



# Student Portal Registration Guide

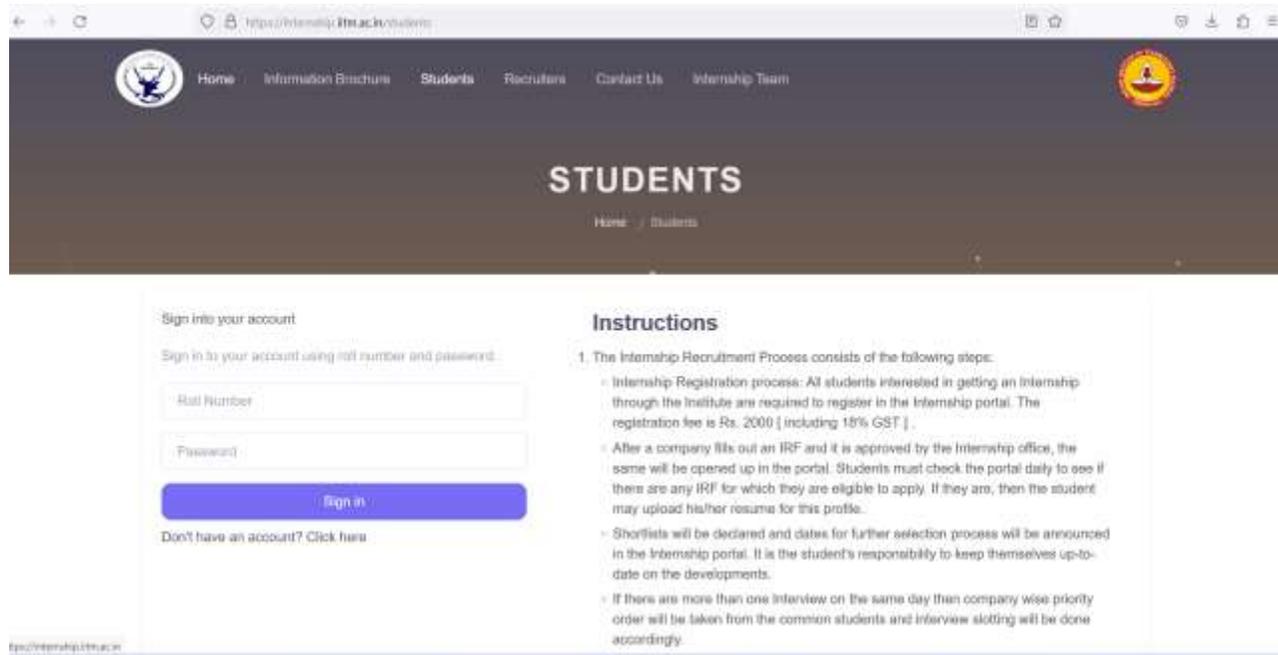
## Internships 2023-24



**Placement & Internship Cell**  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

# Portal Registration Process

1. Go to [Internship IITM](https://internship.iitm.ac.in) -> Students



The screenshot shows the 'STUDENTS' page of the IITM Internship Portal. The page has a dark header with navigation links: Home, Information Brochure, Students, Recruiters, Contact Us, and Internship Team. The main heading is 'STUDENTS' with a breadcrumb 'Home / Students'. Below the heading, there are two columns. The left column is titled 'Sign into your account' and contains a form with fields for 'Roll Number' and 'Password', a 'Sign in' button, and a link 'Don't have an account? Click here'. The right column is titled 'Instructions' and contains a list of steps for the internship recruitment process.

**Sign into your account**

Sign in to your account using roll number and password.

