



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

No. 723

Date: 09/06/2022

NOTICE

Attention: Students of 2023 pass-out batch (all branches UG, DD & PG)

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

This is to notify that, the students, who are interested to avail the opportunities of placements and allied industry-connect activities organised/facilitated by the Institute, are mandatorily required to **enrol** for each activity 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 students who have already registered are required now to directly **enrol for Placement Cycle 2023** and the students who have not yet registered, need to register first followed by enrolment. The UG students, who have already registered and enrolled for internship, need to enrol again for **Placement Cycle 2023**.

The portal is now open for Registration and Enrolment for 2023 Placement 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 a 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 the HRM Department does not have the 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 job-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 ensuring better coordination during placement processes, Placement Representatives (3 students from each UG Course and one student from each specialization of PG course) are required to be identified. Placement Representatives (**PRs**) will be the first point of contact for all the interactions of the students with the HRM department related to placement issues. List of such PRs along with their mobile numbers and email Ids for each academic unit are required to be submitted to the undersigned (kajal.mukhopadhyay@hrm.iiests.ac.in) by **30/06/2022** under intimation to the respective DTPC faculty members.

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

(Kajal Mukhopadhyay)

Human Resource Management Department

Copy forwarded.

1. Heads and DTPC Faculty-Members of all Academic Units: with a request for kind dissemination of this information amongst the respective students of 2023 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

Guidelines for Registration/ Enrolment in Superset Portal

1. Go to app.joinsuperset.com in the browser.
2. Click on ***Sign up***.
3. Enter college passphrase - **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**- use only personal Gmail ID and NOT institute G-suite mail ID.
8. **Alternative E-mail ID**: must be different from Primary E-mail ID.
9. Contact No. : Use 10 digit Mobile number without any prefix (Should remain unchanged throughout the recruitment cycle)
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 uploading semester marks for current course in IEST, 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 IEST.**
12. For Class X, Class XII, and UG marks (for PG students), 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, Institute or University. Students would be required to provide such conversion formula whenever required for validation.
13. Upload the CV with **Photo**.
14. After completing registration press **Enrolment** Option.

For any clarifications or problems during registration/enrolment process,

E-mail to: sudiptadas@office.iiests.ac.in