rare cases, there may be more than one parallel running final interviews on the same day, if selected in more than one organization, students will have the option to choose anyone within 24 hours and communicate about their final decision to CDS.
- » Once a student receives an offer from any company, he/she is considered as placed irrespective of student's acceptance or rejection of the offer. Students receiving an offer from one company will be automatically restricted to apply for any more companies.
- » If you are simultaneously appearing in the hiring process for two companies, say A&B, if the results of A

delays and if you are selected in B company, this will be treated as the first offer and vice versa.

- » Students who do not want to pursue an internship opportunity offered through CDS should communicate with the CDS team before making any decisions. Students should not communicate directly with the organization. Doing so would result in deregistering the students from further CDS internship and placement opportunities.
- » If a student gets an internship through CDS, she/he is expected to complete the internship.
- » Students are encouraged to accept PPO based internship offers.
- » Declining/Leaving internship offers secured through the CDS office is not allowed. If a student did not join the internship / left the internship in between without prior approval of CDS, CDS office can take disciplinary action against the student such as debarring the student for further CDS activities or a strike or both.

Academic Internship Policy

Timeline

- » Cycle Start Date: 22nd April 2025 – 6:30PM TO 9:00PM
- » Open House: 22nd April 2025 – 6:30PM TO 9:00PM
- » Registration Process:
 - » Phase 1: Pre-Registration: 1st May 2025 to 30th May 2025
 - » Phase 2: Final Registration: August 2025
(Collection of CV and SOP for academic internship: Mid-august 2025)
- » Ranking by Disciplines: September 2025
(The resumes and SOPs are shared with the respective Discipline Coordinators to rank the students. This process is Discipline-specific. CDS shares the ranks individually with students once received from Discipline Coordinators)
- » Advertisement of opportunities, applications, nominations and selections: October 2025

Eligibility

- » All BTech and BTech + MTech Dual degree students of Third year only, Dual Major BTech students of third and Fourth year and have registered with CDS before the deadline and have no pending disciplinary actions against them will be eligible.
- » The applicant should not have accepted any other offer of industrial/academic internship via CDS or on their own during the particular cycle. Internships performed during the previous cycle or semesters are acceptable
- » The applicant should not be registered for any courses at IITGN that are offered during the internship period.
- » The applicant should not be in GPS.
- » The applicant should satisfy any additional eligibility criteria listed for the advertised internship position.
- » The students enrolled in dual major programs will become eligible for internship in the second discipline only at the beginning of fourth year. It should be noted that they are eligible for internship in their primary discipline starting third year.
- » The student enrolled in BTech-MTech Dual degree are eligible for internship in their BTech discipline in their third year only.

Financial support

- » It includes stipends/travel and VISA expenses/living expenses/soft loans etc.
- » CDS does not provide funding to the students for the academic internship. The financial support is decided

by the students' affairs office at IITGN.

- » In case of a prior agreement/understanding between IITGN and the International University/Institute, financial assistance may be provided by IITGN. The nature and extent of financial support provided by IITGN may depend on the support provided by the International University/Institute in the form of stipend, travel expenses, hostel facility, etc.
- » Any inquiries related to the financial support should be directed to the students affairs office.
- » Students who secure an online academic internship via CDS do not typically receive financial support. However, financial support may be provided in cases where prior agreement exists with the International University/Institute.

Expectations from students

- » Students are expected to follow the deadlines.
- » Students should apply to the internship only if they are interested in it and join it, if offered.
- » Students are expected to do thorough analysis before applying for any opportunity and should have a clear understanding of how such an opportunity will help them in the future.
- » Students are supposed to prepare resumes in adherence to CDS norms and appear for the interviews with appropriate formal wear.
- » Students who applied for an internship are expected to attend the entire process of selection wholeheartedly, upholding the honor code.
- » Students are expected to inform the CDS within 24 hours of accepting the offer from any academic/ industrial internship during the application process. The above also applies to internships not secured via CDS and online internships.
- » Students are not supposed to email the faculty from the Universities/Institutes to whom they have applied via CDS during the selection process. The CDS will inform the selected students if they should contact their host at the international University/Institute.
- » Students selected for an internship opportunity availed through CDS are expected to join the organization.
- » Students are expected to utilize their stay at the International University/Institute to pursue their research projects. They are also expected to regularly meet their advisor(s) and diligently attend laboratories and/or classes.
- » Students are expected to follow the rules and values of the International University/Institute, and the laws of the host country.
- » Students who complete the internships are required to present their work to the IITGN community through at least one of the following forums:
 - » Undergraduate Research Conclave (UGRC)
 - » SRIP poster session
 - » Institute Symposiums
- » It is expected that students will continue the research work done during the internship after coming back to ensure there is a logical conclusion to the project (e.g. a publication).
- » Students are expected to update CDS on their bi-weekly progress for the entire internship duration.
- » Students are expected to apply for VISA/other paperwork formalities well in time to avoid high airfares resulting from late booking.
- » While awaiting disbursement of financial support from the Institute/stipend, students should seek a soft loan to minimize delay in bookings.
- » It is expected that those applying for international internships already have a valid passport.
- » Students are expected to contact the CDS office, CDS head or Coordinator of Internships for any queries

