



Career Development Cell
Indian Institute of Technology Dharwad

Internship Rules and Regulations 2020-21

Career Development Cell, IIT Dharwad

Rules and Regulations:

1. All interested students who would like to avail an internship offer through the CDC would have to register themselves with the Internship Wing (only the registered students will get further notifications regarding internship opportunities).
2. Students should complete all documentation, including updated Curriculum Vitae (CV) and other relevant information in accordance with the requirements provided by the mentoring organization.
3. Any change in the contact details of the student (mobile no., preferred email address, etc.) should be brought to the notice of CDC immediately.
4. It is compulsory for every student who applies to a certain company to attend the selection process. Failure to attend the process may result in deregistration of the student from the CDC for that season at the discretion of the CDC Internship Wing.
5. Once a student is [offered an internship from a company]^[1], he/she will be deregistered from CDC for that season. Students can not reject the offer once received, so they are requested to be careful before applying. Incase if the offer gets revoked from the company's end, the student will be allowed to participate further in the internship season.
6. Students can [accept]^[2] a maximum of one internship per session through CDC (Co-Op/ summer internship).
7. If the Student rejects an internship offer due to a medical emergency, the Student may be allowed to participate further in the internship season in the discretion of the CDC Internship Wing.
8. Students are not allowed to request an organization to keep an offer in pending. A request of such a sort is considered a breach of the rules and appropriate action will be taken by the CDC internship wing.
9. Direct communication with the organizations' officials, before an internship offer has been accepted, is not to be entertained. Students must inform CDC if they receive any such direct communication from the company.
10. If a student is found to be guilty of providing false or misleading information in their CV and/or registration form, their registration with CDC will be cancelled for that season. If the student has already received an internship offer, it will be revoked and further disciplinary action will be taken as per the decision of the Internship Wing.
11. If a student has previously received a placement offer through CDC, the student is not eligible to apply for a summer internship through CDC.
12. If a 4th year student is receiving a summer internship through CDC in the current season it will be considered as one of his/her placement offer. He/She is further eligible for only one more placement offer through CDC Placement Wing and the Student can choose only

[1] - Any official notification from the company (Email/Letter) to CDC informing that a student has been selected for the internship is considered as an offer.

[2] - Any offer made by the company as mentioned in point 5 is considered as acceptance of the offer by the student.

one offer and reject the other.

13. Registration to the CDC does not ensure that the student will receive an internship. The CDC only acts as a moderator between the company and the students. The CDC provides a statement of assurance that the student is capable to act as an internee at the organization.
14. Matters not covered in this manual and doubts with respect to the meaning and connotation of the content herein, shall be decided/clarified by the CDC Internship Wing concerned. The decision/clarification by the CDC Internship Wing shall be final.

Guidelines:

1. The registered students are requested to star any mail received from the Internship Wing, cdc@iitdh.ac.in, and cdc.support@iitdh.ac.in .
2. Any student having secured an internship without the help of the CDC are still eligible to participate in the CDC internship season. The students are requested to inform about their internship to the Internship Wing of CDC.

The rules and regulation will come into effect from **7th September 2020** and will be valid only for the 2020-21 academic year.