

Student Internship Policy

Internship Season 2019-20



Placement Office
Indian Institute of Technology, Bombay
July, 2019

The Placement Office welcomes all eligible students to take active part in the internship process for the Internship Season 2019-20. IIT Bombay considers the Internship process very crucial and extends all out support to ensure that students are given the right opportunity to streamline their career interests.

The Internship process is coordinated by the Institute Placement Team consisting of the **Professor-in-Charge (PIC), Training & Placement Officer (TPO), Placement Office Staff Members, Placement Managers, Internship Coordinators, Company Coordinators, Associate Placement Coordinators, Department Placement Coordinators, Web Coordinators** and **Design Nominee**.

In order to maximize the sum of benefits to all the stakeholders, the Internship Policy for the students has evolved over the years. To realize a win-win situation for IIT Bombay and our partner organizations, all students are expected to understand the Internship Policy and follow it strictly. It may be noted that some policy changes may take place during the year in the best interest of the whole batch.

The Internship Policy is binding on all students who register for the 2019 - '20 Internship Season of IIT Bombay (including the ones who may de-register on a later date) and is to be followed during the entire duration of the internship season.

The Placement Office acts as a facilitator between students seeking internships and organizations seeking to recruit these students. While this office takes all the efforts to offer internship, due to several external constraints the Placement Office cannot guarantee a job to every registered student. Students are advised to make responsible decisions and would be liable for any consequences.

INTERNSHIP SEASON

The internship season started on July 1, 2019 and will continue up to June 30, 2020.

REGISTRATION

Registration with the Placement Office for internships is compulsory for a student to participate in the Internship Season's process coordinated by the Placement Office and to get various supports like NoC's, visa letters even if a student gets an internship from outside the purview of the Placement Office. Further, by registering with the Placement Office for internships, the student also agrees that Internship Policy is binding to him/her. Students can only register within the fixed period of the registration window opened by the Placement Office. Registration shall be a one-time process for the entire

duration of the Internship Season 2019-20. Once registered, a student may apply for internship opportunities with organizations as per the Internship Policy.

ELIGIBILITY CRITERIA FOR REGISTRATION FOR INTERNSHIPS

The student must be a bonafide regular student of IIT Bombay. The student must be in the 2nd or 3rd year of undergraduate study or 1st year of 2 Yr. M.Sc. or 2 Yr. M.Des. or 1st year of M.Sc.-PhD program.

CATEGORIZATION OF INTERNSHIPS

The summer internships offered are categorized into Industry (I), University (U) and Winter (W) internships. Industry internships are further categorised into I1, I2, I3 and I4. Winter internships are categorised into W1 and W2. University internship also has University Program (UP) category. Categorisation of organisations is based on the nature of organization, profile offered by the firm, past relationship with IIT Bombay, student preference and stipend, etc.

ROLES OFFERED FOR INTERNSHIPS

Internships will be offered in department-specific core fields, interdisciplinary fields, foreign universities, financial services firms, consulting firms, analytics firms, FMCG firms, IT firms, marketing firms, Public Sector Unit firms, social and non-governmental organizations during both the summer and the winter period.

RULES PERTAINING TO INTERNSHIPS

1. RULES FOR SIGNING IAFs (INTERNSHIP ANNOUNCEMENT FORMs)

- A student can sign as many IAFs as needed except for cases mentioned as per the 'Terms of Declining Interns' clause of the Internship Policy.
- A student procuring an I1, I2 or UP category internship will not be eligible to sign any new IAF. The student would be immediately deregistered from the internship process.
- A student who has been selected in a category I3 or I4 internship has the opportunity to sign category U (university) or UP (University Programs) IAFs. The aforementioned student can sign multiple category U or UP IAFs until he/she gets selected for any one category U or UP internship. If the student is selected for the category U or UP internship, it is binding upon the student to accept the

category U or UP offer, failing which he/she will be penalized as per the 'Terms for Declining Interns' clause of the Internship Policy.

