

## **StartUp Internship Program - Internship Policy**

### **General guidelines:**

1. The Internship policy will be applicable to all the students who are registered for StartUp Internship Program (SIP) Internship season 2018-19 and is to be followed during the entire duration of the season.
2. At the time of Registration, the student must specify his/her preference on:
  - Corporate Internship
  - Academic Internship

This preference will be communicated to the Startups. If the student, who has given preference to academic internship(through OIR, NYO), opts out of the internship offered by the startup and decides to join the academic internship then no disciplinary action will be taken against him/her provided he/she produces satisfactory proof at least 2 weeks prior to the joining date that was offered by the startup.

3. One Student, One Internship for the first instance.
4. All the results announced within a day (12:00 a.m. - 11:59 p.m.) will be considered under same day policy. As per the policy, you have the right to choose the company (in case if selected for multiple offers and the results are announced within a day). You will have to inform your final choice to Head, SIP by the end of the day.
5. It is mandatory for the student to accept the offer from a company by the end of the day if that is the only offer he/she has received during the day of the interview after which his account will be deactivated, and all his applications to other companies will be withdrawn.
6. The opportunity created due to offer rejections (by students with multiple offers) will be filled in from selection through waitlist provided by the company. Waitlisted students can appear for other companies unless their selection confirmation is obtained by SIP from the Company. Policies for selected students (as detailed earlier) are applicable to these students once their name is included in the selection list.
7. If a student gets an Internship from anywhere other than the SIP, he/she must inform the SIP within 24 hours by sending an email to sip@ecelliitk.com stating his/her final decision regarding joining the other internship. He/she will be deregistered from internship and will not be allowed to participate in the selection process any further.
8. A student from a third-year batch will be de-registered from both SIP and SPO when awarded with an internship opportunity from either of the two programs. If awarded two or more internships in one day, the student has to decide which internship he/she has to take and notify Head, SIP within 24 hours of getting internship confirmation.

### **Student Conduct and disciplinary action**

1. The student will not be allowed to withdraw a submitted job application (without any genuine reason). If he/she withdraws from the company's process (by not attending any tests, personal interviews, etc.) disciplinary action will be taken against him/her.
2. If a student directly contacts a company that comes through SIP, then it would be considered as an Off-Campus attempt. Such an attempt is strongly discouraged, strict disciplinary actions will be taken against him/her.
3. Under any circumstances, the students are not allowed to have any direct interaction (phone calls, email, through social media, etc.) with the company officials prior to interview time. Students found attempting this would be subject to disciplinary actions.
4. Cheating/attempt in all forms during the selection process (tests, etc.) is a serious offence. Students caught indulging in such activities would be debarred from the internship process with immediate effect, and their registration will be cancelled. Also, the case may be forwarded to SSAC.

5. Mobile phones are not allowed during any internship-related activities. This includes tests, personal interviews, etc.
6. If a student makes any false claims in a resume submitted for a job application, his/her internship registration will be cancelled with immediate effect. Offer received through the company will be revoked in case any false information is found in the resume at later stages. Further disciplinary actions will be taken against the student.
7. Malpractices of any sort during resume submission, tests, personal interviews, etc. is strictly prohibited.
  - Students caught attempting any malpractices or presenting falsified information during SIP activities will be reported to institute authorities for disciplinary actions.
  - Students involved in these violations will be deregistered from the internship process with immediate effect. The student will be escorted out of the examination center and will not be allowed to participate in the current or any of the future SIP activities.
8. All the decisions regarding disciplinary action will be taken by SIP disciplinary committee, which will include Faculty advisor - Entrepreneurship Cell, SIP heads and a member from SPO committee.

### **Defaulter Policy**

1. A student from the second-year batch, if found defaulting during the SIP session by not accepting an offer or not completing or attending the internship, may be put on SPO probation and may face its repercussions at the time of third-year internships. SPO probation includes that the student may be declared internship defaulter.\*
2. A student from the third-year batch, if found defaulting during the SIP session by not accepting an offer or not completing or attending the internship may be put on SPO probation and may face its repercussions at the time of placements. SPO probation includes that the student may be declared internship defaulter.\*
3. A student from the first-year batch, if found defaulting during the SIP session by not accepting an offer or not completing or attending the internship may not be allowed to register for SIP in his/her second or third year.

\* - For more details about SPO probation kindly visit [http://spo.iitk.ac.in/intern\\_policy.html](http://spo.iitk.ac.in/intern_policy.html)