



Student Guidelines & Policies Internships 2023-24



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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Message from the Team

Greetings, folks!

Internships and Placements, probably two of the most important reasons you chose to aspire for IIT Madras. The fight you put for the PoRs under the perception that they will look good on your resume, the struggle to get a good CG, begging profs for a few marks or attendance :

Now is the Time to bring fruit to your labor!

Fair warning, this is going to be one of the most grueling phases of your Insti life. It will be loaded with infinite fundae sessions, mock tests, mock interviews, PPTs, and interviews. You will need to find your weaknesses, work hard on them, learn to sell yourself with a piece of paper, and go through many sleepless nights. But in the end, you will have made yourselves (and even us) proud!

Slightly scared? Don't worry; you are not alone in this. We are with you in this!

We, the Placement & Internship Team, are going to be at your disposal for literally anything you need in the next year. Any queries, requests, complaints, or praises, feel free to contact us anytime.

This document encloses the policies pertaining to companies wishing to recruit Interns through the Institute Internship Process. For further details regarding the Internship Process, kindly visit the Institute Internship Portal

Read ahead to get a concise idea about Internships and the Team. Happy reading!

Warm Regards,

The Placement & Internship Cell 2023-24

Eligibility Criteria

Students Eligible To Register :

- Enrolled in a B.Tech. program entering their 3rd year in the July-Nov 2023 semester.
- Enrolled in a Dual Degree/ M.A. program (incl. IDDD) entering their 4th year in the July-Nov 2023 semester.
 - Who have not secured an Internship offer through the Placement & Internship Office.
- Enrolled in an M. Tech/ M.Sc./ M.A. program entering their 1st year in the July-Nov 2023 semester.
- Enrolled in a MS/PhD program and upon obtaining a NOC from the respective Guide regarding completion of the degree by end of January - May 2025 Semester (**Formal Approval Pending**)

NOTE : The Students who convert into an IDDD/Dual Degree upon completion of their 5th Semester will be deregistered from the Internship Portal if they haven't received any offer from the Institute Internship process till then. They'll be allowed to sit again in the next Internship Cycle 2024-25.

How the Team helps you:

Company Outreach

We make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students. It is here that your suggestions would be very useful. If you have a company that you want to see on campus, please let your Department/IDDD Team know. We will try our best to make it happen.

Preparation Drive

The Preparation drive is a one-stop destination for anything and everything you will need for your Internship preparation, at least from our side. We have collected and compiled a good amount of material for Core and Non-core profile preparation over the years. This includes reference books, sample questions and mock test papers. This material can be found on the drive which has been shared with you already.

Contact your Department team/ check email for further details regarding documents like Internship Bluebook, Case Book, Preparatory material & Sample resumes

Career Development Cell

CDC organizes Preparatory events throughout the year. Information regarding the sessions will be provided to the students via **Smail, WhatsApp groups**. Students are requested to keep a tab on the above-mentioned channels for timely updates and make use of the sessions and resources made available for them. In case of any queries/concerns regarding any of the sessions or resources, students are requested to get in touch with CDC at cdc@smail.iitm.ac.in or through the Placement & Internship team.

Emphasis on Soft skills

Soft skills are as important as technical knowledge in the outside world, perhaps more. The way you speak, talk, interact with people, and respond to counter arguments make a huge difference not just in the professional world, but also in personal relations. As for the interview, having sound **communication skills** and **clarity of thought** and **presentation** is extremely important.

For all those who cannot communicate fluently in English, no matter how **'convent school-like'** it may sound, we recommend speaking in English as much as possible.

HR preparation

The HR round forms an important part of the interview process. Making up crafty, catchy answers, as cool as it may sound, is very difficult... and risky! The simplest questions like, **"Tell us something about yourself"** or **"Why our company,"** can be the hardest to answer and form the base of the interviewers' perception.

While you can never predict what may be thrown at you from across the table, it is always better to be prepared with at least the standard questions. Do let us know if you want us to arrange for mock HR sessions.