- A student who has been selected in a category U internship has the opportunity to sign 1 category UP (university programs) IAF (in addition to all the category UP IAFs he/she has signed before) subject to the fact that the Placement Office gets the consent of the concerned employer for the U category internship to allow the student to do so. In addition to this the employer must agree to provide a waitlist to ensure a replacement if he/she is subsequently selected in the UP internship later. In such a case, it is binding upon the student to accept the category UP offer (irrespective of whether the concerned category UP IAF was signed before or after the category U IAF result), failing which he/she will be penalized as per the 'Terms for Declining Interns' clause of the Internship Policy.
- A student has the option of choosing one out of multiple offers if the said offers are received within a span of 24 hours for summer internships, subject to the fact that the final interview rounds have been held and results have been declared within 24 hours of the declaration of results of the first company.
- A student has the option of choosing one out of multiple offers if the said offers are received on the same day, for winter internships, subject to the fact that the final interview rounds have been held and final results have been declared on the same day as the declaration of results of the first company.
- It is binding upon a student to accept the internship for which he/she has been selected through the Placement Office, failing which he/she is liable to be penalized as per the 'Terms for Declining Internships' clause of the Internship Policy.
- A student having secured a summer internship may apply for winter internships and vice versa.

2. MISCELLANEOUS RULES

- Placement Office has the right to take action against students displaying inappropriate conduct during the pre-interview process, interview process, post selection until Internship begins and during the period of Internship. The students are expected to uphold the repute of IIT Bombay during the course of their internships. Strict action will be taken against the students who commit such acts.

- Placement Office will ensure that the internship duration does not exceed beyond the institute registration date but will not be responsible for any kind of penalties that a student may face from the institute due to any delay in returning back to the institute in time.
- After signing an IAF, students are required to appear for the entire selection process as per the company requirement. Failing this, they are liable to be penalized as per the 'Terms for Declining Interns' clause of the Internship Policy.
- Students going abroad for Foreign Exchange must comply with the above rule and while they are unavailable on campus, they are recommended to sign for only those companies/universities whose selection process does not involve any personal interaction with the students, however the final candidature depends on the discretion of the firm.
- Students are discouraged from contacting companies or universities who are recruiting interns through the Placement Office. Placement Office holds the right to take action against a student if any such complaints are received from the company/university officials.
- If any student gets an internship outside of the Placement Cell, then the student must inform the Placement Office by email (training@iitb.ac.in) within three working days.
- During any selection procedure students cannot enter into any kind of negotiations directly with the companies. All students are discouraged from signing any contract with the company before getting the internship offer officially from Placement Office.
- Students receiving PPO's (Pre-Placement Offers) by any organisation must comply with the PPO Policy of IIT Bombay and must report the receipt of the PPO to the Placement Office **within three working days**. This also includes offers extended by organizations that were not a part of Internship Season 2018-19.
- Students receiving PIO's (Pre-Internship Offers, which are internships awarded for third year if they have worked in the same organization in their second year) must report the receipt of these PIO's to the Placement Office **within three working days**. If they receive a PIO, the student shall be allowed to sign IAFs through the Internship portal till the PIO acceptance deadline of the firm:
 - If the student does not get any internship through Placement Office till then, he/she shall have to inform the PIO offering firm about accepting/rejecting the PIO while keeping the Placement Office in loop.

If the student accepts the PIO, they shall be immediately de-registered from the portal. If they reject the PIO, they shall be allowed to sign further IAFs.

- If the student gets an internship through Placement Office before the PIO acceptance deadline of the firm, it is binding upon a student to accept the internship for which he/she has been selected through the Placement Office and reject the PIO while keeping the Placement Office in loop, failing which he/she is liable to be penalized as per the 'Terms for Declining Internships' clause of the Internship Policy.
- The Placement Office does not enter into any kind of contracts/agreements/MoU's with any recruiter/organization. However, Placement Office has no objection with students entering into contracts/agreements/MoU's in their personal capacity. The students must thus carefully go through all the terms and conditions of such contracts/agreements/MoU's before accepting the offer and must bear full responsibility of these contracts/agreements/MoU's upon themselves.
- It may be noted that some policy changes may take place during the year in the best interest of the whole batch.

