

Career Management Centre

Process and Guidelines for Summer Internship

All the students who are applying to companies for summer internship and appearing for the selection process through campus are required to note the following guidelines and procedures:

1. Students having less than 75% average attendance will not be considered for campus summer internship selection process.
2. There will be a mix of all sorts of profiles being sent - whether to apply or not, the choice is yours. However, having applied, you cannot withdraw from the process thereafter. If you do so, you will be OUT of the campus summer internship placement process. Exceptions if any will be dealt separately and considered only with the consent and approval of the management.
You are encouraged to apply to most of the job openings that are being sent. It is advisable to grab every job opportunity that has been sent.
3. The deadline given by CMC for registering for a particular company has to be strictly followed, post which the CMC shall not accept any further applications. This will help us to revert to the company quickly and hence expedite the process. Therefore, students are advised to check their emails and the notice board outside CMC at regular intervals during the day.
4. Most of the companies do NOT share the job / project profile; they only inform us the job / project specialization. This has been the process for summer internship selection in the past as well.
5. For any selection process – ON Campus or OFF Campus, Students are required to carry atleast 3 copies of their Resume along with 3 passport size photographs, college ID card and a valid Indian government approved photo identity proof.
6. Every student is eligible for 1 summer internship offer through campus. Once a student receives an offer from a company, he / she cannot apply for any further internship openings sent by the Institute. Once the student has received an internship offer from any of the companies, he / she –
 - Cannot apply to any company thereafter through campus summer internship placements
 - Cannot continue to participate in the selection process of the companies that he/she would have applied to until then and whose selection processes are pending
 - Rejects any offer made by the company, he / she is not eligible to apply to any of the summer internship processes thereafter (Exceptions if any, will be dealt on case-case basis).
7. Timing for selection process is communicated to all concerned students in advance. Therefore,
 - Students failing to report on time for the process will be blacklisted and placed at the bottom of the list
 - Students who fail to report on time for more than 3 companies shall be barred from the campus placement process.
8. Students are expected to maintain the decorum by behaving in highly professional manner in all their interactions with the company representatives. This refers to attendance, dress code (including the blazer), body language, and verbal as well as non verbal communication and peer interaction. Students shall be barred from the campus summer internship placement process if found using unsolicited language during the selection process.

The ultimate goal of all of us is to get maximum of our students placed in the industry and hence it is essential that we exercise certain controls that will help us to carry out the process effectively. I am sure all of you will appreciate and follow it. We wish you all the best for your bright future.

Prepared by

Approved By

Head – CMC

Director - Incharge