

Training and Placement Cell, IIT (BHU), Varanasi

Internship Policy for the Academic Session 2018-19

1. The Undergraduate Students (B.Tech./IDD) are required to undergo summer training for duration of minimum 6 weeks during the summer vacation and after completion of 6 semesters of their respective programmes.
2. The company shall fill up the Internship Announcement Form (IAF) and submit it to the Training and Placement Cell (TPC) as an e-mail attachment to tpo@iitbhu.ac.in or as a hard copy. The IAF serves as an introduction to the company internship profile, company's requirements etc. to the candidates.
3. The IAF is electronically broadcasted to the concerned students along with all the other relevant information furnished by the company.
4. The company can ask for the resumes of interested students and has the liberty to shortlist them before beginning of the intern selection process.
5. The company will be allotted dates ([Placement Calendar](#)) for conducting Pre-Placement Talk (PPT)/Written Test/Online Test, 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 on their requests. Request for any change in the date can be entertained subject to its availability.
6. The company visits the campus on scheduled dates and conducts the Written/Online Test/GD/Interview as part of their intern selection procedure during the time frame assigned to them. Internship offers are not to be disclosed to the students and the final selection results are to be submitted to the TPC in a sealed envelope or communicated via email. Students with multiple offers will be generally required to finalize their option and inform TPC by 12 noon 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 early, the concerned students will be informed electronically to exercise their option by the time specified therein. To ensure a safety against dropout, the company is suggested to prepare a list of students, in order of their merit, who can be kept waitlisted. Any drop out from the main-list will enable movement of the waitlisted candidates to the list of selected candidates and the company will be informed of the same.
7. The Institute follows "One Student One Internship" policy.
8. 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, 2019.
9. On successful completion of Internships, companies may offer PPOs (Pre Placement Offer) to the students. PPO offered by the company has to be intimated to the TPC. However, the student is at the liberty of accepting or rejecting the PPO. The concerned student has to express his/her choice to TPC within two working days of receiving the PPO. If he/she accepts the PPO offer, then he/she will not be allowed to participate in any further on-campus placement activity. As an exception to this, a student who accepts a PPO can appear for the placement procedure of a PSU.
10. In the best interest of the company, it is advised to send the list of PPOs as early as possible, preferably by the end of October, to prevent the potential students to participate in any on-campus placement activity.