

**Students' Placement Office, IIT Kanpur  
Procedures & Policies for Companies  
Internships (Year 2017-18)**

**Procedure**

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1. SPO refers to Student Placement Office. All official communications related to Internships should be send to [spo@iitk.ac.in](mailto:spo@iitk.ac.in) with a copy to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in)
2. Students' Placement Office (SPO) will send out invitations (via email) to the companies on the onset of Internships with the tentative itinerary of Internship process along with the Placement brochure
3. Any company interested in being a part of Internship drive should express their interest for participation via email to SPO office.
4. Once a company expresses interest for participation, an account is created for them on the Internship Automation System (IAS), an interactive online portal maintained by SPO.
  - a. Login and password information for accessing IAS will be shared with the company by SPO
  - b. Interested firms are required to complete the company details and contact information mentioned in IAS to complete the registration process.
  - c. Interested firms are required to accept the SPO procedures and policies mentioned in IAS to complete the registration process
5. Once registration is complete, the firms are required to share the details of the job profile/profiles (Internship Performa, IP) that will be offered during placement session. Details for filling IP is given below
  - a. A company can use IAS platform for filing Job Announcement Form (IP) for the Internship session. This will be the preferred option for IP submissions. An alternate option for filing IP will also be available (only for year 2017), where IP can be submitted in the recommended MS word format. This form will be shared via email upon request from the company. Duly completed forms should be sent to email addresses mentioned in clause 1.
  - b. For companies using online IAS portal, all details pertaining to the potential job opening can be filled out directly by the company. Companies can fill in multiple IP forms and job specifications using the same portal. All information requested in the portal should be filled out to complete the request. SPO members/office will contact the company in case of any issues related to IP submission.
  - c. Firms submitting email based IP forms should send the duly completed IP forms to [spo@iitk.ac.in](mailto:spo@iitk.ac.in) with a copy to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in). SPO will confirm the receipt of IP's within 24 hours. Please contact SPO office (via phone) if no confirmation is received within this time period. After incorporating the IP details in the IAS portal, SPO office will share a verification link (IAS details) with the company for verification. Companies should verify and confirm the IP details and inform SPO about the same via email to [spo@iitk.ac.in](mailto:spo@iitk.ac.in) with a copy to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) to complete the registration process.
6. No changes in approved IP will be entertained. Any deviations on job profiles or information provided in IP (either during Internship season or in offer letter) should be communicated in writing to [spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) with a copy to [spo@iitk.ac.in](mailto:spo@iitk.ac.in). The changes will be effective only when agreed up upon in writing by SPO office.

Regarding any discrepancies, the decision of Chairman will be binding and no further enquiries will be entertained in such cases.

7. Pre-Placement Talks (PPTs) can be scheduled for companies (as per request) to interact with the students. Schedule for PPT's are decided based upon mutual agreement on travelling dates and slot availability.
8. Students will be submitting their resumes according to the deadline set by the company on the IAS
9. Login and password for access to IAS (shared by SPO office) can also be used to view the profiles of students interested in applying for the Job Profile
10. Companies will be informed about their slots for Internship season via email by SPO office.
11. Prior to conduct of interviews, companies are allowed to organize screening tests to short list applicants, if required.
  - a. Companies can conduct any pre-processes (online/offline mode) prior to the date of the interview.
  - b. SPO will provide required arrangements (informing students, arranging test centres, assistance in conduct of tests) for conducting these tests. Though SPO may provide assistance in conducting these tests (subject to availability of volunteers), companies are highly encouraged to send their representatives or make arrangements for proctoring these examinations.
  - c. For screening tests, the companies are required to provide the short-list of students for interviews (based on student profiles and/or test performances) to SPO prior to start of interviews.
  - d. SPO will inform the short-listed students on the interview schedule once the interview list/slots are finalized
12. Final selection of students can only be made from the short list prepared by the short listed students prepared by the company and approved by SPO
  - a. All shortlisted candidates must be interviewed as part of the final selection process
  - b. Company should obtain written approval from SPO (spooffice@iitk.ac.in with a copy to spo@iitk.ac.in) on any changes in the outlined procedure (ex. request for walk-in interviews, short list extensions etc.)
13. Once a student has been offered an internship, he/she is out of the Internship process. This is in compliance with our One Student, One internship Policy. Hence the participating firms should honour the commitments made during Internship process and no changes (ex. backing out of offers, changes in job profiles, pay packages or any details mentioned in the IP) will not be entertained on this regards. Any discrepancies related to this will be taken up on case by case manner and will be dealt with as per decisions of the SPC committee/AIPC recommendations

### **Internship Policy**

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1. 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.
2. The slot allotted to the company for selection interviews is for a maximum of 8 hrs
3. All the shortlisted candidates have to be interviewed within the permitted time slot.
4. The duration of one interview cannot be more than 45 minutes for a candidate. Multiple rounds are allowed, but a company should not block a candidate from participating in interviews conducted by other companies.

5. Company are required to provide a list of finally selected students at the end of the slot.
  6. On completion of the internship procedure, the company needs to submit the final list of offers in a closed envelope to the placement office. The selection list should be duly signed by the authority responsible for hiring process.
  7. No on the Spot offers should be made, nor any indications be given to the candidates during or immediately after the interview process.
  8. In case a candidate receives multiple offers, he/she has to make a choice at the end of the slot. The companies will be intimated about the final choice of the candidate by next day morning.
  9. There is a possibility that the student may get multiple offers at the end of interview slot/day. The company is therefore required to furnish an extended the waiting list to SPO along with the final offers. In case a student who is extended multiple offers opt for another company, the next available candidate in the waiting list will move up in the final offer list.
  10. The waitlist will not be disclosed to students and will be released on a per student basis, if necessary.
  11. Upon finalization of the offer, the offer letters for the students has to be sending directly to SPO office ([spooffice@iitk.ac.in](mailto:spooffice@iitk.ac.in) with a copy to [spo@iitk.ac.in](mailto:spo@iitk.ac.in)). SPO will disseminate that to students and collect the signed copy from students and sent it back to company.
  12. Students registering for internships are also allowed to apply for academic internships as per their preference.
    - a. Student will have the option of choosing between the two if selected for both
    - b. Information on the students preferences will be given upon request from the company
  13. Companies are advised to be in touch with SPO officials and staff only. Please avoid any direct contact with the students appearing in the internship process apart from when it is a part of the internship process. Still, if such a situation arises, immediately bring this to the notice of the SPO officials.
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