Recruiters' Guidelines and Policies Document

Internships 2024-25

Placement & Internship Cell

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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Kindly note that the sole purpose of this document is to ensure that all the stakeholders of the process are transparent and operate in good faith. The Placement & Internship Office of IIT Madras reserves the right to change these policies or add new policies with immediate effect under unforeseen circumstances.

Preface

The Internship Office of IIT Madras along with the Student Placement & Internship Cell headed by the Heads, under the guidance of Advisors and Dean (Students) strives to provide summer internship opportunities for students in the pre-final year of their taught program at IIT Madras.

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

We might include the name and publicly available details of your firm in media releases. If this is not desirable, kindly let the office know specifically.

Company & Profile Registration

Registration Procedure

● Company Registration will begin in June for Phase 1 of Internship Season. Interviews will commence in August.

● Companies have to register with the Internship Office via the Institute Internship Portal and fill the online Employer Registration Form (ERF) with every detail of all profiles to be offered including the Job Description (JD), Compensation Details etc. The JD should contain the details about the profile and the detailed eligibility criteria.

● Using the same account, a company can post multiple internship profiles on the Internship Portal. Companies can choose the programs and departments they wish to open each profile to.

● Each profile will be verified by the Internship Office, and any error or clarification required will be flagged to the company. Post background checks, the profile will be announced to the students.

● In case a change is needed at a later stage, the Internship Office can do the same

Allocation of Student PoCs

● A confirmation mail will be sent and 2 Student PoCs (Primary & Secondary) will be assigned as well. These Student PoCs will act as the Point of Contact for the company and recruiters are requested to discuss the timeline for their recruitment process with the assigned Primary Student PoC.

● The Student PoCs can bring in the pitching requests from other departments and programs. Companies are then requested to consider the possibility of opening the profile to these programs.

Profile Withdrawal

● At any later stage, if a profile is withdrawn from the Internship Portal, the corresponding Student PoCs have to be informed about the same along with the Internship Office.

Resume Screening

Resume Submission

● A Resume Deadline can be set for each profile on the Internship Portal after which a Student is eligible to apply for a profile.

● Companies are requested to decide upon a date keeping the Primary Student PoC and the Internship Office in the loop.

● Once a deadline has been set, students will be able to apply for the profile via the submission of a resume.

● The resume submitted by students is pre-checked by a research scholar set up by the Placement & Internship Team to verify the authenticity of their Resume points.

Shortlisting

● Post the deadline, the resumes can be downloaded on the Internship Portal or can be requested from the Primary Student PoC.

● Companies can shortlist students who they wish to consider further, and send a list back to the Primary Student PoC and the Internship Office. The updated list will be reflected on the portal for the applicants as well.

SWD/SLD Students

Our student fraternity has differently abled students as well [SWD/ SLD - Students with Disability & Students with Learning Disability] . These students possess valuable skills and are equipped with employment eligibility on par with the other students, who have a robust academic curriculum and training at this institute. We invite companies to foster inclusivity and diversity and appreciate that every individual, regardless of their physical or mental abilities, has the potential to contribute positively to the workforce. Together we can bridge this gap and create opportunities for differently abled students. Additional details regarding the pool of students with disabilities can be made available from the Team.

Tests/PPTs

Timeline

● Companies have the option to conduct a Pre-Placement Talk and as part of the selection process conduct a test. The Placement & Internship Team will assist companies in scheduling these events.

● Kindly note that in some extreme cases, conducting a PPT may not be feasible due to various institute restrictions and otherwise in which case the Internship Team has the full right to disallow the company from conducting one.

● Tests/PPTs can be conducted in the following timings

   ○ Working Days: 6 PM - 10 PM IST

   ○ Weekends & Other Holidays: 8 AM - 1 PM IST & 3 PM - 10 PM IST

● A company will be given a maximum of 2 hours 30 minutes to conduct both a PPT and a test.

Shortlisting

● As discussed in the "Resume Screening" section, companies can choose to shortlist students who can appear for the test. It is advisable to share the shortlist with the Student PoCs and the Internship Office as early as possible to enable students to prepare better.

● The shortlist for further stages (GD/Interview) must be shared with the Internship Team at least 3 days prior to the scheduled time.

