



Student Internship Policy



1. Introduction to OCS-IIT Delhi:

Office of Career Services (OCS), IIT Delhi, welcomes all eligible students to participate in the internship process for the academic year, 2026-27. OCS, IIT Delhi extends all support and facilitates suitable platforms to ensure that students are given the opportunity to streamline their career interests.

OCS continuously endeavors to ensure that IIT Delhi remains to be the most favored destination for recruiting companies. This is possible only with the assistance and full cooperation of all participating students.

To ensure coherent execution and optimize benefits to all the stakeholders, the *Internship Policy* for the students has been developed and evolved over the years. The seamless execution of OCS activities to facilitate best outcome and experience to IIT Delhi and our partner companies require that *all students must carefully read and understand the Internship Policy and strictly follow it in letter and spirit.* It may be noted that some policy changes may be undertaken during the year keeping interest of the institute under purview.

The student policies are applicable to all students of IIT Delhi who are availing OCS services; and are to be followed during the entire internship season.

2. Guidelines from Departmental Perspective

1. All students need to follow departmental policy and get approval from the DPE committee prior to leaving for the internship in case they wish to be graded for it. For awarding of non-graded design units after completion of the internship, the work conducted must be evaluated by either competent departmental committee to which student is enrolled or the institute level committee. The decision of the DPE committee would be considered final and binding for grading of internships. Internships for design units are permitted as per the formats specified in ***Courses of Study***.
2. If a student is selected during internship hiring process by a company, the student must join the firm for internship. Failing to do so or any violation shall attract disciplinary action from OCS. Students might be banned from placements based on the findings of disciplinary committee.

3. Guidelines for Eligibility and Registration:

1. OCS shall facilitate upto a maximum of two internships (but not at same time) for a student during the entire degree at IIT Delhi. Internships are permitted in industry, research laboratories or academic institutions involved in research, development and/or technology transfer.



Student Internship Policy



- II. Summer internships are allowed in the summer after the completion of 4th registered semester or later for an undergraduate student. Eligible students are allowed to appear for the internship hiring processes after the completion of 2nd registered semester or later.
- III. Summer internships are allowed in the summer after completion of 2nd registered semester or later for postgraduate students (MTech, MSc, MPP and other Master programs; except MSR and PhD). Eligible students are allowed to appear for the internship hiring processes after the completion of 1st registered semester or later.
- IV. Summer internships are allowed in the summer after the completion of 8th registered semester or later for an undergraduate student enrolled in Advanced Standing. Eligible students are allowed to appear for the internship hiring processes after the completion of 6th registered semester or later.

All application formats are available in the Downloads section of the OCS website (<https://ocs.iitd.ac.in/downloads>).

4. Guidelines for CV:

- ☐ Eligible students are required to *create their CV on the OCS portal*; and *upload their recent photograph (preferably professional attire)* in the space provided.
- ☐ It is expected that a student does **NOT** add any ambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks shall continue throughout the internship process. If any discrepancies are found upon verification at any stage, the student shall be debarred from all OCS processes subsequently. This shall also attract strict disciplinary action. If discrepancies are found after a selection offer made by the recruiter, the same shall be communicated to the recruiting company and the case shall be recommended for strict disciplinary action as per institute norms.
- ☐ Students are required to adhere to the *CV Guidelines uploaded on the Website and Portal (<https://ocs.iitd.ac.in/>)*.

5. Guidelines for Submitting Application(s):

- ☐ All applications to the companies are to be submitted only in online mode through the online portal hosted by OCS, IIT Delhi. If a student does not apply on the OCS portal for a particular company and appears for the internship process of a company without prior permission, he/she shall not be allowed to participate in the selection process of that company and subsequent companies.



Student Internship Policy



- ☐ A student can apply to a maximum of **50 companies**. The applications shall be increased at a later stage during the year.
- ☐ OCS-IIT Delhi is not responsible if a company decides to reject a student application based on pre-internship/placement talks (PPTs)/presentations/workshops' attendance (refer section 7 for details), which may be shared if companies ask for it.
- ☐ All students are advised to check the company profile and background of each company thoroughly before applying. Kindly make informed decisions **BEFORE** applying to any company on campus. OCS would NOT be liable for any default from the company's end at any later stage.

