



Internship Student Policy Document

Internship Recruitment Process

- a) The Internship Recruitment Process consists of the following steps:
1. Internship Registration process: All students interested in getting an Internship through the Institute are required to register in the Internship portal. **The registration fee is Rs. 950.**
 2. After a company registers on the portal and it is approved by the Internship office, the company profiles will be made available on the portal. Students must check the portal daily to see if there are company profiles for which they are eligible to apply. If they are, then the student may upload his/her resume for this profile.
 3. Shortlists will be declared and dates for further selection process will be announced in the Internship portal. It is the student's responsibility to keep themselves up-to-date on the developments.
 4. Once the final selections are done, results will be declared in the Internship portal. The student will then be required to confirm/decline the offer by coming to the Internship office and signing the offer document in ink before 5 pm the following day.
- b) Once a student has been given an offer by a company, he/she will be de-registered from the Internship process irrespective of whether he/she accepts or declines the offer. In case the student receives multiple offers, he/she may accept one offer subject to item a4 above. A waitlisted student is eligible to receive an offer before 5 pm the following day. Waitlisted students who have not received any offers may continue to participate in the Internship process.
- c) A student who has uploaded his/her resume for a company is required to go through all the subsequent steps required by the company for which he/she is eligible. Disengaging from the process in the middle without prior approval from the Internship Advisor will lead to the student being subjected to the following disciplinary actions (after a hearing):
- First offense will lead to a de-registration for 3 weeks and the second offense will result in de-registration for 3 months. The next offence will mean de-registration from the portal.

- d) A student who accepts an offer but fails to abide by this decision will be subject to disciplinary action after a hearing by the Internship disciplinary committee constituted by Dean Students.
- e) A student who has already completed the internship curricular requirement (through Department/ Institute or otherwise) will not be allowed to sit for core internships. The student has to sign a declaration before the written test/interview that they have neither received a core internship offer nor have they completed the curricular requirement.

Dates and Deadlines:

- a) The students are expected to follow deadlines for resume/task submission. No requests for extension of deadlines will be entertained. However, special cases may be brought to the notice of the Internship advisor for a final decision.
- b) The dates for interviews/tests will be decided by the Internship office keeping in mind the best interests of a majority of the students and shall be duly notified to the concerned students at least twelve (12) hours before. No requests for change of dates will be entertained. Students are expected to check the Internship portal frequently so as to be informed.
- c) Slots for interviews/GDs for each student will be decided by the coordinator. If a student wants a change in slot timings for a valid reason, then he/she should inform the concerned coordinator at least sixty (60) minutes before his/her slot. If the company declines to accept this change, then it is the responsibility of the student to be present for the GD/interview.

Dress Code: #

Dress Code to be followed in normal working days and during internship activities are given below:

Internship Talk & Written Test:

Shirt / T-Shirt **with collar**

Trousers (**full pant**)

Hair combed

&: To be decided in consultation with Dean of Students

*Students violating the dress code during the Internship Talk will not be permitted to attend the interviews*

Shirt to be tucked in

Polished Sandals/Shoes ****Flip flops (Bathroom/Rubber) NOT permitted****

Internship Interviews (w.e.f. 03/08/2017):

Full Sleeve Shirt (tucked in)

Trousers (full pant)

Hair combed

Shoes (Polished)

Miscellaneous:

- a) Students should not contact companies directly without the prior knowledge and consent of the Internship office, until internship offers are made to particular students. This includes any form of verbal/written communications including telephonic, electronic or direct conversations;
- b) The Companies have also been requested to inform the results to the Internship Office for subsequent release on the portal. The Companies have also been requested not to communicate with the students directly.
- c) If a student registered for the internship process, has been offered an Internship off-campus then he/she should immediately inform the Internship office.
- d) It is the student's responsibility to check with their Branch Councilor whether or not an internship can be credited through the department. This cannot be given as a reason to drop out of any company that the student has applied for.

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Prof. P. Chandramouli

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