

# Placement Office

## Indian Institute of Technology Bombay

### Internship Policy for Recruiting Organizations (2014-2015)

The Placement Office welcomes all recruiting organizations to take active part in the Internship Process during the year 2014-2015. IIT Bombay assigns considerable importance to the Internship Process and extends full support to facilitate a match between recruiter expectations and student aspirations. The Institute Internship Team consists of the ***Professor-in-Charge (PIC), Assistant***

***Placement Officer (APO), other staff members at the Placement Office, Placement Manager (Internship Representative), Company Coordinators, Internship Coordinators, Web Coordinator, and other volunteers.***

This Internship Team endeavours to see that IIT Bombay is consistently ranked among the best in terms of Internships and continues to be the most favoured destination for recruiting organizations. In order to maximize the sum of the benefits to all the stakeholders, the Internship Policy for Recruiting Organizations has evolved over the years. To realize a win-win situation for IIT Bombay and our partner recruiting organizations, all are expected to follow it strictly. It may be noted that some policy change may take place during the year in the best interest of the stakeholders.

The Internship Policy for Recruiting Organizations is applicable to all recruiting organizations that are invited to participate in the 2014-2015 campus internships of IIT Bombay. Even for organizations that do not participate in campus internship due to any reason, the Student Policy whose extracts are included below will be applicable.

#### **1. Internship Season:**

The internship season started on **July 1, 2014** and will continue up to **May 1, 2015**.

#### **2. General Guidelines for Recruiting Organizations:**

- (a) Recruiting organizations are requested to mark all IIT Bombay-related internship communication also to training@iitb.ac.in besides any other email IDs being used and in case the student is offered a Pre-Placement offer (PPO), the Placement Office must be informed of the same.
- (b) Recruiting organizations are requested **NOT** to involve anybody from IIT Bombay in the decision making process while either short listing or selecting candidates.
- (c) All internship offers are to be made through the Placement Office only. The acceptance letters of students selected by the organization will also be sent through the Placement Office.
- (d) The recruiting organizations should avoid asking a student regarding his/her application in other companies/ universities, as this information is strictly confidential.
- (e) The recruiting organizations are requested not to enquire about the details of any other company under the purview of Placement Office, IIT Bombay.
- (f) The schedule for various activities pertaining to a recruiting organization as informed by the Institute Placement Team from time to time will have to be strictly followed.
- (g) Recruiting organizations are requested NOT to contact any student (by phone, email or any other means) unless he/she has been selected by the organization through campus internship, or is otherwise explicitly permitted to do so by the Placement Office. Direct contact with students before selection, without explicit permission from Placement Office is a violation of this policy
- (h) Since it is mandatory for a student to attend the classes in the first week of the semester as per the Institute rules, the duration of the internship cannot be extended beyond 15 July which may be extended by 2-5 days depending on the academic calendar issued by the institute. You would be informed well in advance about the same.
- (i) After a student has been selected for an internship in a company/university the Placement Office requires a maximum of 3 days to confirm the final status of student if he/she is free from any other commitments which may include applications in other companies or universities.