

## Internship Policy 2019-20

The internship policy will be applicable to all the students who apply for internships extended through SPO, for the session 2019-20 and will be followed for the entire duration of the session. Internship support provided by SPO to the participating (registered) students does not carry any guarantee on securing an internship opportunity.

### Eligibility and Guidelines for internships

- The role of the SPO (Students' Placement Office) is of a **facilitator and counsellor for internship activities. Registering for an internship with SPO does NOT guarantee an internship.**
  - SPO internship services are available only to students registered with SPO
  - Applying for an internship with any company or joining a company is entirely the responsibility/decision of the student concerned.
- Internship opportunities provided by SPO covers both industry and academic internships. During the registration for internships, the students are required to notify their preference on whether they are seeking academic or corporate internships.
  - Information related to student choice (academic/corporate preference) will be communicated to corporate firms where the student is submitting his application.
  - Students choosing the academic option will be permitted to leave their corporate internships if selected for both
    - Academic internships facilitated by SPO and/or any other internship programs facilitated through the Office of International Relations (OIR), IITK and/or IITK faculty are only qualified as academic internship for the waiver mentioned earlier
    - No SPO recommended disciplinary actions (internship defaulter) will be imposed on these students for backing out of accepted corporate internship offer
- Internship opportunities provided by SPO is a one-time internship opportunity extended to registered students of IIT Kanpur
  - Support services will be provided ONLY if their respective academic program allows the student to take-up internship opportunities.
  - A student is considered to have participated in internship activities ONLY if he has registered for internships with SPO and has applied to at least one company in that year.
  - Priority for internships will be given to pre-final year students
    - Dual degree students may also apply for internship provided they have not participated in internship activities in the previous years
    - Dual degree students MUST submit to SPO a No Objection Certificate from the academic advisor and forwarded through the department head to complete the registration process
  - B. Tech students are eligible to apply for internships in their 3rd year only
  - Sophomore students may apply only if they qualify the selection criteria set by the participating firm

- Available opportunity, after exhausting the quota of pre-final year students/available students not qualifying or opting for the opportunity, will only be shared with the registered students
    - All the SPO rules pertaining to internship applies to these students also
  - Double Major students and 3rd-year B.S students (wanting to convert to B.S/M.S program) have the option to declare in advance their choice to sit in either their 3rd year or their 4th-year internships.
- The student must be **present** during the entire **Summer Recruitment Process** (including PPTs) of the company, to qualify for selection. Failure to attend any session will disqualify the student from the selection process.
- The student will not be allowed to withdraw a submitted job application **AFTER** the last day of the application deadline mentioned by the company.
  - Once a student withdraws his application for a job profile offered by a company, the student will not be allowed to re-apply to the same job opening.
  - If a student backs out of a job application (not appearing for internship process), disciplinary actions will be imposed on the student which may include cancellation of registration, restrictions on participating in future SPO activities.
- **Attending Pre-Placement Talk (PPT)** given by a company **is mandatory** for students who have applied for a job opening in the company.
  - Students must get to the PPT venue before the start of the session
  - No students will be allowed to enter the PPT venue 5 minutes after the start of the session
  - Attendance of the participating students will be taken by the SPO volunteers 5 minutes into the start of the session
- Exemption on attending PPT sessions are given below
  - Maximum of two excused absences will be permitted for each student through the entire internship season.
  - Prior approval (leave requests forms available on the SPO website) on this should be obtained from SPO (Office Manager) at least 24 hours in advance from the time of conduct of PPT's
    - Exemption approvals will only be given in case of health issues or any unforeseen circumstances that are beyond the control of the student.
    - Medical documentation explaining the reason for the inability of the student to attend PPT should be produced from an institute approved body for health-related issues.
    - Leave approvals/leave requests submitted to the institute should be submitted as proof for exemptions sought in any other cases.
  - PPT's missed due to academic clashes will not be counted in the list of 2 excused absences.
    - The student should submit the details of the class, a copy of class announcement for the particular time period (sent by the concerned faculty) as supporting documents along with a written request (or email).
    - Proof of attending class will be sought from the faculty if the student is requesting for absence due to academic clashes.
- Failure to attend the PPT session will disqualify the student from participating in the selection process of the company (This does not apply to excused absence or absence due to academic clashes).