Roll Number

Password

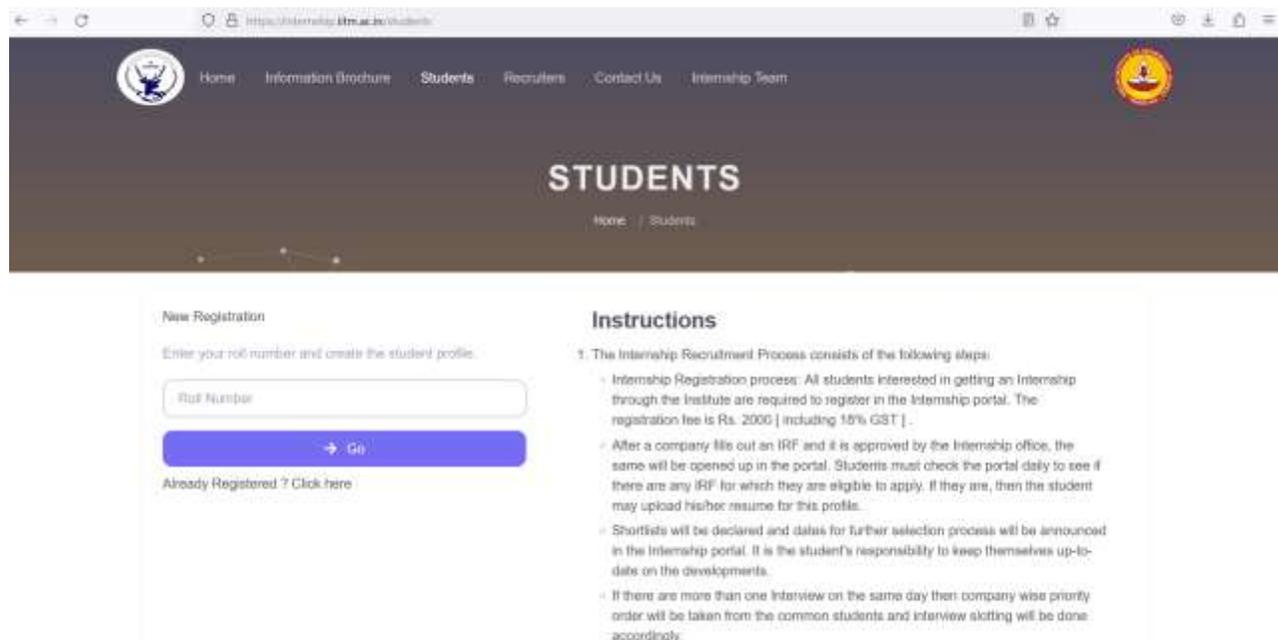
**Sign in**

[Don't have an account? Click here](#)

**Instructions**

1. The Internship Recruitment Process consists of the following steps:
  - 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. 2000 [ including 18% GST ] .
  - After a company fills out an IRF and it is approved by the Internship office, the same will be opened up in the portal. Students must check the portal daily to see if there are any IRF for which they are eligible to apply. If they are, then the student may upload his/her resume for this profile.
  - 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.
  - If there are more than one Interview on the same day then company wise priority order will be taken from the common students and interview slotting will be done accordingly.

2. Enter your roll number under New Registrations.



The screenshot shows the 'STUDENTS' page of the IITM Internship Portal, similar to the first screenshot. The main heading is 'STUDENTS' with a breadcrumb 'Home / Students'. Below the heading, there are two columns. The left column is titled 'New Registration' and contains a form with a field for 'Roll Number', a 'Go' button, and a link 'Already Registered? Click here'. The right column is titled 'Instructions' and contains a list of steps for the internship recruitment process.

**New Registration**

Enter your roll number and create the student profile.

Roll Number

**Go**

[Already Registered? Click here](#)

**Instructions**

1. The Internship Recruitment Process consists of the following steps:
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  - If there are more than one Interview on the same day then company wise priority order will be taken from the common students and interview slotting will be done accordingly.

3. Students whose fee payment is not verified yet will be directed to the following page, where they must upload their transaction details.

**Note:** It might take a while for the payment to get verified and the account to be activated; During this process, every time you try to register, you will be redirected to the payment page. The verification is in progress.

Student Transaction Information

Roll Number	Student Name	Student Email
MM20B019	GATKAL SIDDHESH SARJERAO	mm20b019@smail.itm.ac.in
Transaction id *	Transaction Date *	Transaction Document *
<input type="text"/>	dd-mm-yyyy <input type="text"/>	<input type="button" value="Choose File"/> No file chosen

## Student Registration Fees Payment

All students must pay the fees to register themselves on the portal.

- Rs.2000 for all students (except PhD scholars)
- Rs.1350 for PhD scholars

This amount is non-refundable. Pay the amount to the following bank account.

Account details (SBI)

Account name:	TRAINING ACCOUNT PLACEMENT OFFICE TRAINING, PLACEMENT AND PUBLIC RELATIONS
Account number:	30498875711
IFSC Code:	SBIN0001055
MICR:	600002018

- Please pay only through UPI. Google Pay or PhonePe is preferred.
- **Transaction Document:** Most UPI applications have a "Share"/"Share Receipt" button to share the transaction document. Use the share button to export the Transaction Document and upload it. Make sure that the Transaction ID is visible.
- **Transaction ID** - This is a 14 Digit Numeric Value ID. In GPay it is called as "UPI Transaction ID". In PhonePe it is called as "UTR". Make sure to enter this 14 Digit Number.
- To make payment on Google Pay, New Payment -> Bank Transfer.

- To make payment on PhonePe, Money Transfer - To Account.
  - Fill your roll number as a note while making a payment for ease of identification.
  - If you do not have Google Pay or PhonePe, you can make payment from a friend's account as well.
4. After you have made the payment and uploaded the above documents, **it will take some time for the team to do the payment verification. Please wait until then. All payments will be verified by 26<sup>th</sup> June 2023.**

Once your payment is verified, you shall receive a mail from the Placement and Internship Office stating that your account has been "Activated".

After this go again to step 2 and enter your roll number under New Registrations. Students whose Accounts have been Activated will be directed to the following page to complete their Registration.

