



Portal Registration Guide

Internships 2025-26



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Portal Registration Process

1. Go to [Internship IITM](#) -> Students . Below the Sign in option you will be able to see “Don't have an account? Click here”. Click there.

The screenshot shows the 'STUDENTS' section of the IITM portal. At the top, there is a navigation bar with links for Home, Information Brochure, Students, Recruiters, Contact Us, and Internship Team. Below the navigation bar, the word 'STUDENTS' is prominently displayed. Underneath, there is a breadcrumb trail: Home / Students. The main content area is divided into two columns. The left column is titled 'Sign into your account' and contains a form with two input fields: 'Roll Number' and 'Password'. Below these fields is a blue 'Sign in' button. Under the button, there is a link that says 'Don't have an account? Click here' with a blue arrow pointing to it. Below that is another link: 'Registration Guidebook: [Click here](#)'. The right column is titled 'Instructions' and lists the steps of 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

Registration Guidebook: [Click here](#)

Instructions

- 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] [except PhD scholars] .
 - The registration fee Rs.1350 for PhD scholars.
 - 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

2. Enter your roll number under New Registrations and click go.

The screenshot shows the 'STUDENTS' section of the IITM portal, specifically the 'New Registration' page. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main content area is divided into two columns. The left column is titled 'New Registration' and contains a form with one input field: 'Roll Number'. Below this field is a blue button with a right-pointing arrow and the text 'Go'. Below the button, there is a link that says 'Already Registered? Click here' and another link: 'Registration Guidebook: [Click here](#)'. At the bottom of the left column, there is a note: 'Note: Students and scholars are highly encouraged to participate in CMC/CDC-R sessions, as they are invaluable'. The right column is titled 'Instructions' and lists the steps of the Internship Recruitment Process.

New Registration

Enter your roll number and create the student profile.

Roll Number

Go

Already Registered? Click here

Registration Guidebook: [Click here](#)

Note: Students and scholars are highly encouraged to participate in CMC/CDC-R sessions, as they are invaluable

Instructions

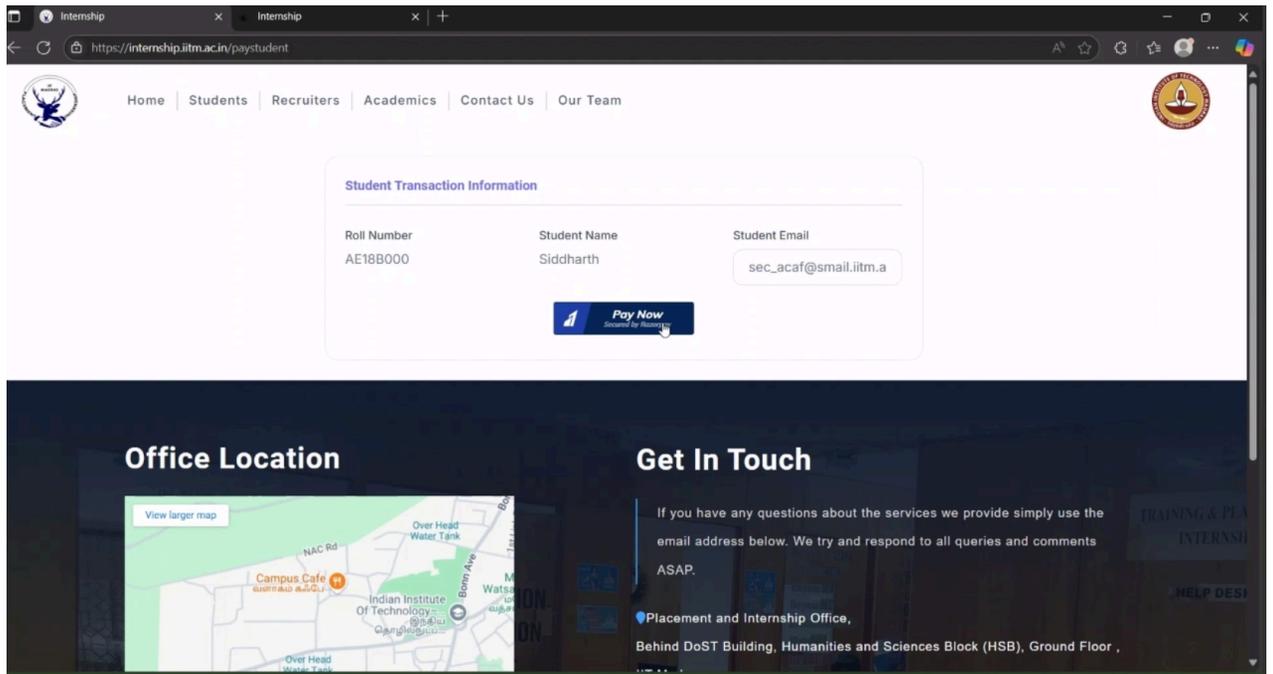
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Student Registration Fees Payment