Feel free to reach out to us for as much as you want and for anything you need

Registration

- Eligible students who wish to register for Internships can register themselves on the Institute Internship Portal.
 - All Students (except PhD) will have to pay a fee of INR 2000 before the initial registration deadline to be eligible for the Internship Cycle 2023-24.
 - PhD students will have to pay a fee of INR 1350 before the initial registration deadline to be eligible for the Internship Cycle 2023-24.
 - Students who register later might not have their verification procedure done on time to be able to appear for Day 1.
- Once fee payment is verified, a set of login credentials will be emailed to the student.
- The student can log in to his/her account, and it is recommended that the password is manually changed once.
- Through this account, the student can upload resumes, view companies as they register, check the profiles and packages being offered, apply to the companies of his choice, keep a track of the test and PPT schedule and view shortlists.

Timeline (Tentative):

ACTIVITY	DATE
Portal Registration Deadline	June 18th - June 23rd
Resume Submission Deadline	June 30th
Pre-Placement Talks start from	July 1st
You can apply to companies from	July 8th
Tests Commence	July 18th
Internship Day 1	August 5th

Resume

Resume Drafting

- Student's can upload up to 5 fixed resumes on the Internship Portal.
- A master resume will have to be uploaded as well, containing all the points that appear on any of the resumes and proofs for the same.
- We also recommend getting your resumes reviewed by **as many** seniors, professors, and industry experts as you can.

The Career Development Cell has put together a resume archive to help you out with resume preparation, kindly make use of it! The Archive will be sent to the students via mail duly.

Resume Uploading and Verification

Students need to submit their resumes on the created portal accounts before the announced deadline.

1. A student is allowed to upload a **maximum of five resumes**.
2. The student must submit **proofs** for **everything (except Institute PoRs)** mentioned in the resume(s) which will be checked strictly during an elaborate **Verification process**. Any point without a proof/certificate to attest for its authenticity will not be permitted on the resume, and all such resumes will not be approved. Students can refer to the Resume guidelines for more details.
3. Students can participate in the internship process (including applying to companies) **only after their resumes are approved**.
4. A detailed resume guidebook with instructions about proofs that are accepted, sample resumes and templates has been shared for your reference.

The resume submitted by June 30 will undergo first round of verification in around a week after which the status of the same will be shown on the portal

If the resume doesn't pass the first round of verification, the respective students will be informed and they are supposed to re-upload the resume after making the necessary changes. The second round is **only** for those resumes which didn't get verified in the first round.

Note: The students are requested to be clear about the resume guidelines and take help from the Department Team, if necessary and try to get their resumes checked during the Mock Verification, as the start date of applying to companies is close by.

Applying to Companies

Students can start applying for companies once their resumes are verified.

1. Be clear about your choice of profile and weigh your chances well. Speaking to seniors could be helpful. **We strongly recommend talking to your department team while applying to companies.**
2. Students **cannot forego** any selection round post the tests, that is conducted by the companies they have registered for. This includes GDs, interviews etc. Failure in abiding by the above would result in the indefinite suspension of the student's account.
3. Internship tests will happen from July 18th to 30th November for Phase 1 companies.
4. Hence, applying for too many companies would mean having to write those many tests of one to two hours each during the semester, which would eat up a considerable amount of potential preparation time.

Viewing Profiles

- On the Internship Portal, a student can see the list of internship profiles offered by various companies open to the student.
- For each profile, details provided are:
 - Company Name
 - Profile Name
 - Nature of Company
 - Nature of Profile
 - Details of Selection Process
 - Job Description
 - Location (In Person/WFH)
 - Stipend
 - Duration of Internship

Applying to Profiles

- Students can apply to a profile by submitting one of the fixed resumes that have been verified by the Placement & Internship Team.
- There is no cap on the number of profiles a student can apply for. Students are encouraged to prepare and apply for as many profiles as conditions permit.

Pitching for Profiles

- On the Internship Portal, students can view a full list of profiles that have been posted, including the ones not open to their program.
- In case a student feels the profile is relevant to him/her, the Department Placement & Internship Team needs to be notified. The team will internally direct the request to the relevant Student PoC and pitch the program to the company. The outcome of the pitch will be informed to the student as well.

