Indian Institute of Technology, Indore

**INTERNSHIP POLICY 2024-2025**

***Please note: This internship policy explicated below will be effective from July 10, 2024***

# On-Campus Internship Policy

## “Any internship offer acquired by the students through The Training & Placement Cell shall fall under the “On-Campus Internship” category”.

* 1. Each student is permitted **only one** Internship offer, irrespective of acceptance or rejection of the offer by the student.
  2. The Placement Office does not show any **distinction** between a company offering 2 months internship and a company offering 6 months internship. No distinction, whatsoever, would be made between an internship offer from a company/organization or a university.
  3. Students with an internship in hand are **barred** to attempt for any other companies on-campus, regardless of the duration of the internship (except as stated in clause 2.3).
  4. A student would be considered to have received an internship offer/have an internship on hand only on receiving the offer letter in digital or physical form, from the company concerned. It must also be noted that the announcement of the **selection of the students** for the internship by the company shall also be considered as an **offer letter** for the selected candidates. In case of a dispute arising over the date of issue of the offer letter, the decision of the Professor-In-charge, Training & Placement would be **final and binding**.
  5. If a student rejects a 7th Semester internship offer from a company they have been interning at after their 2nd year, then all rules pertaining to 3rd year internships are **valid** for them, i.e. they are still eligible for the internship season. For example, if Twitter Inc. offers a two- or six-months internship to a student interning with them after their 2nd year, and the student rejects their offer, he is allowed to attempt for internships on campus.
  6. In case that a student had acquired an internship after his **second year** through the Placement Office, and accepts a 7th semester internship offer from the same company/university, this offer would be considered as a strictly **on campus** offer only, and thus clause 1.1 and related clauses will apply.
  7. Students applying for internships in **any company/ university (foreign or domestic)** must take **prior permission** from The Placement Office before applying.
  8. Students’ rejection or acceptance of an internship offer is entirely their **own decision**. The Placement Office has no influence over students’ choices and cannot be held liable for students’ decisions except as stated in clause 2.3.
  9. In case of conflict between a student and the Placement Office in regard to any issue relating to internships, the decision of The Placement Office would be final and binding.
  10. Only the students who fulfill the requirements of the profile for internship given by the company shall be eligible for the same (e.g. A second-year student will be ineligible for application the internship in a company unless specified by the company).
  11. Students are not obligated to sign any document upon onboarding unless they have been thoroughly reviewed and approved by the Placement Office ensuring their validity and alignment with institutional policies.

**It is mandatory for the company to declare PPO results by September 15 (for May-July internship), and by November 15(for May-November) interns.**

# 2. Off-Campus Internship Policy

## “Any internship acquired by the students through any means other than The Training & Placement Cell shall fall under the “Off-Campus Internship” category”.

* 1. If a student wishes to apply off-campus, he/she must take permission from the Placement Office about the same. In case of violation a strict penalty (as mentioned in the table and consequences section below) will be levied on the student.
  2. If a student gets an internship offer through off-campus procedures (including MITACS & other scholarship programs), he/she must **inform** the Placement Cell immediately. In case the student does not want to disclose any such information to others, he/she should appropriately **email the PO/APO**.
  3. If a student has an off-campus offer, the student will be allowed to continue participating in the On-Campus Intern Recruitment Procedure subject to the condition that he/she will **not reject** the on-campus offer if any is offered.
  4. Students **may apply** for off-campus internships without prior intimation to the Placement Office only after 15 April 2025. However, The Placement Office must immediately be informed of such internship offers accepted or rejected by the student.
  5. Off-campus application for a company will strictly not be permitted until the on-going campus internship process of that particular company isn’t complete. If the Placement Office gains knowledge of any inappropriate behavior in this regard, strict action will be taken against the student in question, in addition to the penalty points levied.

NOTE: Failing to strictly abide by any of the above rules will result in penalty points credited to the student as mentioned below. However, the decision of Professor-In-charge, Training & Placement and concerned authorities will be final.

**PENALTY STRUCTURE**

|  |  |  |
| --- | --- | --- |
|  | **Violations** | **Penalty Points credited** |
| 1. | Not appearing for a written mock test/interview | 5 penalty points |
| 2. | Missing PPT/ Misbehavior during a compulsory PPT. | 10 penalty points |
| 3. | Not turning up for selection procedure. | 10 penalty points |
| 4. | Not naming CVs in instructed format | 5 penalty points |
| 5. | Applying with non-standard resume format of IIT Indore | 5 penalty points |
| 6. | Dress code violation/ Inappropriate behavior  during the selection procedure. | 5 penalty points |
| 7. | Cheating or using unfair means during any activity conducted by an organization as a part of  selection process. | 25 penalty points |
| 8. | Absence/Misbehavior for pre-interview company interactions (compulsory meets, talks, discussions,etc.)after polling YES | 8 penalty points |
| 9. | Not informing Placement Office about off campus  applications. (2.1) | 20 penalty points |
| 10. | Not informing Placement Office about off campus  offers. (2.2) | 35 penalty points |
| 11. | Rejecting on-campus offer mentioned in clause 2.3 | 20 penalty points |
| 12. | Disclosure of any confidential information to any company or outside institution | 35 penalty points |

**Consequences:**

* For every 10 points that accumulate, the student is debarred from attempting the next company in which he/she polls ‘yes’.
* For every 20 points & above that accumulate, the student is debarred from attempting the next company in which he/she polls ‘yes’ and Offer stand cancelled.
* When a total of 35 points accumulates, the student is debarred from the internship season for that year and half the points will be carried on to the Placement Season.
* **Half of the penalty points levied during the internship season would effectively be carried on to the Placement Season for the next year.** For example, if a person accumulates 20 penalty points, then only 10 points will be carried forward to the next year’s Placement Season.

I, , Roll No (……….) of (B.Tech/M.Tech/M.Sc/M.S – Dept), hereby agree to abide by the aforementioned Terms and Conditions and would not violate them thus maintaining confidentiality.

Signature:

Date:

**Further Instructions to the Students:**

1. For all matters not covered by the above regulations, the Competent Authority, Placement Office will use its discretion to take appropriate decisions. The decision taken thereafter shall be binding on all students and researchers.

2. Please be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the resume.

3. Students should not contact the HR personnel of the companies personally. If you need any communication with any person or company, contact the placements coordinator or the placement officer. Strict action would be taken against any student found contacting the HR without the knowledge of Placement Office.

4. The Placement Office may decide to impose a severe penalty/disciplinary action, depending on the gravity of the violation made.