

# Student Portal Registration Guide

## Internships 2023-24

PLACEMENT AIHSNAL

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

### **Portal Registration Process**

1. Go to <u>Internship IITM</u> -> Students

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	STUDENTS	
	New pairs	
Sign into your account	Instructions	
Sign in to your account using not number and password	1. The Internative Recruitment Process consists of the following steps:	
Rat Number	<ul> <li>Internative Registration process: All students interested in getting an Internative through the Institute are required to register in the Internative portal. The registration fee is Rs. 2000 [ including 18% GST ] .</li> </ul>	
Pinawani	<ul> <li>After a company fills out an IRF and it is approved by the Interneting office, the</li> </ul>	
Date	some we be opened up in the pont, anatemic must shock the pont, and the solution the pont of the solution of the pont of the pont of the solution of the solut	
Don't have an account? Click here	<ul> <li>Shortflats will be declared and class 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.</li> </ul>	
	<ul> <li>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.</li> </ul>	
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#### 2. Enter your roll number under New Registrations.

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	Enter your roll number and create the student profile.	1. The Internship Recruitment Process consists of the following steps	
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	÷ 66	<ul> <li>After a company fills out an IRF and it is approved by the Internship office</li> </ul>	s, the
	Already Registered ? Click here	some will be opened up in the portal. Students must check the portal data there are any IRF for which they are eligible to apply. If they are, then the may upload his/hor msume for this profile.	y to see # student
		<ul> <li>Shortlists will be declared and dates for further selection process will be a in the internetip portal. It is the student's responsibility to keep themselve date on the developments.</li> </ul>	announced is up-lis-
		<ul> <li>If there are more than one interview on the same day then company wise order will be taken from the common students and interview slotting will b accordingly.</li> </ul>	i priority ie dane

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.

Roll Number	Number Student Name			Student Email			
MM20B019	GATKAL SIDDHESH SARJERAQ		mm20b019@smail.itm.ac.ln				
Transaction id *	Transaction Date *		Transaction Document *				
	dd-mm-yyyy		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)

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Student Name	PR Number	
arun	PR/88/ME/23/90	2
Department Name	Photo *	
Chemistry	Choose File	No file chosen
Confirm Password *		
	Student Name arun Department Name Chemistry Confirm Password *	Student Name PR Number arun PR/88/ME/23/90 Department Name Photo * Chemistry Choose File Confirm Password *

Do you come under the FWD category?*  Yes No  Yes No  Yes No  Year of Graduation *  Year of Graduation *  CGPA*  Oth Grade Percentage*  CGPA*  Oth Grade Percentage*  CGPA*  Doth Grade Percentage*  Contact Details  Contact Details  Contact Details  Contact Number *  Alternate Contact Number *  Alternate Email Address *  mm20b019ggmail.litm.ac.in  Current Address Pincode*  Permanent Address *  Permanent Permanent Address *  Per	Academic Details				
Do you have any backlops?"  Yes No  Yes No  Year of Graduation *  Date of Birth *  dd-mm-yyyy  C  GPA*  10th Grade Percentage*  12th Grade Percentage *  CGPA*  10th Grade Percentage*  12th Grade Percentage *  Contact Number *  Atternate Contact Number *  mm20b019@gsmail.itm.ac.in  armanent Address Pincode*  Permanent Address *  armanent Address Pincode*  Permanent Address *  Permanent	Do you come under the PWD category? *				
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Permanent Address Pincode* Permanent Address*	Current Address Pincode*		Current Address*		
	Permanent Address Pincode*		Permanent Addres	s*	

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.
Roll Number
Password
Sign in
New User ? Click Here

#### **Resume Upload and Verification**

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

Home   Students	Recruiters Academics Contac	t Us   Our Team			9
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- 2. Verified resumes will be indicated in the section.
- 3. The comments by verifiers for rejected resumes can be viewed by hovering over 'Comments'.

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S Resultie 1		Nejected	Choose File	No file chosen	Comments
迭 Resume 2		Verified			
🛃 Resume 3		Verified			
Choose File	No file chosen	) <sup>:</sup>		0	

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