or clarifications during the announced office hours.

- » Declining/Leaving internship offers secured through the CDS office is not normally allowed. If a student did not join the internship / left the internship in between without having a genuine reason and the University informs the CDS office about the same, CDS office can take disciplinary action against the student such as debarring the student for further CDS activities or a strike or both.

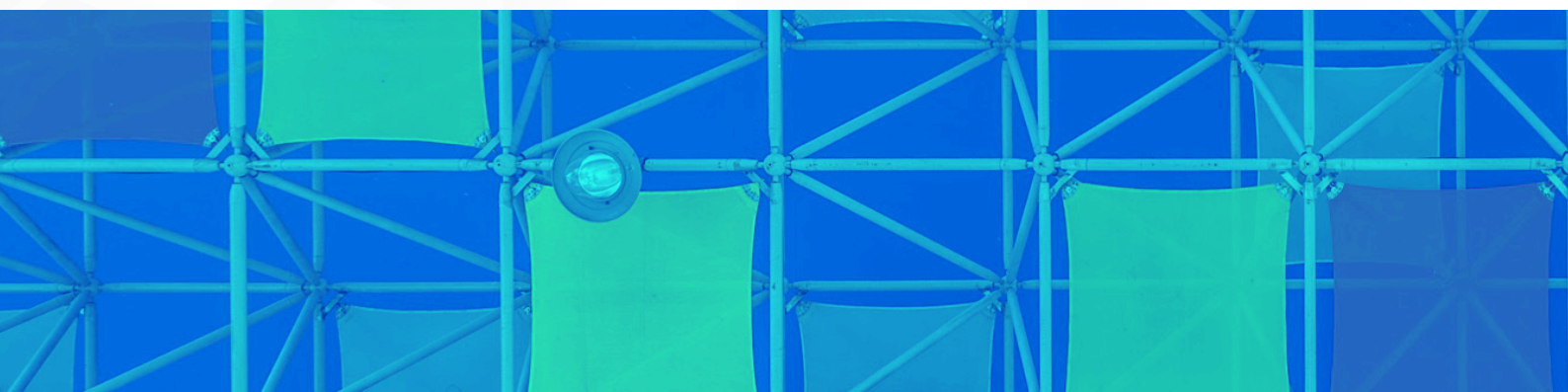
Documentation

- » The following documents will be collected by the CDS at the start of a cycle from the students that are interested in the international internships.
- » Updated Resume
 - » Format for resume ([link](#))
 - » The information should be up-to-date
 - » Prioritize the research projects that are performed individually
- » Academic Statement of Purpose: Students must submit a statement highlighting the following points to be eligible to be considered for any research internship:
 - » Inclination towards research including previous work, if any
 - » Areas of interest
 - » Initiative and team-work

Guidelines for students

Common guidelines for students are as under:

- » Students should use a laptop/desktop for online tests, GDs, and interview processes. Students should check the audio, video, and internet connectivity in their devices. Students should use Institute's Computer Labs if required and mandatorily when informed by CDS for a specific company's process.
- » Each student needs to have a clear idea of their future plans (i.e higher studies / campus placement / entrepreneurship / competitive exams) and accordingly participate in the placement process. If a student is strongly interested in higher studies or entrepreneurship or other paths, then it is better not to participate in the placement process. Taking a job and not joining will affect (a) company, (b) other students including junior batches and (c) IITGN reputation. It is solely the responsibility of students to check mails / announcements / notices / updates etc. from the Student coordinators / CDS Office
- » Keep checking emails from CDS regularly.
- » Always keep CV & documents handy as soft-copy online for any placement activity along with hard copies.
- » Do not forget to bring an institute IDcard, Govt. ID proof and few copies of resume at the time of recruitment process.
- » Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the CV.
- » Requests for providing printouts & photocopies from CDS office will not be entertained as they cause disruption to regular activities.
- » Students must wear business formals during the entire recruitment process. Students should come in proper attire, shaved face, combed hair etc.