- Student who fails to appear for a PPT session (non-excused absence for first time) are required to meet SPO prior to their next PPT session and handover a written explanation on reason for absence.
- The student will not be allowed to participate in the next PPT unless a formal explanation is handed over to the SPO.
- Second non-excused absence will result in deregistration of the student from SPO. The student will not be allowed to re-register with SPO unless agreed upon by the SPC.
- Students appearing for any tests/GD/PPT's/Interviews etc. should be present at least 10 minutes prior to the start of the process.
  - Entry to the gate will be closed 5 minutes post the scheduled start of the session
  - No students will be allowed to attend the session after gate closure and will be considered as a non-excused absence from the session.
  - Any violation or forced entry after that time limit would be entitled to disciplinary actions as mentioned later in the document.
- The student will be considered to have secured an internship if his/her name appears in the selection list given by the company on the day of the interview.
- SPO enforces one internship to one student at the first instance. It is mandatory for the student to accept the offer from a company if that is the only offer he has received during the day of the interview.
- If a student receives multiple offers for internship in one day, he/she has to choose one of the opportunity at the end of the slot.
- The opportunity created due to offer rejections (by students with multiple offers) will be filled in from selection waitlist provided by the company.
- Waitlisted students can appear for interviews in the next day unless their selection confirmation is obtained from SPO. Policies for selected students (as detailed earlier) are applicable to these students once their name is included in the selection list.
- The student is responsible to check/meet all eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying. Ex. CPI requirements set by the firm, medical fitness, etc.
- Students are required to verify the internship details (package, job profile, terms and conditions, etc.) prior to signing the offer letter
  - Verifying the details is entirely the responsibility/decision of the student concerned
  - Any discrepancy observed should immediately be brought to the notice of SPO. Any concerns or queries related to offers should be directed to the SPO Team who will clarify the details with the company officials.
- If a student gets an Internship from anywhere other than the SPO, he/she must inform the SPO within 24 hours by sending an email to **spooffice@iitk.ac.in** with a copy to **sposecy@iitk.ac.in**. Student will be deregistered from internship and will not be allowed to participate in the selection process any further
- Copy of signed acceptance letter must be submitted to the SPO to obtain NOC from SPO/DOSA/DOAA for participating in the internship program.
- Obtaining proper documentation from the firm and submitting to SPO after completing the internship program is the responsibility of the student.

- Project Verification Form(PVF) and Internship Completion Certificate should be submitted to SPO after completion of the internship.
- This is mandatory if the student wishes to include the details into their resume for future placement activities.
- The tentative deadline for de-registration from internship is the last day of internship registration, August 5<sup>th</sup> , 2019. Any changes in this will be intimated to students via email and/or will be posted on the SPO website.
- In the case of deregistration, approval from SPO chairman may be sought 24 hours prior to the deadline.
  - The student should send in an email request to [sposecy@iitk.ac.in](mailto:sposecy@iitk.ac.in) with a copy to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) stating the reasons for deregistration.
  - Approval will be communicated to the student via email from the SPO.

### **Pre-Placement Offers (PPO)**

- Companies contacted by SPO for internships will be informed about our PPO policy in advance
- Upon receiving the internship completion certificate from the student, the company will be contacted regarding any Pre Placement offers extended by them.
- After completing the internship, students MUST inform SPO on any intimation from the company on the possibility of a PPO being granted in the future. SPO will follow up with the company further and help the student in receiving the PPO.
- Pre-Placement Offers extended to any student (from internships secured through SPO or through off campus mode) MUST be intimated to the placement office within 24 hours of receiving the offer. This also includes offers extended by companies that are not participating in the 2018-19 campus placements.
- Once a Pre-Placement offer is received from a company :
  - Students are required to decide on the offer within 1 week of receiving the offer letter or by the deadline mentioned by the company, **whichever is earlier**
    - If a Pre-Placement Offer is received before the last day of registration for placements (2019-20), the student MUST take a decision on PPO to be eligible for registration in placements.
    - If a PPO is received after the start of placement season, the student MUST confirm his decision within 5 days of receiving the offer, or before participating in the next placement activity, **whichever is earlier.**
    - If a student continues with the SPO placement process after receiving a PPO offer and accepts the PPO at a later stage, he/she will be limiting the opportunity of fellow students in getting a job offer. Such cases, if found, will be reported to institute authorities for disciplinary actions. SPO will also inform the firm that has extended the PPO about the misconduct on the part of the student.
  - Any student found concealing the information about PPO will be reported to institute authorities for disciplinary actions. SPO will also inform the firm that has extended the PPO about the misconduct on the part of the student.