All students must pay the fees to register themselves on the portal. This amount is non-refundable.

- Rs.500 for Btech Students
- Rs.2200 for Dual Degree/ IDDD Students.
- Rs.1500 for PhD scholars

3. In order to make successful payment for registration, please enter your details and click on “Pay Now”.



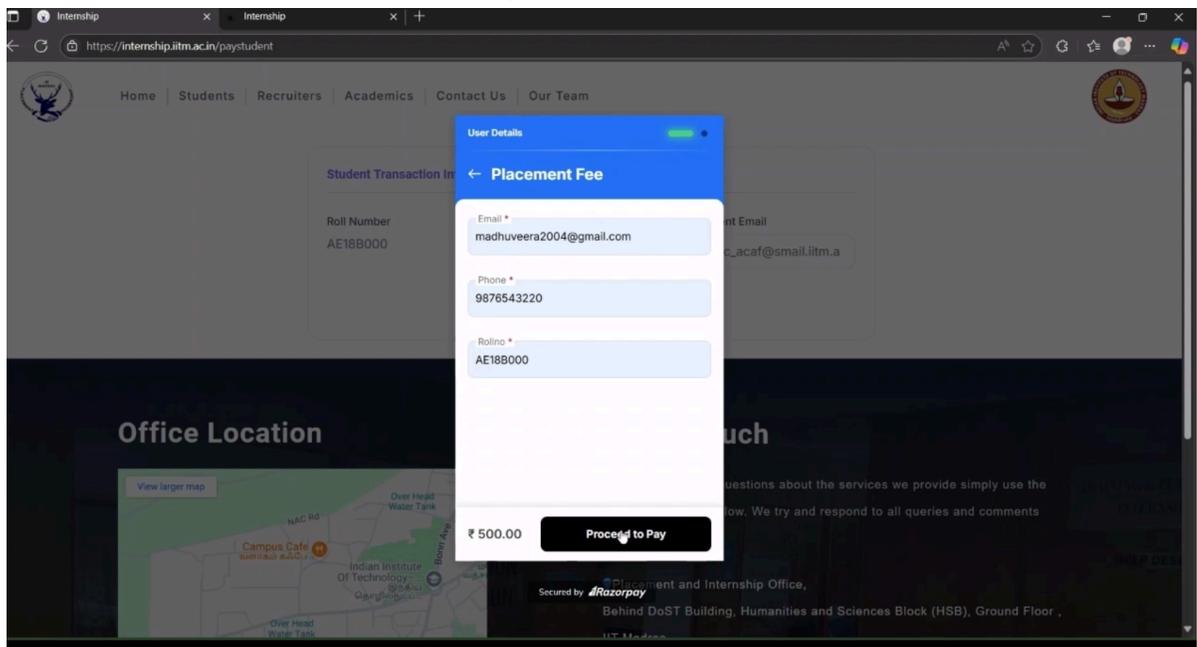
The screenshot shows a web browser window with the URL <https://internship.iitm.ac.in/paystudent>. The page features a navigation menu with links for Home, Students, Recruiters, Academics, Contact Us, and Our Team. The main content area displays 'Student Transaction Information' with the following details:

Roll Number	Student Name	Student Email
AE18B000	Siddharth	sec_acaf@smail.iitm.a

Below the form is a blue button labeled 'Pay Now' with a small icon of a lightning bolt and the text 'Secured by Razorpay'.