- » All students are encouraged to attend pre placement talk of all organizations irrespective of the fact that they have applied or not. This will help you to know more about the opportunities and organizations.
- » All registered students for placement are expected and should actively participate in various training programs and mock interview and GD process that will be scheduled time to time by CDS and PDC.
- » The student must safely maintain originals of all certificates (as applicable) including birth, SSC, education, caste, income, medical, domicile, passport, PAN, and other certificates etc. These originals should be made available for verification at any time during the process. It is advised to also maintain the above documents as xerox copies and scanned copies.
- » Students should do mock online interviews/interactions with their friends/peers/connections; prior to scheduled interview processes with companies. They should explore and practice all the functionality (including waiting room option) of Google Meet, MS Team, Zoom and other similar virtual platforms.
- » One should dedicatedly prepare for online tests and practice enough for the interview process.
- » Campus recruitment process will be scheduled both during Weekdays and Weekends. There may be PPTs/ tests/events on very short notices due to unavoidable circumstances. Students are asked to be prepared for such situations and keep checking for updates frequently.
- » CPI Update: In case you want to use your updated CPI (Ex: after pass fail), follow the steps mentioned here:
 - » Once you know about updated CPI (compared to existing CPI or in future), you should request academic office staff (write to ar.acad@iitgn.ac.in) to convey updated CPI to CDS staff at cds@iitgn.ac.in
 - » After communication from the academic office to CDS staff only, you can use updated CPI for further CDS related opportunities.
 - » Any other mode of communication (including IMS screenshot or mails) will not be entertained.

FAQs

1. Will I be allowed to participate in the further process for any of the organization's processes if I am already selected in one organization?
 - a.No.
2. Till when can I withdraw my name from a company's placement drive if I have registered for it initially but am no longer interested?
 - a.CDS encourages students to do fit analysis before applying for any organization. It is not possible to deregister. Students will get a strike if after registering for an organization, you do not attend its pre-interview processes including PPT, Test, GD etc. The student will receive a penalty in case of absence from the interview process.
3. My CPI has changed after the completion of 7 semesters or after using the FAIL/PASS option. How and when can I update it in my resume?
 - a.Please refer the last point in Guidelines for students
4. I have an alternate format for CV/resume. Can I use it?
 - a.NO, Students are required to use the format recommended by CDS only.
5. What should be the file name of my resume?
 - a.Firstname_LASTNAME (Ex - Rohit_SHARMA)



6. I have submitted my CV and the deadline has passed. Is it possible to add some details in the CV?
 - a.No
7. I forgot to submit my CV and the deadline has passed. Can I request the CDS team to consider my application? Is it possible?
 - a.No
8. I applied for a company by mistake and now wish to deregister. Am I allowed?
 - a.One can deregister provided the deadline is not over. After that it is not possible to deregister
9. I want to update my resume/CV. Is it possible?
 - a.Requests to make alterations in the CV, once students fill up the company form, will not be entertained.
10. I graduated early after completing the academic requirements a semester early. Will I be allowed to appear for the placement process?
 - a.Students graduating early would be considered for the placement as a regular student of that particular batch.
11. Can I directly ask for the shortlist or result from the organizations during any point of time?
 - a.NO. All communication regarding CDS processes have to be routed through CDS only.
12. I have secured an internship externally. Do I need to inform CDS?
 - a.Yes, a student needs to inform CDS about the external selection within 24 hours provided he/she has registered for the internship process of CDS.
13. In case the job role assigned to me changes after my joining at the organization, can CDS help?
 - a.CDS is just a facilitator and can not intervene in between the organization and an employee.
14. What if the job offer is not honored?
 - a.CDS only facilitates job opportunities and CDS is not responsible in case some unfortunate event arises.
15. In case the job offered is different from the job announced, how will that be treated?
 - a.In rare cases, Job offered may not exactly match as in Job Description. Students should bring this to the attention of CDS. However, CDS Policy remains the same for such cases.

