



Internship Process and Guidelines for Companies

Department of Engineering Design, IIT Madras

Internship Program 2024-25

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Internship Timeline

Internship duration: ~5 months (tentatively can start, by mid-December 2024 and end by mid-May 2025).

Timeline of Process

1. Once the company fills this [form](#) a student coordinator will be assigned, to guide you through the process.
2. Companies can send out forms which will be shared with students to collect responses/resumes or if requested the internship team can facilitate this.
3. Companies can schedule tests anytime after 02/09/2024 and are to be conducted preferably on weekdays.
4. Interviews can tentatively start by 14/09/2024 and preferred to be conducted on weekends. The student coordinator will help in scheduling the time slots.

Internship Grading Guidelines

The Internship Program is a graded component of our curriculum, with results reflected in students' academic records. **The company is expected to assign a mentor to the student who will be responsible for the grading and evaluation.** This evaluation will form the basis of the student's grade for the internship course, emphasising the program's importance in their academic and professional development. The evaluation has to be done as mentioned below:

Midterm Report Evaluation

- **Project Presentation:** Students are required to present and submit a report on their current project within the company as part of the midterm evaluation.
 - Non-Disclosure Agreements (NDAs) cannot be cited as a reason to avoid compliance.
 - Both the project mentor and the student must ensure this requirement is met.

Final Internship Evaluation

- **Mentor Feedback:** At the end of the internship, mentors must provide feedback and evaluation for the students working under them.
 - A form or email will be sent in advance to gather this feedback.
 - Mentors will have min. 2 working days to complete and submit the feedback.

Overall Grading Breakdown

- **Industry Mentor Evaluation:** 70% of the overall grade
- **Department Faculty Evaluation:** 30% of the overall grade

Detailed Evaluations

Midterm Evaluation (Total Weightage: 50%)

- **Industry Mentor:** 20%
- **Department Faculty:** 30%
 - Students will present their projects in-person using posters.
 - Posters must be certified and vetted by the industry mentor before the presentation.

Final Evaluation (Total Weightage: 50%)

- **Industry Mentor:** 50%
 - A form will be circulated to collect the certificate, report, and marks from the mentor.

Key Dates

- **Midterm Dates:** Tentatively scheduled for March 27th and 28th, 2025
- Companies are kindly requested not to mark students as absent on these dates.

These guidelines ensure a comprehensive evaluation process, involving both industry mentors and department faculty, to accurately assess the students' performance during their internships.

Other Aspects

- The official duration for the internship program must be a minimum of **5 months**.
- **Extension of Internship:** The internship can be further extended by 1 or 2 months, and this can be done on a mutual agreement with the student.
- **Location:** The company must have a facility in India where the student will be employed. The companies are discouraged from offering remote internships.
- **Stipend:** The company is expected to provide a minimum stipend to cover the daily expenses of the student during the internship period including food and accommodation.

Registration & Shortlisting Procedure

- **Company Registration** will begin in August for Phase 1 of Internship Season. Interviews will commence in September.
- Companies have to register by filling a Google form which will be sent by the internship team with every detail of all profiles to be offered, including the Job Description (JD), Compensation Details, etc. The JD should contain the details about the profile and the detailed eligibility criteria.

Allocation of Student POCs

- A confirmation mail will be sent and 1 Student PoC will be assigned as well.
- These Student PoCs will act as the Point of Contact for the company, and recruiters are requested to discuss the timeline for their recruitment process with the assigned Primary Student PoC.

Guidelines for Pre-Placement Talks (PPTs)

- Companies are requested to conduct PPTs in online mode.
- The platform details and link for the PPT must be shared with the Primary Student PoC at least **a day** in advance by companies.
- Companies are requested to share the slides or recordings for the usage of students who are unable to attend the same.

Shortlisting

Companies can directly shortlist students for the interviews using resumes, or can conduct a test or group discussion and completely depends on the company.

Shortlisting (Resume Screening)

- Companies can shortlist students who they wish to consider further and send a list back to the Student PoC, which will be circulated to the students.

Tests/PPTs

Timeline

- Companies have the option to conduct a Pre-Placement Talk (PPT) and, as part of the selection process, conduct a test. The Internship Team will assist companies in scheduling these events.
- Kindly note that in some extreme cases, conducting a PPT may not be feasible due to various institute restrictions. In such cases, the Internship Team has the full right to disallow the company from conducting one.
- Tests/PPTs can be conducted during the following timings:
 - **Working Days:** 6 PM - 10 PM IST
 - **Weekends & Other Holidays:** 8 AM - 1 PM IST & 3 PM - 10 PM IST

Shortlisting (After Tests)

- As discussed in the "Resume Screening" section, companies can choose to shortlist students who can appear for the test. It is advisable to share the shortlist with the Student PoCs as early as possible to enable students to prepare better.
- The shortlist for further stages (GD/Interview) must be shared with the Internship Team at least **3 days prior** to the scheduled time.

No Direct Contact Policy

- Companies aren't allowed to directly contact a student without prior written consent from either of the Student PoCs. If a company requires interested candidates to fill out a form (e.g., contact information), the same must be informed to the Primary Student PoC.

