

Internship Rules and Regulations for Students

The Training & Placement Cell (TPC) of the Institute welcomes all the eligible students to take an active part in the Internship selection process for the Academic Session 2023-2024. The Cell will extend all the possible support to the students. The Placement Team will help in achieving the best paid internship results in the given condition by the assistance and full cooperation of all the students, alumni as well as the recruiting organisations to find them IIT (BHU) Varanasi as their most favoured destination.

The role of the Cell would be of a facilitator and counsellor for internship related activities. It does NOT guarantee internship to a student even on his/her being registered with the cell. The [internship policy](#) detailed hereunder will apply to academic session 2023-2024 to all the students registered for the session 2023-2024.

A. General Policy

1. All full-time registered students of B.Tech (III Year) and IDD (III and/or IV year) programmes of IIT (BHU), Varanasi, are eligible to participate in the selection process for paid Internship through the Cell. The Cell will also allow M.Tech./M.Pharma. students to avail paid internship only on the recommendation of the appropriate academic authorities.
2. Applying for a company using the TPC portal is entirely the responsibility of the student concerned. This Cell will ensure that internship activities do not affect the regular teaching program of the students. Therefore, the Cell will arrange all the internship activities beyond class hours. In a case where the company (private/PSU/Govt.) insists to conduct the process during the teaching hours and is not at all willing to come to our campus for intern hiring otherwise, then only those students will be allowed to participate for the internship hiring processes of the company who submit an undertaking (Form-VII) that they are not going to demand any waiver in attendance requirement on account of their engagement with internship hiring activities of such companies.
3. The internship policy is 'One-Student-One-Internship'. If a student earns an internship through the TPC, it is mandatory for the student to accept the offer. On accepting the internship offer, the student stands out of the internship process. As an exception to this rule, if the company fails to comply with the IAF (changes stipend, duration, role) during/after the interview process, then the student shall have the right to decline the internship offer.
4. Final results of all the companies interviewing in a particular slot will be submitted to the cell by the end of the slot.

In case of a student being selected by more than one company, the student's acceptance will be required to finalise their option and to inform TPC by the end of the slot and any discrepancies will be cleared at the due discretion of the coordination committee.

In exceptional cases where the company is looking for this information early, the information will be conveyed electronically to such students informing them to exercise their option by the time specified therein.

5. The students are requested to forward contacts they have, if any, in various companies so that the Cell may formally invite these companies for Internships.
6. A student is allowed to appear for at most 2 companies in a single slot on any day. This count will not include the companies that would entertain students exclusively from a particular Department/School.
7. **Any student willing to undergo a summer internship at IIT (BHU) Varanasi, for a duration of 8 weeks in the summer, whether belonging to IIT (BHU) Varanasi or any other college, must deposit a fee of INR 500 in the concerned account of Training and Placement Cell, IIT (BHU) Varanasi. The Cell will issue a Training Certificate upon successful completion of the training.**

B. Post Selection/Joining Policy

8. In case a student wants to reject the offer, he/she should inform the company and the cell before April, 2024. The students must understand that the whole selection process is a costly affair for the companies. Any dropout does affect their human resource and business plan. Early information may help them in having makeup against dropout if informed well in time.
9. If the student rejects a paid internship offer earned through campus for the reasons whatsoever at any

time during the academic session 2023-2024, the student will not be allowed to sit for placement during the first seven days of final placement period starting from Dec 1, 2023. This will not be applicable for M.Tech. students only as they are regulated by PG regulation and remain dependent on the decisions taken by their concerned authorities. The above mentioned penalty shall not apply if the student has received an offer for a research internship.

10. If a student, having accepted a paid internship earned through the cell, is found to be absent during the paid internship period (without the consent of the Coordinator, TPC), he/she will be debarred from the placement process during the entire month of December 2024.