3. TERMS FOR DECLINING INTERNSHIPS (SUMMER INTERNSHIP)

- If a student either: 1) Declines an internship offer or 2) Accepts and fails to complete an internship from a Category I1 company, his/her placement and internship resume will be void of any mention of activity for the duration of aforementioned internship. Further, he/she will not be allowed to sit for Day 1 of the Placement Season of 2019-20/2020-21.
- If a student either: 1) Declines an internship offer or 2) Accepts and fails to complete an internship from a Category I2, his/her placement and internship resume will be void of any mention of activity for the duration of aforementioned internship. Further, he/she will be allotted 5 penalty points which will be carried forward to the placement year of the student. **[In case a student receives 5 penalty points he/she will not be eligible for any Bonus Opportunity JAF or the extra JAFs earned as part of the preparatory incentive points during final placements of 2019- 20/2020-21]**
- If a student either: 1) Declines an internship offer or 2) Accepts and fails to complete an internship from a Category I3 company, he/she will be allotted 3 penalty points which will be carried forward to the placement year of the student.

[In case a student receives 3 penalty points he/she will not be eligible for any Bonus Opportunity JAF or the extra JAFs earned as part of the preparatory incentive points during final placements of 2019- 20/2020-21]

- Category I4 internships may be declined without any such obligations, however, the Placement Office retains the right to take actions when complaints are received against a student from a company/organization as any behaviour leading to such instances can be harmful for the reputation of IIT Bombay.
- If a student either: 1) Declines an internship offer or 2) Accepts and fails to complete an internship from a Category U or UP, his/her placement and internship resume will be void of any mention of activity for the duration of aforementioned internship. Further, he/she will be allotted 5 penalty points which will be carried forward to the placement year of the student. **[In case a student receives 5 penalty points he/she will not be eligible for any Bonus Opportunity JAF or the extra JAFs earned as part of the preparatory incentive points during final placements of 2019- 20/2020-21]**
- If a student fails to attend a GD/PI/tests for which he/she has been shortlisted, he/she is liable to restriction of the number of IAFs he/she is eligible to sign. If such an instance repeats, the student will be debarred from further participation in the internship process.
- All Internship Policy violations will attract penalties as detailed above. However, in case of grave policy violations or actions that affects the reputation of the Institute and the prospects of the future students (identified as Dark Violations), the Professor In-Charge may conduct a preliminary enquiry and refer the matter to **Dean (SA)/Institute Disciplinary Action Committee**.
- In addition to above mentioned points, following line will be imprinted on the placement resume (for declining I1, I2, I3, U and UP Category internship offer):
“Unprofessional conduct during campus internship procedure”

Category	Debarred from Day 1 of Placements	Penalty Points	Line with “Unprofessional Conduct” printed	Unable to mention activities of summer in resume
I1	Yes	0	Yes	Yes
I2	No	5	Yes	Yes
I3	No	3	Yes	No
U and UP	No	5	Yes	Yes

4. TERMS FOR DECLINING INTERNSHIPS (WINTER INTERNSHIP)

- If a student declines a Category W1 or U winter internship (or accepts and fails to complete an internship from a Category W1 or U organization), he/she will be allotted 5 penalty points which will be carried forward to the placement year of the student. **[In case a student receives 5 penalty points he/she will not be eligible for any Bonus Opportunity JAF or the extra JAFs earned as part of the preparatory incentive points during final placements of 2019- 20/2020-21]**
- If a student declines a Category W2 winter internship (or accepts and fails to complete an internship from a Category W2 organization), he/she will be allotted 3 penalty points which will be carried forward to the placement year of the student.
- If a student fails to attend a GD/ PI /tests for which he/she has been shortlisted, he/she is liable to restriction of the number of IAFs he/she is eligible to sign. If such an instance repeats, the student will be debarred from further participation in the internship process.

5. CREDIT BASED INTERNSHIP

- The IIT Bombay Senate has approved "Credit-based Internships" and certain departments have implemented the same. Students may contact the respective HoD's for details on this.
- Once a student gets an internship and would like to convert it into a credit based internship, the student must then get consent from the industry mentor and also find a faculty mentor who would evaluate the internship to award the grade.
- The student must get the approval of the HoD and Professor In-Charge of Placements. The student must get all the approvals before proceeding to the internship.
- Application format and details are available from the Placement Office.

After the internship, the faculty mentor, in consultation with the industry mentor, will evaluate the internship report.