6. Guidelines for Withdrawing Application(s):

The student can withdraw his/her application from on-campus company(-ies) subject to the following rules and regulations:

- ☐ ONLY if and when the last date of application to that company is **NOT** over. There can be no withdrawals after the last date of application.
- ☐ The student can withdraw from any or all company(-ies) without any limits, but only before the last date of application to the company(-ies) concerned.
- ☐ The student can reapply to a company that he/she had earlier withdrawn from, provided he/she has not exceeded his/her application quota and application deadline for the company is not over.
- ☐ After the last date of application, all rules and regulations (including absenteeism penalty if applicable) shall be valid.

7. Guidelines for Attendance and Absenteeism

Students are recommended to attend WITHOUT FAIL the PPTs/Workshops/Presentations delivered by companies as part of internship activities, and as well Career/Professional development events etc., organized via OCS. Not attending/participating in these events after registering for the same is taken seriously and the following rules and regulations would be applicable:

- ☐ In case of emergency, students are required to fill in the Leave Application Form (LAF) on the portal before the process. Relevant proof needs to be attached with LAF for missing the event, which includes:
 - IIT Delhi medical certificate for medical reasons
 - Email from the course coordinator for academic clashes
 - Relevant/valid proofs as per the situations/reasons



Student Internship Policy



- ☐ For every missed pre-process/process (without LAF), the following policy shall be applicable

Guideline Violation	Actionable Penalties
1st No Show	1) The number of applications will be limited to 15 (Students shall be allowed to participate in processes of profiles that they have already applied to). 2) Warning email will be communicated to the student
2nd No Show	1) Number of applications will be limited to 5 (Student shall be allowed to participate in processes of profiles already applied to) 2) Temporary ban from applying to companies for 7 calendar days
3rd No Show	1) Permanent ban from applying to companies for the session

In addition to the above table, in case of a disciplinary issue or violation of OCS policy, additional penalty may be imposed as decided by the OCS violation Committee.

8. Guidelines for Selection during Final Interview Days:

- Each eligible student shall be required to fill up his/her individual preferences in advance for each interview slot on their OCS portal login, ranking all the profiles he/she has applied to for a particular slot (1 being highest preference and so on). The preferences are editable till 23:59 hours of the day prior to the interview slot day or as notified, whichever is earlier. Students can view their preferences up to the edit deadline as notified by OCS, and the preferences are visible only to the students on their OCS portal logins. In case a student does not fill the preference order for an internship slot, then the allotment shall be done by the electronic system, and it shall be binding.
- Students shall receive the interview slots for the first-round interviews of the profiles they have been shortlisted. Students can appear for a maximum of four first-round interviews during a particular slot. Students may not necessarily be slotted for all profiles they have been shortlisted for.
- In case a student gets selected in two or more profiles during the same slot, the profile ranked higher in the preference order of the student shall be the one where the student would be finally considered placed. Waitlists shall be converted to selections as per the profile-wise priority order of waitlisted students given by the recruiter. Waitlist reconciliation shall be done automatically.
- In case a student is selected in one profile and waitlisted in another profile during the same slot, the selection shall be considered, irrespective of the other profile being ranked higher or lower in the preference order of the student.



Student Internship Policy



- v) In case a student is not selected in any profile during a particular slot but waitlisted in multiple profiles with the possibility of one or more waitlists being converted to a selection, the profile ranked higher in the preference order of the student shall be considered.
- vi) Selected students shall be able to view their final offer on their OCS portal logins. Once selected, the student does not have the choice to reject the offer. The offer shall be automatically accepted at the end of the slot.
- vii) Students are advised not to sign offer letters under any company pressure before the offer is accepted on the OCS portal. Any cases of pressure from companies may be reported to OCS authorities.
- viii) Once selected, the students shall NOT be allowed to continue to appear for the interview processes of the other profiles, irrespective of their final shortlist status, in subsequent slots.
- ix) In case a company does not update its final selection list on the same slot it visits the campus, then the students shall be allowed to appear in other companies visiting on subsequent slots till they finally get selected. However, if a student has already been selected by a company that visited in the subsequent slot and the company that deferred its decision also makes an offer to him/her later, then:
 - ☐ In case more than one result of selected student(s) is announced in the same slot, then the student shall be given an option to choose between the offers received on that slot.
 - ☐ In case the result of the company (which deferred its selection process) gives its result on a slot later than the slot when the student was selected by another company, this late offer shall be considered not valid, and the company would be informed accordingly.

