

Training and Placement Cell - IIT (BHU) Varanasi

Company Internship Policy **(Academic Session 2017-18)**

1. The Undergraduate Students (B.Tech./IDD) are required to undergo summer training for duration of 6-8 weeks during the summer vacation after completion of 6 semesters of their respective programmes.
2. The company shall fill up the Internship Notification Form (INF) 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 INF serves as an introduction to the internship profile for the benefit of the candidates and also informs them of the company's requirements.
3. The INF 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 the beginning of the internship recruitment process.
5. The company will be allotted dates 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 by the end of the process in a sealed envelope or communicated via E-Mail. Students with multiple offers will be required to finalize their option for one company and inform TPC by 12 noon of next working day or as notified while the declaration of result. Their choice would be informed to the concerned company. In this situation, to ensure a safety net, 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 in case of industry internships. In addition to this, Internship opportunities from Research Organisations(research laboratories or academic institutions) will also be made available to all the students..
8. The company is required to send offer letters to the TPC, which will then hand them over to the concerned students. Such letters are expected to reach the TPC before the end of March 2018.
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 a student accepts the PPO, then he/she will not be allowed to participate in any further on-campus placement activity.