C. Student Conduct and Disciplinary Policy

11. Students are forbidden from making direct contact with any company personnel under any circumstances. In case of any issue, the student should contact the Cell for putting the matter before the company for their consideration. Not following this rule will lead to the debarment of the student from the next three companies (from online-test or the interview depending upon the situation). The decision of the Coordinator shall be final in such a matter.
12. The students facing any kind of problem at any stage of the selection process should bring it to the knowledge of the Cell and must not engage with the organisation directly.
13. It is expected that a student shall NOT enter any wrong/fraudulent/misleading information in his/her resume. On violation of this rule, the student would be debarred from the entire internship session. This may also attract strict disciplinary action. This matter will be looked into by the Coordination Committee of the TPC.
14. Students are not allowed to carry mobile phones, tablet PC, laptop, calculators or any electronic device during Online/Written Internship Test unless it is specified.
15. Any sort of misbehaviour/misconduct on the part of students, which affects the decorum of the PPT or the selection process or the reputation of the TPC/Institute, including asking inappropriate/embarrassing questions, coming in inappropriate attire and not possessing the ID card, will result in the student being debarred from sitting in the further process of selection of the company and, if repeated again, the student will be debarred for 15 days from the date of reporting of the act. The decision of the Coordinator of The Training and Placement Cell IIT(BHU) Varanasi shall be final in such matters.
16. The students, who wish to withdraw from the proceeding at any point of the selection process must have to inform of his/her unwillingness (fill Form-V) to the Cell at least 48 hours before the scheduled event to update and inform the related company well in time. If a student is absent without proper information (as mentioned above) from any selection process or PPT of any company to which he/she has applied for, he/she will not be allowed to sit for the further process of that company and will be debarred from the process of **next three** scheduled companies he/she has applied for. Being late for any event will be considered as the case of absenteeism. For any waiver from the punishment under this rule, the candidate has to submit Form-VI with the Cell. The decision of the Coordinator on such applications will be final.
17. Students appearing for any test/GD/presentation are advised to be present at the venue (or at the electronic site) at least 15 minutes prior to the start of the process as late reporting will be treated as absent and the Rule 16 of the present policy will apply in such cases.
18. Cheating or using unfair means in any form or marking proxies during the selection process is strictly prohibited. You are required not to look at the screen of other computers. They should not possess any paper related to the exam while appearing in the same. All students must have to strictly adhere to the process as defined by the Cell on TPRs/TPVs/SPOC.

The decision taken by the Coordinator on the basis of evidence submitted by the TPRs/TPVs, members of the core team or staff of the Cell will be final in all matters of unfair means. A student found to be involved in the cases of unfair means will be debarred from the date of such occurrence(s) for the next 15 companies in which he/she will be shortlisted for interview/final placement.
19. Students must keep their Identity Card with them at the time of PPT/Test/GD/Interview and produce the same when demanded by the visiting team of the company, staff of the cell, core team members, Training and Placement Representatives (TPRs) or Training and Placement

Volunteers (TPVs). No one would be allowed to enter the test/interview venue without the identity card.

20. Details about the company, having confirmed their visit to the campus, will be put up on the TPC portal. The students must NOT correspond with any of these companies off-campus as, under an accord of mutual understanding between the companies and the Cell, the companies would notify the Cell whenever they receive any call or correspondence from any of the students. In all such cases, suitable disciplinary actions would be initiated apart from the related candidates being debarred from the placement process. This matter of indiscipline will be looked into by the Coordination Committee of the TPC.
21. TPRs or TPVs will be judged on the basis of their commitment towards their duties such as the number of companies coordinated, meetings attended, branch reviews, etc. If the TPRs or TPVs are found incapable or insincere in performing their job, their names will be duly informed by the Core Team to the Coordinator. Punishment against them shall include removal or replacement as TPR or TPV and/or debarment from the Placement process.
22. Any other matter of indiscipline not covered under Rules 10 to 21 will be examined by the Coordination Committee of the TPC.

D. Resume Verification Policy

24. All the resumes are going to have a fixed format. Except for the career objectives and any other interest related information, all other fields will be verified by the Cell using TPRs, TPVs, core team members and staff of the Cell.
25. The students will have to make entries in the respective fields in the specified structure of resume before the portal is closed. The date of closing of the portal will be 28th June 2023, after which the process of verification of the entered data will start regarding which a schedule will be notified by the concerned TPRs to the students for them to be physically present at the specified venue or at an electronic platform.
26. Any data which is not supported by any document and/or not duly forwarded by the Department/School will be deleted from the database. Any data found to be incorrect will be modified at this stage itself. This process will be completed by 4th July 2023.
27. Any person, who does not report for data verification as per the announced schedule, his/her credentials shall be verified based on the input received from his/her Department/School or submitted electronically at a specified location on Google drive.
27. No request for general data verification will be entertained after 7th July, 2023, without a late fee of Rs.1,000/-. Any achievement earned before this date will not be entertained at a later date unless the person deposits Rs.200/- for entry of each such achievement.
28. It may so happen that after the last date of data verification, a student achieves some recognition or laurels and the person wants to get it included in his/her resume. In such cases, the student has to submit an application along with a copy of the certificate to the cell for modifying the related field accordingly. This inclusion will be done without any fee if it is proved by the student that such recognition has been earned by him/her after the last date of verification and if the resume update request is submitted with the Cell within a week of such an achievement or the date of issue of the Certificate which is later.