- Students are required to verify the job details (package, job profile, terms and conditions, etc.) prior to signing the offer letter. Any discrepancy observed should immediately be brought to the notice of SPO who will clarify the details with the firm.
- Signed acceptance letter should be handed over to SPO for documentation purposes.
- Details of joining (date, location etc.), if not mentioned in joining letter, should be communicated to SPO once the details are received from the company.
- Students must provide their valid/alternate contact information (email, phone numbers, point of contact at the firm etc.) in the specified form provided by SPO while requesting for no dues certificate.
- **No dues certificate from SPO/DOSA will not be issued to placed students unless the signed offer letter is submitted at SPO.**
- PPO, if accepted, job will be recorded and the student will NOT be allowed to participate in the campus placements any further.
- PPO, if declined, the student will be allowed to participate in SPO placement process. Rejection letter will be sent to the company through the SPO.

Any student found to have breached any of these rules will be debarred from the placement process. If at the time of breach the student is already placed, the company in which he/she is placed will be intimated of the violation.

### **Eligibility and Guidelines for Academic internships**

In an effort to enhance the participation of our student body in technology development, research and education, IIT Kanpur strongly encourages our students to go for research internships at organizations of international repute as part of their internship program. All participating firms process will be advised on the fact that the institute is placing impetus on academic research internships and if the student secures an academic research internship in the future, the student can opt out of the industry internship.

- Criteria discussed below covers ONLY academic internships facilitated either by IITK faculty or by SPO/IITK which include Research Track Exploration (RTE) facilitated by IITK-NYC office, TAMU-IITK intern program, Mitac Global link research internships, IIT-DAAD internships and/or any other internship programs facilitated by Office of International relations (OIR), IITK
  - Internships secured through direct applications or through any other sources will not be considered as SPO approved internships.
  - Students selected for all non-approved academic internships will not be eligible for corporate internship waiver (details provided in the following sections) extended by SPO.
- All full time registered students of IIT Kanpur are eligible for academic internships services extended by SPO/IITK.
- The type, duration and eligibility of these internships vary depending on the requirements set for individual programs.
- Applying for internships, verifying and meeting the selection criteria, application deadlines etc. are entirely the responsibility of the student

- Upon submitting an internship application, it is MANDATORY for students to inform SPO on the details within 24 hours by sending an email with details to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) with a copy to [sposecy@iitk.ac.in](mailto:sposecy@iitk.ac.in)
- Students if selected for an academic internship, which they have not informed SPO after applying **will be considered as Internship defaulter and under no circumstances will be eligible for corporate internship waiver** (details provided in the following sections) extended by SPO
- SPO enforces one academic internship to one student policy.
  - Students MUST accept an internship offer within 2 days of receiving confirmation from the academic institute/concerned faculty coordinator.
  - If multiple offers are received within the time period, the student must accept one within the 2 week time period after receiving the first offer.
  - Student must inform in writing to both SPO and OIR about his choice of selection with in this time period. OIR office will inform the remaining institutions that he has applied regarding the students choice and non-availability for pursuing internships at the respective institutions.
  - If confirmations on academic internships are received prior to the day of corporate internship interviews, the student must make a selection on whether to opt for academic or corporate internships for being eligible to participate in the interview
    - If the student chooses academic option, they will not be allowed to participate in corporate internship interviews.
    - If the student chooses corporate option, the academic institute (from where offer was received) will be informed about the offer rejection by the student.
- Students with academic internship preference need to fill-up the **Corporate Internship Waiver form to be eligible for corporate internship waiver**
- Academic internship policy approved by IITK is listed below

NEW ACADEMIC INTERNSHIP POLICY APPROVED BY THE INSTITUTE (in effect since March 22nd, 2016) -----

A large number of undergraduate students go for an internship in the summers. SPO facilitates this by getting companies to interview them for internships. A smaller, but significant, number of students opt for internships at academic institutions, both in and outside the country. Since the last couple of years, a number of such internships in North America have been facilitated by the New York office of the institute. As a policy, the institute would like to promote academic internships more since it increases the chances of students going for PhD thus eventually increasing the pool of possible faculty in the country. There are two issues that need to be addressed though: (1) a number of students spam a large number of faculty asking for internships, and (2) industry internships offers are typically given before the academic internships. In order to address these concerns as well as facilitate the academic internships, the following is being implemented. It applies to all students who use the SPO for industry or academic internships.

