An Intern and Placement Office Management(IPOM) for IIT

There is an Intern and Placement Office (IPO) at IIT, designated to send BSSE 4th Year students to reputed software companies as interns. The internship semester starts from 1st January and ends on 30th June of every year.

The IPO Committee (IPOC) consists of three members, presided by the head of IPO. Intern taking companies first send their interest of taking interns to IPO head. Based on that IPOC member enters the intern taking company names, available intern positions, the job responsibilities of each position with company address and HR's email address. The IPOC member stores that information.

The IPOC member informs the student to upload their CV. Students upload their CVs and in a separate form mention their skillsets & CGPA.

Based on a student's CGPA and Skill set, the IPOC Member suggests the student list to the IPO head according to companies requirements. The IPO head allocated the students to the companies according to the suggestion for the interview. However, the IPO head has the authority to place any students to any companies.

After allocation, an admit card is generated to the student dashboard for interview. After the interview, the company ensures that the student is either selected or rejected. And the system will send an email to the student. Student & IPO committee can view the status of each stage.

After selection, a formal letter is generated to the company HR mentioning that this student has been selected for his/her company. And an email is sent on behalf of the IPO head. The copy of the letter is also sent to the IPOC Officer for office record. Upon receiving the letter, company HR will issue offer letters to each intern and a

copy is given to the IPO head to preserve.