



Portal Registration Guide

Internships 2023-24



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Company Internship Portal Guide

1. Go to the [IIT Madras Internship Portal](#) -> Recruiters

The screenshot shows the homepage of the IIT Madras Internship Portal. The navigation menu includes Home, Information Brochure, Students, Recruiters, Contact Us, and Internship Team. The main heading is "Internship" with a sub-heading "Every career requires a foundation robust enough to support a student's dreams and aspirations. The intern drive at IIT Madras aims just that - the means to grab an internship and put theory into practice." Below this, there is a section titled "Recruit interns from IIT Madras to bring the greatest brains in India to work for you, as they transform their well-honed theoretical and practical talents into unique ideas that help your company flourish." Three award boxes are displayed: "INSTITUTE OF EMINENCE" by the Ministry of Education, Government of India; "1st Ranked Among all Indian Institutions" by the National Institutional Ranking Framework (NIRF); and "1st Ranked Among all Indian Institutions" by the Atal Ranking of Institutions on Innovation Achievements (ARIIA).

2. Kindly read the guidelines and instructions and select **Next**

The screenshot shows the "RECRUITERS" page of the IIT Madras Internship Portal. The navigation menu includes Home, Information Brochure, Students, Recruiters, Contact Us, and Internship Team. The page features a background collage of logos for various companies including Morgan Stanley, P&G, Wipro, and Texas Instruments. The heading "RECRUITERS" is prominently displayed in the center.

The Internship Recruitment Process consists of the following steps

- Registration on portal.
- Internship Registration Form (IRF) - should be filled out once for each profile.
- Companies are encouraged to conduct a Pre-Placement Talk (PPT) for students to get to know about the company.
- Announcement of profile to students - Please note that Profile announcement will only happen after the completion of IRF.
- Interested students apply for the profile on the portal.
- Shortlisting processes such as Tests / GDs / Interviews can be conducted. Shortlist containing the name and roll number of selected students should be sent to the Placement and Internship Office.
- Acceptance / Rejection of the offer by the students is shared by the Placement and Internship Office to the company.
- Official offer letters are to be sent to the Placement and Internship Office at least 30 days before the commencement of the internship.

After submitting the IRF, you will not be able to modify the details of the IRF. For modifications after the submission, reach out to the Internship Office at internship@iitm.ac.in.

Next

Please read the following rules and regulations

Important Dates and Periods:

- The Internship Recruitment Process for a **summer** internship in **2024** will occur from **2nd week Aug 2023 to Apr 2024**. Internship Recruitment Process for a winter internship in **2023** will occur from **2nd week Sep 2023 to Nov 2023**.
- Dates and deadlines for Pre-Placement Talks, resume submissions, tests, group discussions, interviews, and any other events which are part of the selection process, should be decided at least three (3) days in advance with mutual consent of the Internship Office and the company representative. The date for a company will be finalized based on the mutual convenience of the Internship Office and the company. The entire recruitment process should be completed before the dates mentioned above.
- Dates for declaration of results/shortlists will be decided with mutual consent of the Internship Office and the company.
- Important dates in academic calendar of the Institute:

Odd Semester (July - November)

- Session Starts: **Last week of July 2023**
- Vacation (**Winter** Internship Period) : **Last week of November 2023 – First week of January 2024**

Even Semester (January-May)

- Session Starts: **2nd week of January 2024**
- Vacation (**Summer** Internship Period) : **3rd week of May 2024 - 3rd week of July 2024**

The above mentioned dates are subject to change as per the institute's academic calendar [here](#)

Next

3. Enter your email address.



[Home](#) | [Students](#) | [Recruiters](#) | [Academics](#) | [Contact Us](#) | [Our Team](#)



New Registration

Enter your email address and create the company profile.

