

Procedure:

1. Invitations of the onset of the Internships with the tentative itinerary of the internship process along with the Internship brochure are sent to the company.
2. After the company expresses interest for participation, the company is sent an Internship Proforma (IP) to share the details of the profile offered.
3. An account is created for the company on the Internship Automation System (IAS), an interactive portal, that lets the companies view the profiles of students interested in the Internship profile.
4. Pre-Placement Talks (PPTs) are scheduled online for companies to interact with the students based upon mutual agreement and availability of students.
5. Meanwhile, students can access the company profile and prepare themselves for the PPT.
6. Before the PPT, students need to submit their resumes according to the deadline set by the company on the IAS.
7. Companies are informed about their slots for the internship season which starts from the 1st week of September.
8. Slotting is done subject to the following parameters:
 - Student Preferences
 - Work Profile
 - Internship Location
 - Compensation Package
 - Career Prospects
 - Student Intake
9. Based upon student profiles and/or test performances, shortlist of students is provided before the commencement of the internship session.
10. Shortlisted students then appear for the Internship process of the company.
11. Company submits a list of finally selected students along with a waitlist at the end of the day/slot.
12. A student may get multiple offers at the end of a day/slot, in such a case he/she is allowed to choose one of them.
13. A student must decide within two hours of the end of the day/slot.
14. Once a student has been offered an internship, he/she is out of the internship process. This follows our **One Student, One Internship Policy**.

Internship Policy:

- The Students' Placement Office follows a strict "**One Student, One Internship Policy**". Once a student is offered an internship, he/she is out of the internship process.
- On completion of the recruitment procedure, the company needs to submit the final list of offers in a closed envelope to the Placement Office. The offers will be opened at the end of the slot* when all companies finish their process.
- No "**On the Spot**" offers should be made nor can any clue be given to any of the candidates during the internship interview.
- In case a candidate receives multiple offers, the candidate must make a choice at the end of the slot. The companies will be intimated about the final choice of the candidate two hours after the end of the slot, or receipt of the offers, whichever is later.
- Since there is a high probability of multiple offers, the companies have to furnish a waiting list to the Placement Office along with the final offers. In case a candidate who is extended multiple offers chooses the other company, the first candidate in the waiting list moves up in the final offer list. The waitlist will not be disclosed to the students and will be released on a per-student basis.
- Companies are always advised to be in touch with the Internship volunteers and staff. They should not entertain any direct contact from the students appearing in the internship process. In case of such a situation, the company must bring this immediately to the notice of the Placement Office.
- The internship should be held during the period starting from 1st week of May 2021 to the 3rd week of July 2021.

* The slot allotted for the selection procedure by the Placement Office to the company is of 4-8 hours, depending upon the day of the week and the number of interviews to be conducted. Although the companies are allowed to conduct tests beforehand to shortlist the candidates.