

Rules and Regulations for Companies

Internship Wing, CDC

1. Each company is requested to communicate their internship offering by filling out the Internship Notification Form (INF) present on the IIT Dharwad website.
2. The company has to provide the following information:
 - a. The gross/net stipend offered (if any).
 - b. The geographic location where the internship is being offered.
 - c. The department under which the student is expected to work on.
3. Once the company has filled out the INF, the details regarding the internship will be conveyed to the students. Any request for interns sent by email will be redirected to filling up of the form.
4. The list of students who are interested and eligible will be communicated to the company.
5. The company is expected to conduct the internship selection procedure (tests, interviews, etc.) within one month from the day the CDC sends the list of interested candidate.
6. The company should share the list of selected interns with the Internship Wing of the Career Development Cell (CDC) of IIT Dharwad.
7. The company should send a copy of the internship offer letter to the cdc@iitdh.ac.in .
8. The faculty advisor of the Internship Wing would then issue the Recommendation letter/NOC letter to the selected student mentioning the start and end dates of the internship.
9. The company should take the selected candidates as interns. Additionally, the company must fulfill the terms mentioned in their offering, internship location, stipend, etc. Failure to do so may lead to severance of the relationship between the company and the CDC.
10. The CDC acts only as a moderator between the company and the students. The CDC serves to provide a statement of assurance to the company that a certain student is capable of interning at the company. It does not assure that the student will take up the internship provided by the company. The company is further informed that:
 - a. Students can accept a maximum of one internship through CDC per season.
 - b. If a student decides to withdraw his/her application, after the company has offered him/her an internship, it will be counted as a “request for

withdrawal". A student is allowed a maximum of one withdrawal per season. If a student withdraws a second time, then he/she is de-registered from the CDC for that season.

- 11.No statement by any IIT Dharwad member should be considered when selecting an intern by the company.
- 12.The company is requested to fill a feedback form about the student's internship performance at the end of the Internship.