→ Go

[Already Registered ? Click Here](#)

Instructions

Recruiters have to pay the Placement fee of Rs. 10000 [including 18% GST]

The Institute Placement Season is structured to be a year-long process: from July to May. Students from different streams: B.Tech., Dual Degree (Integrated B.Tech. + M.Tech.), M.Tech., M.A., M.Sc, M.S. and PhD across 16 different branches participate in the two-phase recruitment process. An independent body - the Career Development Cell devotedly focuses on the all-around preparation of students for the multi-faceted placement process. The registration process starts in August, and pre-interview activities like Pre-Placement Talks, Aptitude and Technical tests happen in the September- November period. Requesting us to refund Refund Request the payment received by the companies in respect of such Disputed Transaction Refund Monies; or

4. Fill up the following information and click **Submit**



Company Registration

Company Information (company@gmail.com)

Name Of Company *	Year Of Inception *	Website *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type Of Company *	Nature Of Business *
<input type="text" value="Startup"/>	<input type="text" value="Select Nature Of Business"/>

Select your affiliation *

In-House HR RPO (Recruitment process outsourcing) personnel

Recruiter Contact Information

Name Of In-House HR *	Designation *
<input type="text"/>	<input type="text"/>
Mobile *	Alternate Mobile
<input type="text"/>	<input type="text"/>
Email Address *	Alternate Email Address
<input type="text" value="company@mail.com"/>	<input type="text"/>
Postal Code *	Address *
<input type="text"/>	<input type="text"/>

Additional Information

Does your company have an office at IITM Research Park ? *	Are you a registered company in India ? *
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

We hereby declare that we have gone through the [Recruiter's Guideline & Policy Document](#) for the 2023-24 campus internship season of IIT Madras and will follow the guidelines and policies mentioned in the document by letter and spirit.

[→ Submit](#)



- Companies with an existing **invite from the Placement & Internship office** will receive login credentials on the registered email shortly after registration.
- For companies **without an invite**, the team will require some extra time to process the registration. Therefore, login credentials will be sent to the registered email address after a period of time.



Your details have been submitted successfully.

The information in this mail is meant only for the earmarked recipients and should not be shared or made public without permission.

5. The login credentials must be used to log in to the portal.
We request you to **save the auto-generated password** since there is no option to change the password as of now.



Company Name
mm20b032@small.iitm.ac.in

Dashboard

Company Details

Job Profiles

Policy Document

Sign out

Contact Information

We would like to bring to your kind attention the data on the candidates such as list of students registered with email id, Resumes and etc., can be viewed and obtained as download by the recruiter from the portal
[Click : Job Profiles → Registrations → Download excel].
 Hope you would appreciate that the login and credentials provided to the recruiters are to have a protected intact data from end to end. Please note that the same credentials are valid for accessing all these details as and when required by the company. We invite you to get the data from the above as mentioned to know the update.

Company Name Company Name	Email Address mm20b032@small.iitm.ac.in
Website https://iitm.ac.in	Nature Of Business Education
Type Of Company Startup	

Your Affiliation Is?

In-House HR RPO

Recruiter Contact Information

Name Of In-House HR * <input type="text" value="HR Name"/>	Designation * <input type="text" value="HR"/>
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6. Profile details can be added from the **Job Profiles** section of the dashboard. Please note that profile details **cannot be changed** once the profile has been announced.



Company Name
mm20b032@smail.iitm.ac.in

Dashboard

- Company Details
- Job Profiles
- Policy Document

[Sign out](#)

Profile Information

Profile List [+ Add New Profile](#)

Search

Sl No.	Profile Name	Status	Resume Deadline	PPT	Test	Action	Registered
No records founds							

Showing 1 to 1 of 1 rows

Add Profile Information

Profile Name *

Nature Of Profile *

Type Of Offer*

Type of Internship*

Total Duration* In Weeks

Mode of Internships (tentatively)*

Probable No. of offers to be made *

Note: * Kindly attach JD pdf (< 1 MB) or fill out the text field

Attach the Job Description

Job Description *

PPT Materials

Choose File

No file chosen

Are the students required to undergo any medical tests? *

Yes

No

Selection Process

Group Discussion *

Yes

No

Mode Of Interview *

Online

Hybrid

Offline

Test Information

Test Requirements *

Special Requirements, if any?

Continue



7. If any problems are encountered, please exit and log in afresh.