Pre Placement Talks (PPTs):

- Companies that register on the Internship Portal are given the option to conduct a Pre Placement Talk to pitch the company as well as the profiles offered and provide clarity regarding the various aspects of the company and the internship itself.
- Attendance for those talks is not compulsory. However, the Internship Team recommends that students attend the talks of the companies they are interested in applying to, this will provide valuable information to the students about the company that might come in hand in later stages of the selection process.
- Knowing about a company, their values, functioning etc is important and sometimes given value in the later stages; the same will be covered in those Talks and it is advised to attend them.

Attendance Policy

- That attendance for the talks is NOT mandatory, i.e. students can skip the PPT and still appear for the selection process of the company.

Guidelines for Pre Placement Talks

Online

- The platform details and link for the talks will be shared by the Primary Student PoC.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same.

Selection Procedure of Companies

- Companies typically select students after 3-4 stages of evaluation. Popular methods of evaluation are
 - Resume Shortlisting
 - Test
 - Group Discussion
 - Interview
- Details regarding the selection processes of companies from the last recruitment cycle can be found in the Internship Bluebook 2023-24, Non-Core and Department Bluebooks 2023-24.

Tests

1. Companies have the option to conduct a test as part of the selection process. The Placement & Internship Team will assist companies in scheduling these events.
2. Make sure your laptop is connected to the power and to an adequately uninterrupted internet connection
3. Be prepared with any prior setup or installation required for the test. (will be informed by the company/POC)
4. It is advisable to have a **dual-booted laptop**, as some test platforms work only in windows/Ubuntu and may not work on MacOS
5. Students found in possession of prohibited items, or caught indulging in **unfair practices** during the tests will be **deregistered** from the process with immediate effect and would invite further disciplinary action. **This will be enforced very strictly.**
6. In online tests, tab changes will be closely monitored.

Attendance Policy

- The attendance policy for tests will strictly be followed and it is mandatory for all students, who have registered for a company, to take part in the test; if they are shortlisted/eligible for the test.
- Students citing medical and other reasons might be exempted, based on a case to case basis which shall be dealt by the corresponding committee.
- Skipping the test without valid reason will attract disciplinary action.

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Guidelines for Tests

Online

- The platform details and link for the test will be shared by the Primary Student PoC.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same will be provided in advance by the Student PoC.
- Companies might share personalized links for candidates, helpline numbers etc, and details regarding the same will also be informed by the Student PoC.
- Post the test, the list of students who have attended the test will be shared with the Primary Student PoC and the Placement & Internship Office; the attendance policy will be implemented strictly.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same.
- The team will enlist invigilators to assist with test supervision, ensuring a fair process for all participants.
- Post the test, the list of students who have attended the test will be shared with the Primary Student PoC and the Placement & Internship Office; the attendance policy will be implemented strictly.

Group Discussions

- The structure, duration and nature of GD rounds will be shared with the PoC from the internship team before the GDs.
- The shortlist for further stages will be shared by the Placement & Internship Team.

Attendance Policy

- The attendance policy for GDs will strictly be followed and it is mandatory for all students, who have registered for a company, to take part in the test; if they are shortlisted/eligible for the GDs.
- Students citing medical and other reasons might be exempted, upon prior information to the Department Team.
- Skipping the GDs without valid reason will attract disciplinary action.

Guidelines for Group Discussions (GDs)

Online

- The platform details and link for the test will be shared with the Primary Student PoC.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same will be provided.
- Students are requested to arrange a stable network connection and attend the GD in a calm environment with good lighting.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same

Interviews

Timeline

Day 1:

- The Day 1 will be tentatively held on 5th August.
- Students being selected for multiple interviews will be asked for their preference, and the team will try its best to accommodate the same while scheduling the interviews (might not be possible in a few cases and students are requested to cooperate with the team)
- Students will be added to the Interview groups and the results of the interviews will be announced on the group and on the portal, soon after the company informs the PoC about the same.
- Post results, the candidates will be given 24 hrs to accept the offer; the candidates will be provided with an option to confirm their acceptance on the Portal

Interviews and post-interview logistics of Post Day-1 Companies will also be similar and dates of the interviews will be informed well in advance.