9. Guidelines for Off-Campus Applications:

- i) Students are strictly prohibited from making any contact with Companies listed on the OCS portal under the tab titled - Previous JNF/INF, currently registered JNF/INF, previous recruiters (list available on OCS website).
- ii) Students found promoting or applying to companies blacklisted by OCS at any point of time during the year, would be banned from all OCS processes and shall face strict disciplinary action.
- iii) Students securing off-campus internships at the organizations which are not listed may choose to get their offer converted to an on-campus offer by informing OCS, IIT Delhi. This shall only be possible if the student has not secured an on-campus offer.
- iv) Accepting an Off Campus offer even after accepting an on-campus is strictly not allowed. The student concerned will be liable for any further consequences, including referral to the disciplinary committee for action.



Student Internship Policy



10. Guidelines for Pre-Placement Training Offers (PPTO):

1. Students who are eligible for the current internship hiring session and have also secured an internship during the previous internship hiring session are allowed to be offered a Pre-Placement Training Offer (PPTO) by the former company.
2. In case the student does not wish to accept the prospective PPTO, the candidate can pre-reject the offer by communicating to OCS team before the official end date of the internship. In such cases, the student shall be considered as a regular student for the current hiring session and be allowed to apply to all companies as per the standard application limits. The company must be informed about the pre-rejection.
3. In case the student does not pre-reject the PPTO and is offered PPTO, the student is required to communicate the acceptance/rejection before July 25, 2026 or within one week of the release of PPTO (whichever is earlier).
4. If the student accepts the offer, they shall be considered out of the internship hiring session, and PPTO shall be considered as the final offer for the session. If the student rejects, they shall be allowed to appear for the companies visiting upto the slot of the company. If no decision is communicated within the stipulated time, PPTO shall be deemed to be accepted.
5. In case a company gives a deadline for deciding on the PPTO status (which is less than a week), the company deadline shall be taken as the date for communicating the decision.
6. In case the company offers a Pre-Placement Interview (PPI) instead of PPTO, the student may choose to accept or reject it as per the deadline rules mentioned in (3) and (4). If the student accepts, the student shall be directly considered as interview shortlisted for at least one of the profiles of the company, as specified by the company, in the current internship hiring session. If the student rejects, no action shall be taken, and the rejection shall be communicated to the company.

11. Guidelines for Interaction-Based Training Offers (IBTO):

1. Companies may choose to offer internship opportunities to students based on their interactions during competitions, hackathons, etc. In such cases, the company must communicate the necessary details pertinent to internship opportunities to OCS, IIT Delhi.
2. Interaction details shall be floated among the students by OCS, along with the tentative result declaration date as given by the company. In such cases, when organizations make an offer based on the interactions, the following procedure shall be followed:
 - I. The student is informed about the offer.
 - II. The student has the option of registering for the session and applying to companies.



Student Internship Policy



- III. The company will be slotted as per campus.
- IV. The student is eligible to sit for all companies till the last slot of the company / deemed slot if the company is not registered on the OCS portal by July 25, 2026.
- V. If the student does not get an offer before the last slot of the company and if he/she has an IBTO, the same IBTO shall be uploaded in the slot of the company as decided in III above. In case, there are other offers during the same slot, the preference system shall be followed.

12. Guidelines for Remote Internship

1. Remote internships shall be allowed, given that the students do not pursue any other internship during the official internship period.
2. Students getting remote internship offers shall be eligible to participate in further process and the remote internship offer shall be superseded if the student gets an in-person internship offer.

13. Guidelines for Disciplinary Action in case of Unfair Means / Malpractices / Guidelines Violation:

Academic and process integrity is of paramount importance to OCS. The process holds the same sanctity as any of the IIT minor/major exams. Any act of using unfair means, impersonation, malpractice, or misconduct during any internship related activity will attract strict action as described below:

- ☐ **Violations committed during Phase 1** of the internship season shall be subject to the following tier-based penalties, applied progressively based on the severity of the violations, as determined by OCS:

Tier-Based Punishment Framework (Phase 1)

Tier	Penalty
Tier 1	Blocking of all new applications and disbarment from all processes for 7 calendar days.
Tier 2	Disbarment from all the companies visiting until Day 1.
Tier 3	Disbarment from the entire Phase 1 internship process for the session.