1. All students interested in internships will, at the outset, fill up a form stating their preference between industry and academic internships. This is only a preference indication.
2. Every student will be permitted to apply for academic as well as industry internships. The academic internships here in are only the ones as described in **Rule 3**.

3. Students interested in academic internships can apply only to the positions offered through our New York office, or through a faculty member of the institute or through SPO.
4. Once a student, who had given a preference to academic internship earlier, accepts an academic internship offer, he/she must give up all other offers (academic or industry) and will not be permitted to change the choice. This will enable him/her to accept the academic internship within the scope of Rule 3 and give up the industry internship. If the student has already accepted an academic internship, he/she will not be able to change it for another academic internship. If student has accepted an industry internship, the student as per current rules and which stay in force, he/she will not be able to substitute for another industry internship.
5. Academic internships outside the scope of Rule 3 will not be considered for any of these rules. If you have an industry or academic internship (accepted through SPO/Rule 3 scope) and you secure an academic or industry internship on your own outside the scope of rule 3 and accept it, you will be automatically deregistered from placements and will not be allowed to attend placement process at all.
6. Spamming faculty for internships is strongly discouraged and if faculty complaints are received, we will take it seriously and penalties will include deregistering from placements. Students are strongly encouraged to bring their direct contacts with overseas and Indian based faculty within the scope of Rule 3 by keeping the New York Office and/or department faculty actively in the loop and formalizing through them.
7. Students while applying for academic internships must follow the guidelines laid out in the application material, especially regarding which years are eligible. If the qualifications for eg says only pre-final year students of B. Tech and Integrated, 2nd year students must not spam and/or apply.

### **Student conduct and disciplinary actions**

- Other than during PPT presentations, under no circumstances the students are not allowed to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview time. Students found attempting this would be subject to disciplinary actions as per prevailing rules of SPO/SPC/Institute.
- Cheating/attempt in all forms during the selection process (PPT's, written exams, group discussions etc.) is a serious offence
  - Students caught indulging in such activities would be debarred from internship process with immediate effect and their registration will be cancelled.
  - Students involved in these cases will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute.
- Students are expected to behave with the companies in a professional and courteous manner. In case of any misbehaviour on part of recruiter's during interview process, please report the matter to SPO volunteers/Office immediately. SPO will inform the respective firms (office) and follow-up on the issue
- Mobile phones are not allowed during any internship related activities. This includes written tests, PPT's, group discussions, personal interviews etc.
  - Institute recommended disciplinary actions for students carrying cell phones to examination halls will be imposed on students found using cell phones during internship activities.
  - Additional disciplinary actions as recommended by SPO/SPC will also be imposed for repeated offence which may even lead to deregistration of students from internship processes. The

penalty may be decided on a case by case manner and the decision of SPC on this will be binding and will not be reconsidered under any circumstances

- Malpractices of any sort during resume submission, written tests, PPT's, group discussions, personal interviews etc. is strictly prohibited
  - Students caught attempting/presenting falsified information during SPO activities will be reported to institute authorities for disciplinary actions.
  - Students involved in these violations will be deregistered from internship process with immediate effect. Student will be escorted out of the examination centre and will not be allowed to participate in the current or any of the future placement activities.
  - Cancellation of registration for these students will not be revoked unless cleared by SPC and SSAC
  - Students involved will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute.
- If student make any false claims in resume submitted for job application
  - Internship registration will be cancelled with immediate effect.
  - Offer received will be revoked in case if falsified resume was found after receiving an offer
  - Further disciplinary action as per decision of the SPO/SPC will also be imposed on the students.
- Student, if found to have violated any of the rules and regulations of SPO/IITK other than those mentioned above or indulging in conduct unbecoming of an IITK student or any behaviour that may affect the relationship of the institute with a company
  - Case will be reported to SPO Chairman, SPC, DOSA, DOAA and SSAC
  - Students involved in violation of SPO norms will also be subject to Institute/SPO/SSAC disciplinary actions as per prevailing rules of the Institute.
  - Students if already placed, the concerned firm will be intimated officially on the details of the violation. Under no circumstances will SPO be responsible for the firm's follow-up actions which may even include cancellation of the extended offer.
  - Decision of SPO/SPC will be binding and will not be revoked under any circumstances.
- Students found to have engaged in any discussion with the recruiters regarding final selection list during personal interviews will be debarred from participating in all future placement activities.
- Any sort of misbehaviour on the part of students which affects the decorum of the PPT or the selection process or the reputation of SPO attracts a severe penalty as per discretion of SPO/SPC.
  - The disciplinary action may be decided on a case by case manner and may vary depending on the severity of the situation.
- It is **MANDATORY** for students to honour the commitment after accepting an internship offer from a company. Exemption will only be given to students who secure academic internships through SPO, details of which are given earlier.
- If a student fails to honour an internship offer through SPO (for any reason including obtaining an internships through off-campus mode), the student will be considered as an internship defaulter.
- If a student does not disclose an internship offer received through off campus mode (on a prior date) or about an academic internship secured.
  - **Disciplinary action as per decision of the Chairman, SPO/SPC will be imposed on the student.**