Mode of Conduction

- The exact mode and logistics of the test/PPT will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.
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Guidelines for Tests (Online)

- The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- If the test platform generates personalised links for candidates, prior consent must be taken from the Primary Student PoC before links are distributed to the candidates directly.
- Companies are requested to arrange helpline numbers that candidates can contact in case they require assistance with the test platform.
- Post-conduction of the test, the list of students who've attended the test must be shared within 2 days with the Primary Student PoC.

Group Discussions (GDs)

Timeline

- Companies have the option to conduct GDs as part of the selection process. The Internship Team will assist companies in scheduling these events.
- The structure, duration, and nature of GD rounds should be shared with the Interview PoC from the internship team at least 2 days before the GDs.

Mode of Conduction

- The exact mode and logistics of the GD will be mutually decided upon based on the guidelines provided by the Primary PoC at the time of company registration.

Guidelines for Group Discussions (GDs)

- **Online**

- The platform details and link for the test must be shared with the Primary Student PoC at least a day in advance by companies.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- If companies are conducting interviews and GDs with their proprietary solutions, they should give owner rights/host rights to the allocated interview PoC who will add all the shortlisted candidates to the group and help the coordinating PoC from the company's end in managing interviews.
- Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues to evaluate those facing technical difficulties.

Interviews

Timeline

- The Internship Team will schedule the interviews. The mode of conduction will be mutually decided upon closer to the interview date(s).

Interview Shortlist & Waitlist

- The shortlist for the interview process must be shared by the company with the Primary Student PoC as early as possible.
- Companies are urged to provide extended shortlists from their test results in addition to the main shortlist as a 'waitlist.' In case candidates on the main shortlist are selected by companies that visited earlier, the backup candidates from the waitlist can be interviewed at the discretion of the company.

General Rules

- All students who have been shortlisted for interviews should be given a fair chance to interview with the company. Companies should ensure there are enough interview panels to accommodate the entire interview shortlist in the allocated time slot. Contact the allocated Student Interview PoC in case of any doubts.
- Companies should not engage in holding back candidates against their will or in pressurising the candidates or negotiating with them about the offer.

Mode of Conduction

- The exact mode and logistics of the interviews will be mutually decided upon based on the guidelines provided by the Primary PoC at the interview date scheduling.

Guidelines for Interviews (Online)

- The platform details and links for interview panels must be shared with the Primary Student PoC well in advance by companies. The Internship Team will facilitate sharing of links with the students.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues such as telephonic interviews to evaluate those facing technical difficulties.
- Companies must direct interview links to students only through the Interview Student PoC. Links CANNOT be sent to the student directly via email, WhatsApp, etc., without the prior consent of the Primary Student PoC.

Guidelines for Interviews (Offline)

- A venue will be booked inside the IIT Madras campus, and the company will be notified of the same.
- Companies are requested to contact the Primary PoC for arranging the necessary things.

Offer Management

Offer Release

- Companies are requested to share the list of students selected ASAP to the student coordinator after all the scheduled interviews are completed. Companies CANNOT make spot offers.
- The list of offered students must be sent via mail to the Interview Student PoC, Primary Student PoC, Prof. G Sarvana (gsaravana@smail.iitm.ac.in) and the Internship Team (ed.internships2024@gmail.com). All offers (made by the companies) shall be only through the Internship Team.
- Offers must be made in the same slot as the interview process (48 hours after all interviews are completed). Offers made in the timings of the following slot will be counted as offers made in the next slot.
- Companies are also requested to share a waitlist. In case students on the offer list decline the offer extended, the company will be given an opportunity to extend offers to people on the waitlist at their discretion.
- Companies are required to intimate the Internship Team by mail on the cancellation of the waitlist, i.e., no offer/upgradation of the waitlist to offer, if any, within 24 hours after the student acceptance list is shared by the internship team. If this deadline is not met, the waitlisted students getting other offers will be removed from the waitlist.

Offer Acceptance

- The students will inform the acceptance of the offer within 48 hours after the offer release.
- The company shall be intimated of the offer acceptance within three days of the release of the offer.

Offer Letter

- Companies should send out offer letters to the candidates before the first week of November 2024. The Internship Team must be informed of the same.

Note About PPOs/PPIs

- Companies can offer PPOs/PPIs to the students, and the same should be informed to the Internship Team.

Actions Against Offences

Recruiters are requested to keep a note of the measures that will be undertaken in case any of the following happens:

- Revoking offers unconditionally: The company will be blacklisted for the next season. If the internships are offered back, they will be demoted to a later slot the following year.
- Revoking offers stating students are not eligible as per criteria that weren't mentioned earlier in the JD or written communications with the Internship Team (Background verification and physical tests excluded): The company will be demoted to a later slot the following year. There will be no consequences if the internship is offered back.
- Companies not adhering to the JD and the terms & conditions (eg: compensation less than filled in ERF, extending the training period and/ or paying less) Demotion to a later slot the following year or blacklisting depending upon the significance of the additional terms included.