

SIES COLLEGE OF COMMERCE & ECONOMICS
Internship Cell Policies
2019-20 Batch

Purpose

This policy lays down the procedures for assisting the students to find Internship in the industry. The policy also highlights the Standard Operating Procedures to be followed by students.

Scope

Procedures laid down in this document are applicable to all the eligible and interested students of all classes and courses.

Internship Procedure:

- 1) **Age of the students should be 18 or above only.**
- 2) **Students should pay a non-refundable registration amount of Rs.100 for the year 2019-20**
- 3) A database of the students will be created as per company requirement.
- 4) Only students who are eligible as per the company criteria can register via the link sent on email ID.
- 5) Once a student has registered for a company, it is mandatory for him/her to appear for all the Internship rounds of that company.
- 6) All the information filled by the student in the registration form has to be true. If found in correct the student may be debarred from the Internship activity of the college till the end of the academic year.
- 7) Once the student opts to appear for the Aptitude Test, the entire cycle has to be completed, i.e. if short listed for Group Discussion and/ or Personal Interview; the candidate **MUST** attend.
- 8) Once a candidate is selected through campus Internship, the institute will not be held responsible if the offer is rescinded by the company for any reason whatsoever.
- 9) If the company changes the shortlisting criteria after having declared a different criterion for registration, the institute/Internship cell will not be held answerable to the student. All rights to amend or change selection/shortlisting criteria at any point during the Internship process lie solely with the company.
- 10) After Registration for an Internship drive, if any student is absent for the drive, he/she must submit an application to the Internship Officer with genuine reason and supporting documentation. Otherwise the student can be barred from future internship interviews.
- 11) Students should not directly communicate with HR or company personnel for any query but can communicate only through Internship Officer.
- 12) Students should keep photo copies of Mark sheets, certificates and required documents during the recruitment process with them. (Students should upload their required documents on their personal Google drive.)
- 13) It is advised to keep ready 2 Passport size photographs and a hard copy of resume.
- 14) Students should keep photo copies of Pan Card and Aadhaar Card or Passport during the recruitment process.

- 15) Wearing formal attire and college ID card during the recruitment process is Mandatory.
- 16) No Candidate/Student will be entertained in Internship Program after the deadline of registration.
- 17) Students with Poor attendance/academic performance and cases of indiscipline/malpractices will not be eligible for participation in the Internship process.
- 18) If any discrepancies in data and /or any other malpractices committed during the Internship/Placement process are detected by the Internship/Placement cell, or if a student is found violating any Internship policies, student may be debarred from all Internship as well as Placement activities of the college.
- 19) Information about the Announcements, schedule and result (List of selected candidates) of Internship drive will be communicated to the students on e-mail ID, Notice board, Whatsapp whichever is feasible.
- 20) Students should mention in CV/Resume interested area of working.
- 21) Mail the LATEST copy of your resume whenever asked for.
- 22) During the Recruitment process, student should submit CV/ Resume in the format given by Institute with template of SIES College of Commerce and Economics.(Flexibility will be allowed as per requirement to edit CV)
- 23) Students are required to remain present at least 15 minutes before the scheduled time of PPT or aptitude test. Late comers will not be allowed to appear for the process.
- 24) It is mandatory for selected students to submit photo copy of offer letter to Internship Officer and the Department Faculty coordinator.
- 25) If the student receives an offer from a company off-campus without any college help, then he/she should inform the college about the same. Students are free to apply for internships off-campus and offers received through off-campus are not counted as one of the on-campus internship offers.
- 26) Once a student joins an Internship, he/she is not allowed to backout mid-way. In case of any issues faced by the student during the Internship, the student has to approach the Internship Cell for redressal. Only if the Internship Cell and Hiring organisation permit in writing, the student will be allowed to leave the Internship. If student leaves midway without written permission from both parties, he/she will have to pay a penalty.
- 27) If complaint is received from any organisation regarding student's misbehaviour during selection process or internship period, the student can be debarred from future internships and placements.
- 28) The vacancies are for Registered students only and should not be forwarded to unregistered students or outsiders. Some vacancies are for registered students of a particular course only. Hence they should not forward to registered students of other courses.
- 29) Registration with the Internship Cell does not constitute a guarantee that student will receive internship.
- 30) The Internship Cell may revise its policies or create new policies as and when required. Students have to abide by the new policies.