NOTE: In all cases, all applications of the students from the company concerned will be invalidated.

- ☐ **Violations committed during Phase 2:** Any act of using unfair means, impersonation, or malpractice detected during Phase 2 of the internship season will result in immediate debarment from the entire internship session for that academic year. No tiered progression will apply.



Student Internship Policy



Specific Offences and Conduct Rules

- 1) Usage of cell phones is not allowed in a test or any shortlisting/selection process. The process holds the same sanctity as any of the IIT minor/major exams. A candidate found violating this shall be liable to punishment as per the table above, as decided by the OCS violation committee. If for any reason you need to use your cell phone, you must get prior permission of the OCS POC on duty.
- 2) Impersonation in tests or any kind of malpractice is a serious offence. Seating for tests in physical/offline mode shall be pre-defined by OCS; any violation of not following that shall be considered as malpractice, and the student is liable to penalty as per the table above, as decided by the OCS violation committee.
- 3) Students appearing for any tests/GD/presentation should be present at least 10 minutes prior to the start of the process. Late entries of more than 5 minutes after commencement and/or early exits of more than 5 minutes before the end shall be flagged and treated as attempted malpractice, leading to an appropriate investigation with possible involvement of the company.
- 4) Fraudulent or misleading information in CVs, as detected at any stage of the process, shall result in penalty as per the table above, as decided by the OCS violation committee and strict disciplinary action as per institute norms.
- 5) Any cases of unethical coordination with fellow students, recruiters, or external parties to gain unfair advantage during tests/shortlists/interviews/selection processes will be treated as malpractice under this policy.

Reporting and Investigation

All disciplinary decisions shall be made by OCS after due investigation. In addition, OCS may also refer the case to the appropriate disciplinary committee of the institute, wherever needed. The listed violations are only indicative and not exhaustive and thus any other violations as decided by OCS administration will be subjected to appropriate disciplinary action. Also, the final disciplinary action or level of penalty as decided by the institute level disciplinary committee will supersede any action/penalty given by OCS, whenever/wherever applicable or needed.

14. Guidelines for General Student Conduct and Advice:

- 1) Students, at any instance during internship processes, are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even



Student Internship Policy



under provocation. No discussion with the recruiters regarding selection/selection process is entertained.

- 2) If there are any behavioral/procedural problems/issues from the recruiter side that students experience, immediately inform the OCS team members/ administration. Do NOT indulge in any action from your end.
- 3) If there are any behavioral problems reported against any student, appropriate disciplinary action shall be initiated by OCS.
- 4) Students must always carry their Identity card (ID card) during all the internship related processes (screening tests, interviews etc.). No student would be allowed to enter the test/interview venue without the ID card.
- 5) The date/time/venue of the processes (test, interviews etc.) shall be subject to change which, at times, may be at short notice. Students must keep themselves well informed by visiting the notification section of the OCS portal.
- 6) In general, students are recommended to carry a complete file with a few copies of their CV(s), original certificates (if possible) and copies thereof while appearing for the interviews.
- 7) At the time of appearing for interviews, students MUST carry copies of their OCS CV(s) as submitted online to that company profile. Discrepancies in CVs are not appreciated by companies and may become a cause for rejection.
- 8) OCS is not liable for any visa-related issues that students with international offers may encounter.
- 9) Semi-formal dress code to be followed on normal working days and formal/professional dress code during internship hiring activities.

15. Disclaimer: Currency Conversion:

All monetary figures stated in this policy document are denominated in Indian Rupees (INR). Where an offer is denominated in a foreign currency, conversion to INR shall be done strictly in accordance with the conversion rates specified in the Currency Conversion Table below, for the AY 2026-27.

Currency	Currency Conversion Factor
AED	2.3
EUR	0.7
INR	20.4
JPY	95
SGD	0.8
USD	1



Student Internship Policy



Students are advised to refer to that spreadsheet for the applicable conversion rates. All monetary thresholds and eligibility criteria in this policy shall be evaluated based on the converted INR value.

NOTE: *This policy is subject to change. All updates will be communicated via the OCS portal and website.*