Attendance Policy

● Generally it is preferred for students to attend Pre-Placement Talks however there's no enforcement of attendance. However, a company may involve attendance during their PPT as a selection criteria which shall be announced to the students beforehand by the respective Student Point of Contact

● The attendance policy for tests will be notified by the Primary PoC at the moment of registration.

No Direct Contact Policy

● Companies aren't allowed to directly contact a student without prior written consent from either of the Student PoCs. In case a company requires interested candidates to fill out a form (e.g. contact information), the same must be informed to the Primary Student PoC.

Mode of Conduction

● The exact mode and logistics of the test/PPT will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.

Guidelines for Pre Placement Talks (PPTs)

Online

● The platform details and link for the PPT must be shared with the Primary Student PoC at least a day in advance by companies.

● Companies are requested to share the slides or recordings for the usage of students who are unable to attend the same.

Offline

● A venue will be booked inside the IIT Madras campus and the company will be notified of the same.

● The basic digital infrastructure necessary for conducting a PPT such as PA systems, projectors and screens will be provided by the Internship Office.

● Companies are requested to contact the Internship Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.

Guidelines for Tests

Online

● The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.

● In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.

● If the test platform generates personalized links for candidates, prior consent must be taken from the Primary Student PoC before links are distributed to the candidates directly.

● Companies are requested to arrange helpline numbers that candidates can contact in case they require assistance with the test platform.

● Post conduction of the test, the list of students who've attended the test must be shared within 2 days with the Primary Student PoC and the Internship Office.

Offline

● A venue will be booked inside the IIT Madras campus and the company will be notified of the same.

● The basic digital infrastructure necessary for conducting a PPT such as PA systems, projectors and screens will be provided by the Internship Office.

● The Internship Team will arrange invigilators to proctor the test if required. Hence, we request companies to not have proctoring softwares whilst conducting the tests. In case if the company decides to use some proctoring software the Primary Student PoC ought to be duly informed.

● Companies are requested to contact the Internship Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.

● Post conduction of the test, the list of students who've attended the test must be shared within 2 days with the Primary Student PoC and the Internship Office.

Group Discussions (GDs)

Timeline

● Companies have the option to conduct GDs as part of the selection process. The Internship Team will assist companies in scheduling these events.

● The structure, duration and nature of GD rounds should be shared with the Interview PoC from the placement team at least 2 days before the GDs.

Shortlisting

● Post resume screening or a test, the list of candidates shortlisted must be shared with the Student PoCs and the Internship Office.

● The shortlist for further stages must be shared with the Internship Team at least 3 days prior to the scheduled time.

Attendance Policy

● The attendance policy for GDs will be notified by the Primary PoC at the moment of registration.

Mode of Conduction

● The exact mode and logistics of the GD will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.

Guidelines for Group Discussions (GDs)

Online

● The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.

● In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.

● In the case that the companies are conducting interviews and GDs with their proprietary solutions, they should give owner rights/ host rights to allocated interview PoC who will add all the shortlisted candidates to the group and help the coordinating PoC from the company's end in managing interviews.

● Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues to evaluate ones facing technical difficulties.

Offline

● A venue will be booked inside the IIT Madras campus and the company will be notified of the same.

● The basic digital infrastructure necessary for conducting a GD such as PA systems, projectors and screens will be provided by the Internship Office.

● The Internship Team will arrange invigilators to proctor the GD if required.

● Companies are requested to contact the Internship Office through the Primary PoC for arranging the venue, digital infrastructure and other needs.

Interviews

Timeline

● The IIT Madras Placement & Internship Cell will schedule the interviews. The mode of conduction will be mutually decided upon closer to the interview date(s).

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.

Interview Shortlist & Waitlist

● The shortlist for the interview process must 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 should be given a fair chance to interview with the company. Kindly make sure there are enough interview panels to accommodate the entire interview shortlist in the allocated time slot. Contact the allocated Student Interview POC or the Internship Office in the case of any doubts

● Any attempt by a company to hold the student with the panel will be met with strict action. Each round is strictly capped at 1 hour. Companies should not engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.

Candidate Verification

A company will be provided with the following information for all their applicants:

➜ Passport Size Photo

➜ Name & Roll Number

➜ CGPA, Program & Specialisation

➜ Nationality

➜ PWD Status (if any)

Mode of Conduction

● The exact mode and logistics of the interviews will be mutually decided upon 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 with the Primary Student PoC well in advance by companies. 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 must be provided at least 2 days in advance by the companies.

● Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues such as telephonic interviews to evaluate ones facing technical difficulties.

● Companies must direct interview links to students only through the Interview Student PoC. Links **CANNOT** be sent to the student directly via email, WhatsApp etc. without the prior consent of the Interview Student PoC or the Primary Student PoC.

● In the case that the companies are conducting interviews and GDs with their proprietary solutions, they should give owner rights/ host rights to allocated interview PoC who will add all the shortlisted candidates to the group and help the coordinating PoC from the company's end in managing interviews.

● 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 company will be notified of the same.

● The basic infrastructure necessary for conducting interviews such as stationery items, internet connectivity and refreshments will be provided by the Internship Office.

● Companies are requested to contact the Internship Office through the Primary PoC for arranging the necessary things.

Offer Management

Offer Release

● The companies must release offers to candidates only at the end of the selection process, i.e. after every candidate has been interviewed. Companies **CANNOT** make spot offers.

● The list of offered students must be sent via mail to the Interview Student PoC, Primary Student PoC and the Internship Office (internship@iitm.ac.in). All offers (made by the companies) shall be only through the Internship Office.

● Offers must be made in the same slot as the interview process. Offers made in the timings of the following slot will be counted as offers made in the next slot.

● Companies are also requested to share a waitlist. In case students on the offer list decline the offer extended, the company will be given an opportunity to extend offers to people on the waitlist at their discretion.

● Please note that you are required to intimate us by mail on the cancellation of the waitlist i.e. no offer / upgradation of the waitlist to offer if any within 24 hours. If this deadline is not met, the waitlisted students getting other offers will be removed from the waitlist.

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. Hence companies are advised to not delay the release of the offers after all the processes have been completed.

Offer Acceptance

● The students will inform the acceptance of the office 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 should send out offer letters to the candidates before the end of March 2025. The Internship Office must be informed of the same.

● The Internship Office will be able to provide No Objection Certificates (NoCs) on-demand from March 2025 onwards.

● The vacation dates as per the institute calendar will be informed by the Internship Office before the end of February 2025. Typically the vacation ranges from the third week of May to the second/third week of July. Any updates to these dates caused by unforeseen circumstances will be conveyed via mail to the registered email address of the company.

Pre Internship Interviews (PIIs)

● Recruiters are not encouraged to conduct pre-internship interviews.

● All interviews, including the final round of competitions or engagement events, if they can potentially result in an interview, should be conducted no earlier than internship Day 1. The team will coordinate with the recruiter and assign a slot for the interview.

● Due to exceptional logistical reasons, if interviews have to be conducted before internship Day 1, any offers resulting from the same will be considered closed offers. Accordingly, students can accept the offer and they will be deregistered from the Internship process.

PPOs & PPIs come under the purview of the Placement & Internship Office, IIT Madras. For related policies, companies are advised to refer to the Recruiter's Document for Placements.

Off-Campus Policy

● No company should urge or engage in interviewing candidates after they have been deregistered from the Internship Portal as it is against the Off-Campus Policy of IIT Madras.

● By registering on the IIT Madras Internship Portal all companies implicitly agree to adhere to this policy and any diversion from the same would result in the company being deregistered from the Internship Portal with immediate effect and necessary action would be taken against the company and the students.

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, 2025 via a written statement to the Internship Office and Advisor with no penalty in place. 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 the Advisors. 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 anything else without prior consent from the Internship Office and Advisor will be **debarred from appearing in Phase 1 of Placements**.

Actions Against Offences

Recruiters are requested to keep a note of the measures that will be undertaken in case any of the following happens:

- **Revoking offers unconditionally**

The company will be blacklisted for the next season. If the internships are offered back, they will be demoted to a later slot the following year.

- **Revoking offers stating students are not eligible as per criteria that weren't mentioned earlier in the JD or written communications with the Internship Team (Background verification and physical tests excluded)**

The company will be demoted to a later slot the following year. There will be no consequences if the internship is offered back.

- **Companies not adhering to the JD and the terms & conditions (eg: compensation less than filled in ERF, extending the training period and/ or paying less)**

Demotion to a later slot the following year or blacklisting depending upon the significance of the additional terms included.

- **Offenses not listed here**

The penalty will be decided after consulting with the Advisors and the Student Heads.