Interview Student PoC

- Every company will be assisted by a student team consisting of a Student Interview POC and a few coordinators to conduct the interviews.
- The Interview student PoC will help the interview shortlisted student with the logistics.

Interview Shortlist & Waitlist

- The shortlist for the interview process will be shared by the company with the Primary Student POC Internship Office as early as possible.
- We urge all companies to provide us with extended shortlists from their test results in addition to the main shortlist. It will reflect in the portal as a 'waitlist'. In case candidates on the main shortlist are selected by companies that visited earlier, the backup candidates from the waitlist can be interviewed as per the discretion of the company.

General Rules

- All students who have been shortlisted for interviews will be given a fair chance to interview with the company. Contact the allocated Student Interview POC in case of any doubts
- Each round is strictly capped at 1 hour. Companies are not allowed to engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.

Mode of Conduction

- The exact mode and logistics of the interviews will be decided later based on the guidelines provided by the Primary PoC at the interview date scheduling.

Guidelines for Interviews

Online

- The platform details and links for interview panels must be shared by the Primary Student PoC. The Internship Team will facilitate sharing of links with the students.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same will be provided by the companies.
- Students are requested to arrange a stable network connection and attend the interview in a calm environment with good lighting.
- Companies **CANNOT** hold students in pre-interview and post-interview waiting rooms.

Offline

- A venue will be booked inside the IIT Madras campus and the students will be notified of the same.

Dress Code:

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

Pre Placement Talk:

- Shirt / T-Shirt with collar
- Trousers (full pant)
- Shirt to be tucked in
- Polished Sandals/Shoes

Internship Interviews:

- Full Sleeve Shirt (tucked in)
- Trousers (full pant)
- Hair combed
- Shoes (Polished)

Flip Flops/Sandals; Shorts, Sleeveless will not be allowed

Offer-Management and Policies:

Offer Release

- The final offers will be informed to the respective students, at the end of each slot, by the corresponding Interview PoC

One Student One Offer

- Each student is eligible to accept at most one internship offer through the process.
- A student is deregistered from the Internship Portal after the slot in which he or she receives the first offer, and is considered “placed”.
- If a student receives multiple offers in a slot, he or she can accept at most one offer, and the other offers will be considered rejected.

Multiple Offers

- Each student is eligible for only one job offer.
- If a student receives multiple offers on the same day, the student may choose from the offers in hand and inform the Internship Office of his/her choice, within 24 hrs of the announcement of the results of their first confirmed offer.
- Please note that if a student receives more than one offer by companies visiting on a day and there is a delay in the announcement of results by some companies, the student is bound to accept the company’s job offer whose results are declared in time.

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Offer Acceptance

- The students will inform the acceptance of the offer within 24 hours (on the day following the release of the offer).
- The company shall be intimated of the offer acceptance within three days of the release of the offer.

Offer Letter

- Companies will send out offer letters to the candidates before the end of March 2024. The Placement & Internship Office will be informed of the same. Any updates to these dates caused by unforeseen circumstances will be conveyed via mail to the registered email address of the student.

Internship Defection Policy

- As stated in the One Student One Offer section, students are considered “placed” and are deregistered from the Internship Portal once they accept an offer. Post accepting an offer, they cannot appear for any of the selection process of other profiles.
- At IIT Madras, the institute recognizes the importance of research and provides opportunities for students to pursue their research interests. In order to ensure fair access to these opportunities, students who have received non-day 1 internship offers will be allowed to drop their internship offer and engage in research opportunities in engineering sciences until April 10, 2024 via a written statement to the Internship Office and Advisor with no penalty in place. **(The Policy stated is tentative and is awaiting approval from the Board of Placements)**. Here, non day 1 refers to any offer apart from the ones offered during day 1.1 and 1.2.
 - Research opportunities primarily refer to research internships in academic institutions. These include fellowships such as but are not limited to:
 - MITACS Globalink Research Internship
 - DAAD WISE
 - Charpak Research Internship Program
 - Other opportunities may be classified as of a research nature as per the discretion of a committee constituted by the Heads and Advisor. Written consent has to be procured prior to applying for the said opportunity.
 - Companies will be informed of dropouts due to said exceptions by the third week of April.
- For any cases other than the above where students are found dropping their internships to pursue other corporate internships (or any other opportunities) without prior consent from the Internship Office and Advisor will be **debarred from appearing in Phase 1 of Placements**.

