

Internship Policy for Umit College

1. Undergraduate students are required to undergo a minimum 6-week summer training/internship during their summer vacation. B.Tech. students may pursue internships after completing 6 semesters, while IDD (dual degree) students may do so after completing 6 or 8 semesters, based on their preference. M.Tech. students are eligible for up to 2 semester-long internships after completing their first year, subject to approval.
2. Companies must complete an Internship Announcement Form (IAF) and submit it to the Training and Placement Cell (TPC) of Umit College. The IAF introduces internship profiles, company requirements, etc.
3. Relevant information from received IAFs is electronically shared with students along with other pertinent details provided by the company.
4. Companies may request resumes of interested students and shortlist candidates at any stage of the intern selection process.
5. Companies are allocated dates (Placement Calendar) for conducting Pre-Placement Talks (PPT), Written Tests, Online Tests, or Interviews. Confirmation of dates must be made by a specified deadline. Changes to dates may be considered subject to availability.
6. Companies should conduct selection procedures during scheduled time-slots notified by the TPC. Selection results should be submitted to the TPC in a sealed envelope or communicated via email to tpo@umitcollege.edu. Students with multiple offers are required to finalize their choice by 12:00 hours of the next working day.
7. Companies are advised to maintain an extended list of shortlisted students to accommodate potential dropouts. TPC will provide a comprehensive list of unavailable students before scheduled slots.

8. Any changes to the stipend must be communicated to the TPC well in advance. Changes may result in rescheduling of interviews. Students have the right to decline internship offers if stipend terms are altered during the process.
9. Umit College follows a 'One-Student-One-Internship' policy. Exceptions are made for students with research internships for the same term, allowing them to decline corporate internships acquired through TPC.
10. Offer letters must be sent to the TPC for distribution to students before March 31, 2025.
11. Companies are encouraged to offer Pre-Placement Offers (PPOs) upon successful internship completion. PPOs must be communicated to the TPC. Students have the option to accept or reject PPOs. Accepting a PPO disqualifies the student from further on-campus placements, except for PSU/Government undertakings, subject to Coordinator approval.
12. Companies are advised to submit lists of PPOs by August 15, 2024, to prevent students from participating in further on-campus placements.
13. Violations of the policy may result in due action at the discretion of the Coordinator of the Training and Placement Cell.