Below the form, there are two sections: 'Office Location' with a map of the Indian Institute of Technology campus, and 'Get In Touch' with contact information for the Placement and Internship Office, including an email address and a physical address: 'Behind DoST Building, Humanities and Sciences Block (HSB), Ground Floor'.

4. Enter the details and click “ Proceed to Pay “



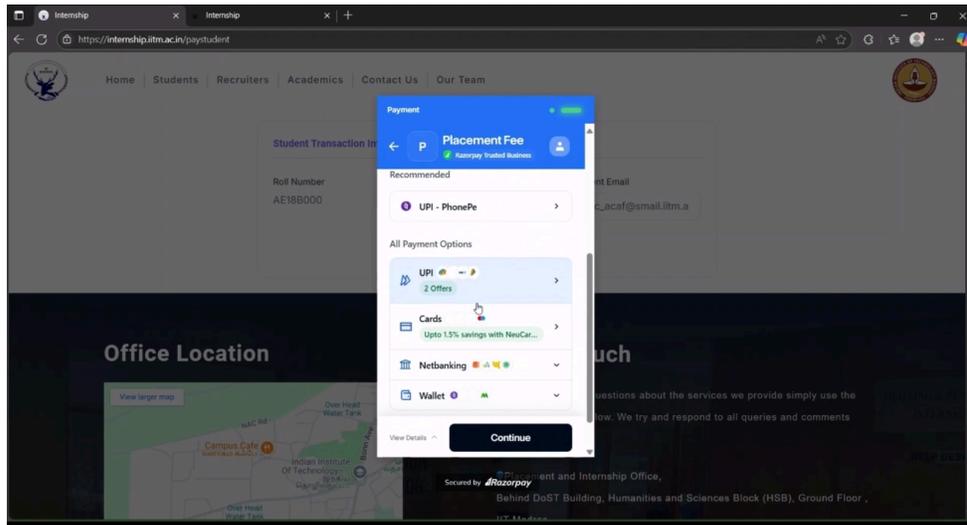
The screenshot shows the same web browser window as above, but with a modal form titled 'Placement Fee' overlaid. The modal contains the following fields:

- Email: madhuveera2004@gmail.com
- Phone: 9876543220
- Rollno: AE18B000

At the bottom of the modal, there is a field for the amount: ₹ 500.00, and a black button labeled 'Proceed to Pay'.

The background of the page is dimmed, showing the same navigation menu and 'Student Transaction Information' form as in the previous screenshot.

5. Please pay the respective amount in the mode of your choice like UPI, NEFT/IMPS, cards, etc.



6. Upon successful payment, you will be automatically redirected to the registration page. Note: "Year Of Admission" and "Year Of Graduation" corresponds to your current program (The one at IIT-Madras)

A screenshot of the 'Student Registration' form on the website. The form is divided into two main sections: 'Guide Information' and 'Academic Details'.
Guide Information:
- Guide Name: -
- Guide Email Address: -
- Guide Department: -
A note states: 'If above Guide information is changed, kindly enter information below' followed by an empty text input field.
- Roll Number: ME23B993
- Student Name: Test5
- PR Number: PR/11/ME/26/993
- Program of Study: B.TECH
- Department Name: Mechanical Engineering
- Photo: A 'Choose File' button with 'No file chosen' text.
- Password and Confirm Password: Two empty input fields.
Academic Details:
- Do you come under the PWD category? *
 - Yes No
- Do you have any backlogs? *
 - Yes No
- Year of Admission *
 - Year of Graduation *
 - Date of Birth * (dd-mm-yyyy)
- 10th Grade Percentage *
 - 12th Grade Percentage *
 - JEE Advanced Rank

Home | Students | Recruiters | Academics | Contact Us | Our Team

Contact Details

Contact Number * 123-456-7890 Alternate Contact Number * 098-765-4321

Email Address * yegneswarrv@gmail.com Alternate Email Address

Current Address Pincode* 682034 Current Address*

Permanent Address Pincode* 682034 Permanent Address* abcd

I confirm that all the information given above is True and Complete.