Internship Code for Companies

If offers are revoked unconditionally/citing criteria that weren't mentioned earlier (Background verification and physical tests excluded) or if companies are not following the JD/ERF or the terms & conditions (eg: compensation less than filled in ERF, extending the training period and/ or paying less) etc, students are advised to contact the Department Placement & Internship Team for help.

The Do's and Don'ts

This section is a **conclusion** of sorts drawn from the above points mixed with some lessons which someone out there probably learnt the hard way. **Do all the dos and don't do a lot of don'ts and you should be just fine.**

- Be sure about your choice of profiles. This is your last chance to give it a thought.
- Having the resume ready ahead of the deadline gives you time for getting them reviewed and cross-examined.

Registration, Resume Verification & Applying to Companies

- Abide by the rules and deadlines for registration and fee payment
- Prepare resumes and get them reviewed by as many people as you can.
- Resumes and proofs must be submitted following the instructions. A detailed document regarding the format for resumes can be found on the drive.
- You can start applying to companies only after your resumes are approved.
- Choose your companies wisely. Plan your preparation well.

PPTs and Test

- Keep checking the portal regularly for updates. Keep a close track of your test schedule. Setting reminders might help. Attendance is compulsory for tests.
- Resorting to any unfair means like cheating, impersonation, trying to talk to anyone, going against the test guidelines mentioned by the company, etc. will be dealt with very seriously. You will be **de-registered from the Internship portal** immediately.
- The laptop should be connected to the power source and have an uninterrupted internet connection while taking the test.
- It is highly advisable to have a dual-booted system, as some test platforms are compatible with either windows or ubuntu and may not work on MacOS
- **Do not undervalue any company.** Take the tests seriously if you have registered. This would improve your chances, or at the least serve as useful practice. Attending PPTs is advisable.

Interviews

- Update on your Portal a preference list of the companies for whom you're giving an interview in a particular slot to help us during clashes.
- Adequate rest and sleep are extremely important and wear proper formal dress for the interview
- Confidence wins half the battle. Thinking out loud (not random scattered thoughts of course) can help. Guide the interview in the direction of your strengths wherever possible.
- Keep calm at all times! We are there whenever you need.
- **All students offered a Pre Placement Interview (PPI) can only be interviewed in the slot assigned to the company.** All Pre-Internship Offers (PIOs) and Pre-Placement Interviews (PIIs) have to be directed through the Placement & Internship office only.
- If in exceptional cases, a PIO is allowed before Campus Internship, the offer will be considered equivalent to an **open PPO** and students will be able to sit for the internship process until the corresponding slot

General Instructions

- Check your mailbox and WhatsApp groups regularly for updates and discussions. Check the Internship portal at regular intervals. .
- Be aware of and make good use of the available resources – Internship guide, bluebook, material shared, videos uploaded.
- Do not neglect HR preparation. It decides whether you get the job or not.
- Get adequate food and sleep and the requisite amount of exercise and recreation to keep you healthy and charged throughout. Avoid irregular sleep patterns till Internships.
- The team will update you regarding the exact tools to be used for conducting the internships interviews as we move closer to the process.

Epilogue

The next few months are going to be a roller coaster ride, not just for you, but also for us. We hope that our efforts are instrumental in ensuring good internships for all the students. In what we would call a joint effort in meeting this objective, we seek your cooperation, as this would only be possible if you keep in constant touch with us, conveying your expectations and problems, or an occasional word of praise (or critique) throughout the next few months....

May the force be with you!