



Internship Hiring Process Policies 2023-2024 IIT Guwahati

Preamble –

This policy establishes the guidelines and procedures for the internship hiring process at IIT Guwahati. It aims to ensure fairness, transparency, and integrity in the selection and placement of interns. This policy applies to all companies recruiting interns and students seeking internships through the Centre for Career Development (CCD) at IIT Guwahati.

Disclaimer –

The CCD, IIT Guwahati, reserves the right to review, revise, and update these policies as necessary to maintain the integrity and effectiveness of the internship hiring process. The policies outlined below are subject to change without prior notice. The CCD, IIT Guwahati will strive to communicate any updates in a timely manner. It is the responsibility of all stakeholders, including companies and students, to stay informed about the current policies and comply with them.

Exceptions and Waivers –

Exceptions to this policy may be granted in exceptional circumstances at the sole discretion of the CCD, IIT Guwahati, subject to a formal appeal process.

Definitions –

1. **Slot/Spot:** A specific period allocated for the internship hiring process, which may include multiple companies and span over multiple days.
2. **Preference Order:** The order in which students rank their choices of companies during the application process. This is applicable to Slot rounds only.

3. **All IITs Placement Committee (AIPC):** The committee responsible for coordinating the placement activities across all Indian Institutes of Technology.
 4. **Extended Offer:** An extended offer refers to an offer made by a company to a student who was not initially selected during the internship hiring process but is considered for an internship opportunity due to remaining vacancies or unconverted offers.
 5. **Mentorship Programs:** Programs designed to provide students with a structured learning experience and professional guidance by pairing them with experienced professionals or mentors within a company. Through these programs, students have the opportunity to gain practical skills, industry insights, and personal development, enhancing their readiness for future internships or careers. Evaluation of students' performance and potential may lead to the provision of pre-internship offers.
 6. **Tests:** Evaluations conducted to assess students' skills and capabilities in various domains, such as coding, technical knowledge, analytical thinking, or problem-solving. These evaluations can take the form of coding rounds, technical interviews, analytical rounds, hackathons, or other competitive formats.
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Modes of Selection –

The CCD, IIT Guwahati allows for three modes of selection for internships:

1. Pre-Internship Offers (PIOs) through mentorship programs.
2. Selections via on-campus tests.
3. Selections through off-campus tests.

These selection modes aim to provide students with diverse opportunities for professional growth, catering to their varied interests and preferences. The CCD, IIT Guwahati ensures a comprehensive internship hiring process that encompasses these three modes of selection.

A. Selections via on-campus tests –

1. Policies regarding Slot/Spot Offers and Result Declaration:

1.1. Multiple Company Applications: Students are permitted to apply for multiple companies within a specific slot/spot. Each student appearing for the internship process of multiple companies in a slot must declare their preference order of companies.

1.2. Communication Protocol: It is strictly prohibited for companies to directly communicate the results or interact with students regarding their preference orders. All such communication shall occur exclusively through the CCD, IIT Guwahati, or its appointed representative (Point of Contact). Any violation of this communication protocol may result in the disqualification of the company from the internship hiring process.

1.3. Interview Time Limits: The maximum time for any pre-assessment test (online or off-line) is 90 minutes. Under certain exceptional cases another 30 minutes may be considered. Since the deadlines during final placements are very close with a sequence of companies scheduled, the process will remain smooth if a company completes the personal interview process within the 6 hours window allotted to them. The duration per personal interview per candidate per company should not be more than 60 minutes for offline and 45 minutes for online interviews.

1.4. Selected Students List: Upon completion of the slot/spot, companies must provide the CCD, IIT Guwahati, or its appointed representative (Point of Contact) with the list of selected students, including an "extended offer" list. However, it is important to note that these offers will only become valid upon the conclusion of the entire slot/spot. Any attempt to make the offers valid before the designated time may lead to disqualification of the company from the internship hiring process.

1.5. Multiple Offers in a Slot: If a student receives multiple offers within a slot, they will be given an offer from only one company based on their preference/order. The CCD, IIT Guwahati, will facilitate the process of finalizing the offer based on the student's preference and inform both the student and the respective company accordingly. The decision made by the CCD, IIT Guwahati, in this regard will be final and binding.

1.6. Multiple Offers in a Spot: In the event that a student receives multiple offers within a spot, the student will be given an offer from the first company that extends an offer. Upon accepting the offer, the student's internship will be considered secured and the student would be exempted from the following internship process. The CCD, IIT Guwahati, will oversee this process to ensure fairness and transparency.

1.7. Deferred Selections: If a company decides to defer its final selection list, students will be allowed to appear in other companies on subsequent days until they are selected. In the scenario where a student is selected by a company on a subsequent day, and the company that initially deferred its decision also makes an offer to the student later on, the following guidelines shall be followed:

- If more than one offer is made to the student on the same day, the student will be given the option to choose between the company of the previous slot/day and the current

slot/day. The CCD, IIT Guwahati, will coordinate and facilitate this process, ensuring that the student's decision is recorded accurately.