7. Once the registration is completed, students may log in through 'Already registered'. Enter your login details and Click on 'Sign in'

Sign into your account

Sign in to your account using roll number and password.

ME21B888 ✓

..... ✓

Sign in

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

8. Once you have signed in, you will have to fill a survey form as shown below. This is a one time compulsory task which is to be done post registration. After completion, you may start uploading your resumes.

Home | Students | Recruiters | Academics | Contact Us | Our Team

Dear Students,

We are delighted to invite you to participate in "FIRST BIG STEP (FBS)" survey. This survey is designed to understand your needs and aspirations as you gear up for your future career. Your candid responses will help us provide the best support possible during the placement selection process. Please be assured that your responses won't affect your placement opportunities in any way.

Let's work together to unlock your full potential! Dive in, share your thoughts, and help us help you succeed.

Internship Experience

Roll Number	Student Name	Program	Department
ME23B993	Test5	B.TECH	Mechanical Engineering

Home | Students | Recruiters | Academics | Contact Us | Our Team

B. Have you participated in any public speaking or debate competitions? *
 Yes No

C. Have you completed any relevant certifications (NPTEL, EDEX, Course era etc apart from your academic credit requirement)? *
 Yes No

c1. If yes, how many relevant certification(s) have you completed? *
 1 2-5 > 5

D. How do you keep yourself updated with the latest trends? (Choose all the options that apply) *
 Online Material
 Magazines/ Books/ Articles
 Attending Webinars/Workshops
 Unable to spend too much time in staying updated
 Other

E. Are you involved in any Institute spheres via clubs? *
 Yes No

F. Which of the following specific Organizations/ clubs are you a member of? (Choose all the options that apply) *
 Technical Clubs
 Competition Teams

Resume Upload and Verification

Master Resume

1. You don't have to submit the master resume as a separate pdf, instead you need to add the details directly on the portal along with proofs.
2. Under title and description, give details about the resume point as you would write it in your fixed resume.
3. Under link , add Google Drive link as proof for each resume point and give view access to all. Refer to the Resume guidelines document for more details regarding submission of proofs for each resume point.
4. Under "Have verifier":
 - a. Click **Yes** if the resume point satisfies one of the the below criteria :
 - Choose "PO Verifier" for all the points that have a valid proof like 10th/12th marks, CGPA, Certified courses, PoRs, etc.
 - Choose "Guide" if you have included any project under professor. Under the Guide drop-down you also need to fetch the professor's name.
 - b. Click **No** for all personal projects (with Github repo link) and other points which do not have any valid proof like some extra-curricular activity or any skills, volunteering work without proper certificate, etc.

Master resume details are successfully added!

My Resumes | **Master Resume** | Companies | Schedule | Calendar | Preferences | Contact Details | Academic Details | Research Internship | Off Campus | Sign out

Add Master info

Title * Description * Link Have verifier? * Yes No

Title	Description	Link	Status	Comments	Actions
to do list app	personal project	link	pending		
course project	check	check	pending		
10th	10th	link for 10th marksheet	pending		
project member , webops and blockchain , cocas	did some mobile app project	test	pending		

Showing 1 to 4 of 4 rows

Fixed Resume

1. Fixed 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'.

internship

internship.iitm.ac.in/students-resume

My Resumes | Master Resume | Companies | Schedule | Calendar | Preferences | Contact Details | Academic Details | Research Internship | Off Campus | Sign out

My Resumes

Note: Resumes must be in PDF Format. Size of each resume should not exceed 1 MB

Fixed Resumes

Resume Type	Resume Status	Comments	Update Resume
Fixed Resumes 1	Pending		To Change Choose File No file chosen
Choose File	No file chosen		<input type="button" value="Update changes"/>

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