



Portal Registration Guide

Internships 2024-25



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

1) Go to the [IIT Madras Internship Portal](#) → Recruiters

2) Select the **Click Here** option below the submit for registering as a new recruiter

3) Kindly read the guidelines and Instructions. Proceed by clicking **Next** successively and check the declaration box below.



BAIN & COMPANY

BOG

optiver

RECRUITERS

HYPERVERGE

DE Shaw & Co

Morgan Stanley



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:

- a. The Internship Recruitment Process for a **summer** internship in **2024** will occur from **1st 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**.
- b. 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.
- c. Dates for declaration of results/shortlists will be decided with mutual consent of the Internship Office and the company.
- d. Important dates in academic calendar of the Institute:

Odd Semester (July - November)

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

Even Semester (January-May)

1. Session Starts: **2nd week of January 2024**
2. 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

Waitlist

During certain parts of the Internship Process, there will be multiple companies interviewing students simultaneously (such as during Day 1). In such cases, companies are requested to make note of the following:

- We urge all companies to have a waitlist of students in case the students in the main offer list choose to accept offers from any other company.
- The Internship Office will reach out to the company in case a student from the main offer list does not accept their offer. Only after the company confirms that a waitlisted candidate can be extended an offer the Internship Office will notify the student about the same.
- The order in the waitlist reflects the order of preference of the company among the waitlisted candidates.

Action against offences

Recruiters are requested to keep a note of the following actions/offences which can potentially lead to the company being blacklisted for the next season/penalties during the placement season.

- Once an internship offer is made, it cannot be revoked under any circumstances.
- Companies should adhere to the Job Description and other details mentioned in the IRF (such as Compensation, Internship duration)
- Communication with students: Companies are also requested not to make spot offers to the students during the interview. The students must be allowed to go through any other interview/selection process that they may have during that day.
- The penalties for violation will be decided by the Internship Advisor and the Student Heads of the Internship Team.

IIT Madras encourages the company to use the **PPO** and **PPI** mode, so that both the company and the student can benefit from the relationship that began with the internship.

WE HEREBY DECLARE THAT WE HAVE GONE THROUGH THE RECRUITER'S GUIDELINE & POLICY DOCUMENT FOR THE 2024-2025 CAMPUS INTERNSHIP SEASON OF IIT MADRAS AND WILL FOLLOW THE GUIDELINES AND POLICIES MENTIONED IN THE DOCUMENT BY LETTER AND SPIRIT.

Next

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



Company Registration

Kindly read the following terms and conditions before proceeding:

1. The company agrees to abide by the rules stated in the Recruiter's Guidelines & Policies.
2. The company is not allowed to have a direct line of contact with individual students until the day of interviews. This includes phone calls, e-mails and any other means of communication. In cases where the company is required to communicate with the shortlisted candidates directly, it would need to be done with the express permission of the Placement & Internship Office.
3. The company agrees to safeguard the personal data of students obtained through the Placement & Internship Office or its representatives including, but not limited to, name, phone number, e-mail address, gender, age, academic history. In turn, the Placement & Internship Office declares and agrees to keep the recruiter data confidential and use it only for recruitment purposes of all students in the institute.

[RECRUITER'S GUIDE & POLICIES DOCUMENT FOR THE 2024-2025 CI](#)

Company Details (me21b220@smail.iitm.ac.in)

Name Of Company *	Year Of Inception *	Website *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type Of Company *	Business Nature (Company Sector) *	
<input type="text" value="Domestic"/>	<input type="text" value="Select Nature Of Business"/>	
Select your affiliation *		



Mobile *	Alternate Mobile
<input type="text"/>	<input type="text"/>
Email Address *	Alternate Email Address
<input type="text" value="me21b220@smail.iitm.ac.in"/>	<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
Are you open to hire SWD / SLD Students? *	Does your firm have any specific policy to engage SWD / SLD students to make societal impact? *
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> We hereby declare that we have gone through the Recruiter's Guideline & Policy Document for the 2024-2025 campus internship season of IIT Madras and will follow the guidelines and policies mentioned in the document by letter and spirit.	

→ Submit



- 5) → 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.

Thank you for your interest. You will receive a response from our internship team by 4 working days. In case of any delay please reach [our team](#)

6) The login credentials must be used to log in to the portal(Recruiters Home Page)



ATN
yegneswarrv@gmail.com

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 ATN	Email Address yegneswarrv@gmail.com
Website https://atn.org	Nature Of Business Consulting
Type Of Company MNC	

Your Affiliation Is?
 In-House HR RPO

Recruiter Contact Information

Name Of In-House HR *	Designation *
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7) 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.



ATN
yegneswarrv@gmail.com

- 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	Reg
1	Business Associate	Announced	May 23, 2024			Profile Details PoC Details	C

Showing 1 to 1 of 1 rows

yegneswarrv@gmail.com

- Dashboard
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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

Choose File No file chosen

Job Description *

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Font Size, Font Family, Font Format, Undo, Redo, Link, Unlink, Image, Table, Fullscreen, Print, Help.

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

Aptitude Test *

Yes No

Technical Test *

Yes No

Test Requirements *

Special Requirements, if any?

[Continue](#) [↑](#)

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

1) Enter your email address

2) Fill up the following information and click Submit

1)