- If the company (which deferred its selection process) provides its result after another company has already selected the student, the late offer will be rejected, and the company will be promptly informed. The decision made by the CCD, IIT Guwahati, in such cases will be final and binding.

1.8. Final List of Selected Students: After cross-checking the preference orders of students and ensuring compliance with the policies stated herein, the CCD, IIT Guwahati, will communicate the final list of students selected in each respective company to the company personnel. Additionally, the CCD, IIT Guwahati, will notify the concerned students regarding their selection in various companies at the end of the slot. It is important to note that if not all the offers given by a company are converted due to higher preferences of selected students, the remaining offers will be given to students in the "extended offer" list, taking into consideration their preference order.

2. Policies regarding Internship Recruiter Registration:

2.1. JAF Completion: Companies are required to complete a Job Application Form (JAF) through the online portal using the link provided in the invitation email. The JAF must be filled out accurately and completely. In the event that the online portal is inaccessible or experiencing technical issues, the CCD, IIT Guwahati will provide an interactive PDF version of the JAF to be completed and submitted via email. The profile can only be shared with students after the JAF has been completed and approved by the CCD, IIT Guwahati.

2.2. Multiple Profiles: In the case of companies offering multiple profiles, it is mandatory to fill out a separate JAF for each profile.

2.3. Mandatory Fields: Companies must ensure that all mandatory fields indicated in the JAF are duly filled. The CCD, IIT Guwahati, will assess whether the submitted JAF meets the specified requirements.

2.4. JAF Modifications: If there are any changes required in the JAF after it has been shared with the students, the company must promptly notify the CCD, IIT Guwahati. Any modifications to the JAF will be made by the CCD, IIT Guwahati, after the approval process.

3. Code of Conduct For Students:

Students who qualify for a test or round during the internship hiring process for a company **must fulfill their obligation to appear for the next test or round** for the respective company as scheduled. Failure to do so without valid reasons will result in being declared as an internship defaulter. Valid reasons for non-appearance include documented illness, family emergencies, or other extenuating circumstances, which must be communicated to the CCD, IIT Guwahati with appropriate supporting documentation.

B. Selections via off-campus tests –

1. Policies for Companies:

1.1. Test Invitation: Companies conducting off-campus selections must send the test or opportunity invitation link to the eligible students via email. The invitation should include all relevant information about the selection process, including test details, eligibility criteria, and timeline. An e-mail consisting of the above must also be sent to the CCD, IIT Guwahati.

1.2. Communication Protocol: The off-campus selection process allows companies to directly interact with eligible students. However, any major updates or developments must be communicated keeping the CCD, IIT Guwahati in the loop.

1.4. Selected Students List: Upon completion of the hiring process, companies must provide the CCD, IIT Guwahati, or its appointed representative (Point of Contact) with the list of selected students.

1.5. Pre-Placement Offer (PPO) Communication: If the company decides to offer a pre-placement offer to the selected candidates after the internship, they must inform the CCD, IIT Guwahati, about the PPO. This communication ensures that the CCD, IIT Guwahati maintains accurate records and can provide necessary support to the students.

2. Policies for Students:

2.1. Opting Out Option: Students participating in the off-campus selection process have the option to opt out of the internship hiring process of the respective company at any point after qualifying for a test or round. This however holds only upto the final selection round. 2.2 applies if a student gets finally selected.

2.2. Exclusion from On-campus Tests: Once a student qualifies for the final selection in an off-campus process, their internship is considered secured immediately, and they are not allowed to apply for subsequent on-campus internship opportunities.

C. Pre-Internship Offers (PIOs) through mentorship programs –

Pre-Internship Offer (PIO) Policy:

Upon receiving a pre-internship offer, the student must accept the offer and their internship will be considered secured and finalized. They will not have the option to participate in subsequent on-campus internship opportunities. The process of PIO selection must be completed before commencement of Slot-1 of the on-campus Internship season.

Pre-Placement Offer (PPO) Policy –

Students who receive a Pre-Placement Offer (PPO) through the internship process and accept it within the stipulated period will be considered placed. They will be exempted from the final placement process and are not required to register for the same. Students who reject the PPO will be eligible to participate in the final placement process and will be considered as part of the general pool.

Policy regarding Resolving Conflicts in Selection Modes –

In situations where conflicts or discrepancies arise among the three modes of selection (mentorship programs, on-campus tests, and off-campus tests) regarding aspects such as timelines or other relevant factors, the final decision will rest with the CCD, IIT Guwahati. CCD, IIT Guwahati will carefully evaluate the specific case, taking into account the unique circumstances, fairness considerations, and the best interests of the students involved. The objective will be to arrive at a balanced and equitable resolution that upholds the integrity of the selection process and maximizes the opportunities for students' professional growth and success.