Kindly fill in all the necessary details and click on Submit to complete your Registration.

Note: "Year Of Admission" and "Year Of Graduation" corresponds to your current program (The one at IIT-Madras)



## Student Registration

Student Information		
Roll Number ME198902	Student Name arun	PR Number PR/88/ME/23/902
Program of Study M.Sc.	Department Name Chemistry	Photo * <input type="button" value="Choose File"/> No file chosen
Password *	Confirm Password *	
<input type="text"/>	<input type="text"/>	

### Academic Details

Do you come under the PWD category? \*

Yes  No

Do you have any backlogs? \*

Yes  No

Number of backlogs \*

Year of Admission \*

Year of Graduation \*

Date of Birth \*

CGPA\*

10th Grade Percentage\*

12th Grade Percentage \*

JEE Advanced Rank

### Contact Details

Contact Number \*

Alternate Contact Number \*

Email Address \*

Alternate Email Address \*

Current Address Pincode\*

Current Address\*

Permanent Address Pincode\*

Permanent Address\*

5. Once the registration is completed, students may log in through 'Already registered'.

Enter your login credentials and click on 'Sign in'.

## Sign in

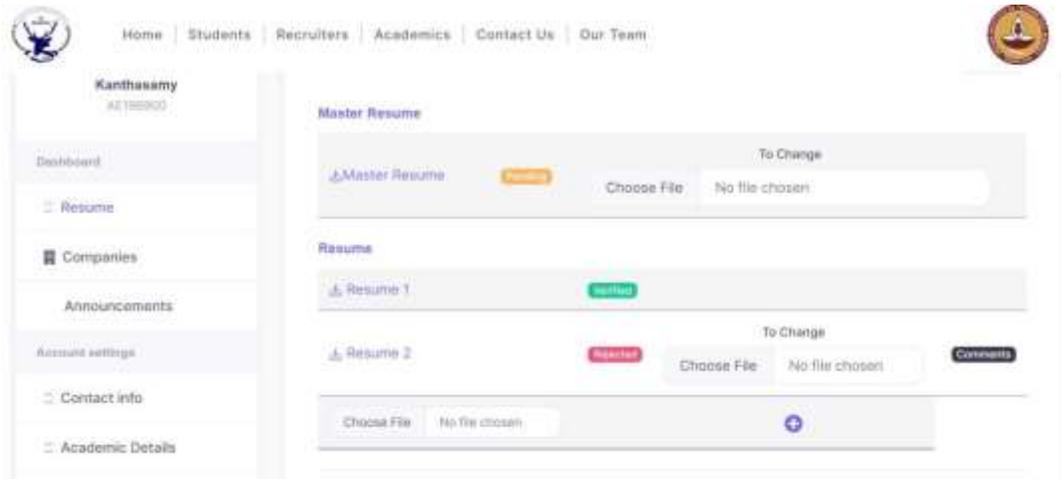
Sign in to your account using roll number and password.

Sign in

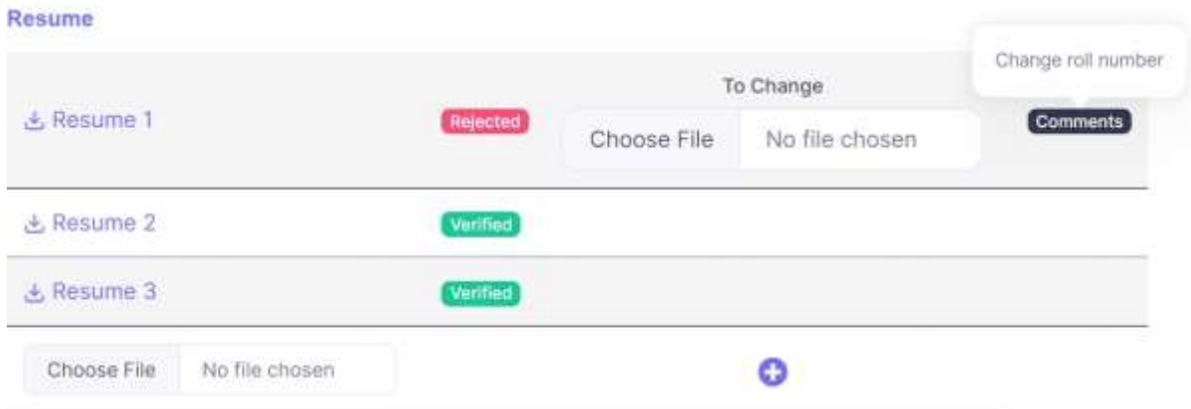
[New User ? Click Here](#)

## Resume Upload and Verification

1. Resumes must be uploaded in the 'Resume' section of the portal.



2. Verified resumes will be indicated in the section.
3. The comments by verifiers for rejected resumes can be viewed by hovering over 'Comments'.



**If any technical issues are encountered, please do not panic. Flag them with your department team and they will be resolved at the earliest.**