

Internship Policy for Organisations

1. The undergraduate students are required to undergo summer training/internship for the duration of minimum 6 weeks during the summer vacation. B.Tech. students are allowed to proceed for the internship after completion of 6 semesters, and IDD (dual degree) students after the completion of 6 or 8 semesters depending upon their wish.

M.Tech./M.Pharma. students may proceed for at most 2 semester internships only after completing their first year. Though the internship is not part of their academic curriculum but in their two year program, they may do the research work in the industry as per the regulations of the institute. The internship programme of PG students should be research and development oriented and not viewed as the internship programme as undergraduate. Therefore, M.Tech students can do their internship subject to the approval of supervisors followed by DPGC.

2. The company shall fill up the Internship Announcement Form (IAF) or fill up a physical copy and submit it to the Training and Placement Cell (TPC). The IAF serves to introduce to the candidates internship profile, company's requirements, etc.
3. The relevant information in IAF received is electronically broadcasted to the concerned students along with all the other relevant information furnished by the company via email.
4. The company can ask resumes of interested students and shortlist at any stage of the intern selection process.
5. The company will be allotted dates ([Placement Calendar](#)) for conducting Pre-Placement-Talk (PPT)/Written-Test/Online-Test/Interview, with a request to confirm the same by a specified date. On failing to do so, the allotted date may be given to other companies. Requests for the change of the date can be entertained subject to its availability.
6. The company should conduct Written-test/Online-Test/GD/Interview, as part of their intern selection procedure, during the scheduled time-slot notified by the TPC. The selection results are not to be disclosed to the students and are to be submitted to the TPC in a sealed envelope or communicated by email to tpo@iitbhu.ac.in. Students with multiple offers (due to the possibility of multiple companies visiting on the same day) will be generally required to finalise their option and inform TPC by 12:00 hours of the next working day. The students' choice would be informed to the concerned companies. However, in some cases where the company is looking for this information urgently, the concerned students will be informed electronically to exercise their option early. To counter the loss in the number due to dropout, the company is suggested to prepare a waitlist of students in order of their merit. Any dropout from the main-list will enable movement of the waitlisted candidates to the list of selected candidates. The company will be informed of the same.
7. The student(s) shortlisted may not be available for the interview as a student may opt out of your company because the students are allowed to appear in the interview of any 2 companies in a single slot. TPC will provide a comprehensive list of such students to the company before its scheduled slot. For this reason, Companies are advised to maintain an extended list of shortlisted students to have makeup against the dropout. It will help to choose the right candidate from a sizable lot. It shall be appreciated if such a list is communicated to us early to avoid last minute hassles to be experienced by the companies.
8. The company must communicate any changes in the stipend to the cell well before the actual internship process, if done so, the company will have to accept the newly allocated dates for their interviews and conduct the process on a mutually agreeable date. If the company changes the stipend in between the interview process, the student will have the right to decline the internship offer.
9. The Institute follows the 'One - Student - One - Internship' policy. As an exception to the 'One-Student-One-Internship' policy, students who have obtained research internships for the

same term will have the right to decline corporate internships acquired via the Training and Placement Cell, similarly, a student will also be able to decline a research/academic internship for a corporate one.

10. The company is required to send offer letters to the TPC, which will then hand them over to the concerned students. Such letters, hard or soft copy, are expected to reach the TPC before March 31, 2024.
11. On successful completion of Internships, companies are encouraged to offer PPOs (Pre-Placement Offers) to the students. PPOs offered by the company are to be intimated to the TPC. The students will have the liberty of accepting or rejecting the PPO. The concerned student will express their choice to TPC within two working days of receiving the PPO. If the candidate accepts the PPO offer, then the candidate will not be allowed to participate in any further on-campus placement activity. As an exception to this, a student with PPO can appear for the placement procedure of a PSU/Government undertaking. Opportunity to sit in another company will be rarely provided by the TPC and only in exceptional cases after having the permission of the Coordinator of the TPC.
12. In the best interest of the company, it is advised to send the list of PPOs by 15th August 2023, to prevent the potential students from participating in any on-campus placement activity.
13. If a company violates any of the above-mentioned policies, they are liable to face due action at the discretion of the Coordinator of the Training and Placement Cell.