DEPARTMENTOFHUMANRESOURCE MANAGEMENT
INDIANINSTITUTEOFENGINEERINGSCIENCEANDTECHNOLOGY,SHIBPUR
(FormerlyBENGALENGINEERING&SCIENCEUNIVERSITY,SHIBPUR)
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_No___732_____   _Date___01/04/2025_____

NOTICE

Attention: Students of 2027 pass-out batch (all branches UG)

Subject: Registration/Enrolment in Superset (For Internship and others)

This is to notify that, the students of 2027 pass-out batch, who are interested to avail the opportunities of Internship and allied industry-connect activities organized/facilitated by the Institute, are mandatorily required to **enroll** for **Internship Cycle**, after registration in "**Superset**" - the official portal of HRM department. All communications related to the above would be made only through this portal (**Superset)** and students not registered and enrolled in this portal will not be eligible to participate in any of those opportunities.

The portal is now open for Registration and Enrolment for 2026 Internship cycle. Necessary Guidelines are annexed below.

It is important to note that students' profile (data), as available in the portal on date, would be shared with the external agencies (recruiters and others) whenever required. Hence, students are advised to keep the personal data in the portal updated on regular basis. It is also mentioned that HRM department will not cross-verify the information provided in the portal by the students and hence, the onus to establish authenticity of such data, whenever required, would be the sole responsibility of the student(s) concerned.

Since HRM Department does not have individual contact of all the students (who are yet to register in Superset), Heads and DTPC Faculty Members of all academic units are requested kindly to communicate the above to their respective students for necessary compliance. All subsequent communications from HRM department including internship-notifications would be sent directly to the students through the portal, once they complete the process of registration and enrolment.

Further, to facilitate activities and ensure better coordination during internship selection processes, Placement Representatives (3 students from each UG Course) are required to be selected/nominated at the respective department level and the list of such PRs along with their mobile numbers and email Ids for each UG courses, with due endorsement of the department, are required to be sent to the undersigned (kajal.mukhopadhyay@hrm.iiests.ac.in) by **15/04/2025.** Placement Representatives (**PR**s) will be the first point of contact for all the interactions of HRM department related to Internship selection process issues.

For any clarification, the undersigned may be contacted at: kajal.mukhopadhyay@hrm.iiests.ac.in

(Kajal Mukhopadhyay)
Human Resource Management Department

Copy forwarded to:

1. Heads and DTPC Faculty-Members of all Academic Units,…with a request for kind dissemination of this Information amongst the respective students of 2027 passing-out batch.
2. Dean–Planning and Development…For kind Information
3. General Secretary-Student Senate….With a request to communicate this to the students concerned.
4. Institute Website

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Guide lines for Registration/Enrolment in Superset Portal

1.   Go to app.joinsuperset.com in the browser.

2.   Click on *Signup.*

3.   Enter college pass phrase- **IIESTS.**

4.   Select your college-**IIEST Shibpur.**

5.   Enter your personal details

6.   Name: First name, Middle name and Last name will be exactly same and in the same order as per your Institute registration. The first letter of first name, middle name and last name should be in capital and the other letters should be in small. (Example: Binoy Kumar Panja [√] but ~~BINOY KUMAR PANJA~~[x])

7.   **Primary E-mail ID- U**se only personal Gmail ID and NOT institute G-suit email ID. This e-mail ID should remain unchanged throughout the academic cycle and beyond.

8.   **Alternative E-mail ID:** It must be a college email address, specifically a G Suite email ID.

9.   Contact No.: Use 10-digit Mobile number without any prefix (Should remain unchanged throughout the academic cycle and beyond)

10. All the fields (as applicable) in the portal should be filled in. Any field that remains blank may cause Cancellation of the registration process.

11. While up loading semester marks for current course in IIEST, CGPA is to be mentioned as reflected in the Mark-sheet. The percentage marks should be calculated from such CGPA using the formula:
     %Marks = (CGPA-0.5) X 10 as applicable for IIEST.

12. For Class X and Class XII, students are required to provide both in % and CGPA as per requirement of the recruiters. Conversion from % to CGPA or vice versa as may be necessary, should be done using the conversion formula prescribed by the respective board or Institute. Students would be required to provide such conversion formula whenever required for validation.

13. Up load the CV with **Photo.**

14. After completing registration press **Enrolment** Option (Go to Internship for 2027 Batch Tab)

15. During Superset registration & data filling process, students must fill in CGPA/ marks of all semester results available as on date (3 semesters for batch 2027), clearly mentioning on-going and cleared backlog status. Post registration, students must update their CGPA/ marks periodically following publication of semester results

For any clarifications or problems during registration/enrolment process, E-mailto: sudiptadas@office.iiests.ac.in