- Decision of SPO/SPC will be binding and will not be revoked under any circumstances.
- Upon accepting an internship offer, the student must keep himself/herself available for the entire duration of the internship at the company. A student, who leaves the Internship of SPO before or during the stipulated internship period after getting selected, shall be termed as an Internship Defaulter.
- Spamming faculty for academic internships is strongly discouraged. If a complaint is received
  - DISCIPLINARY ACTIONS AS PER INSTITUTE AND SPO POLICIES will be initiated against the student. SPO penalties will include deregistering from placements and/or categorizing the student as INTERNSHIP DEFAULTER.
  - If the student have received an offer, clearance WILL NOT be given to join the program.
  - NO REQUESTS on revision of these disciplinary actions will be entertained once these penalties are imposed.
- **In case of any discrepancies, all decisions taken by Chairman, SPO would be final.**

## Rules & Regulations

- The role of the SPO (Students' Placement Office) is of a **facilitator** and **counsellor** for internship related activities. SPO does **NOT** guarantee an internship. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- A student must be **present** during the entire **Summer Recruitment Process** (including PPTs) of the company, if one has applied for its internship process. A student would be disqualified from the process of the company and placed on probation if he/she misses the PPT without any genuine reason\*\*.
- If a student **withdraws** from a company's process (not attending any of the GDs, tests, PI, etc.) after applying (without any genuine reason\*), he/she shall be **de-registered from SPO** and shall not be able to apply for any Internship through SPO for that session.
- If a student gets an **Internship from anywhere other than the SPO**, he/she must inform the SPO as soon as possible by **dropping a mail to sposecy@iitk.ac.in** so that all his applications for Internship could be withdrawn.
- A student, who **leaves the Internship of SPO** before or during the stipulated internship period after getting selected, shall be termed as an **Internship Defaulter**. A student has to keep himself/herself available for the entire duration of the internship at the company, failing which students would also be considered as an **Internship Defaulter**.
- Each student must produce proof of completing an Internship if selected through SPO. A PVF(Project Verification Form) and Internship Completion Certificate would suffice.
- If a student directly contacts a Company that comes through SPO, then it would be considered as an Off-Campus attempt.
- If a student gets **more than one offer in a single day** then he/she has the option of **choosing between them** at the end of the day. The choice must be communicated to the SPO immediately.
- A student has to accept his/her offer by end of the day in which an offer is received and application from all other companies would be withdrawn immediately.

- **Discrepancies, false claims or any objectionable content** found in the resumes of a student would prevent him/her from taking part in any of the internship activities for that season and make him/her an **Internship Defaulter and attract further penalization as per decision of Chairman, SPO.**
- **Misconduct of any kind during the entire internship season would attract strict punishment as per decision of the Chairman, SPO.**
- **Any cases of fraudulent CPI would be dealt with severity and the case would be forwarded to SSAC and would prevent the student from taking part in any recruitment activity during his/her stay in IIT Kanpur.**
- **In case of any discrepancies, all decisions taken by Chairman, SPO would be final.**
- **\*\* Genuine reasons include health problems, academic clashes or other reasons subject to approval of Chairman, SPO.**

### **Penalty for Internship Defaulter**

- <sup>1</sup> Internship defaulters will be allowed to apply for only two companies for the first seven days of the placement season.