Instructions to Students for Online Internship

1. Online Interviews shall be conducted for whole working hours on Saturday and Sunday for internship hiring. During working days i.e. Monday-Friday, evening slots may be used for interviews. The proposed start date this year is 22nd August 2020.

2. Companies may conduct online exams in evening hours after classes are over.

3. Students should use laptop/desktop for online tests, GDs, and interviews. Students should check the audio, video, and internet connectivity in their devices. It is strongly recommended to have access to good quality internet facility.

4. Students should do some kind of mock online interview/interactions with their friends prior to scheduled interviews with companies. They should explore and practice all the functionality (including waiting room option) of Google Meet, Team and other similar virtual platforms.

5. Students must not record any online interview or test unless specifically allowed from CDC on case-to-case basis. Violation will attract institute disciplinary action. Also, disclosure of login id and password to any unauthorised person will attract institute disciplinary action, to the extent of debarring from participation in placement process.

6. Students' data shall be collected by CDC and in turn be shared with hiring companies. However, if needed and under prior consent of CDC, a hiring company may directly collect students' data through company approved portal/webpage using individual login. Students and/or student representatives should not provide any compiled data directly to company HR without having specific prior permission from CDC.

7. Companies may conduct online exams in evening hours after classes are over. For interviews on Saturday and Sundays, two slots with a gap of 2-3 hours in between shall be prepared. Each slot can accommodate 3-4 companies.

8. One dedicated WhatsApp group will be made for each slot. All students, shortlisted for interviews in that slot, shall be made members of that group not including the Company HR. CDC will monitor the activities

in the group. For interviews, CDC will post the serial number of students in the WhatsApp group. Students may have more than one interview in a given time slot. They should update the WhatsApp group while entering into and leaving from an interview. Format for updating the WhatsApp group:

    i. While entering: <Original Serial Number>__<Name>__<Company Name>__Entering

    ii. While Exiting: <Original Serial Number>__<Name>__<Company Name>__Leaving

9. For any technical or internet related problem, students will post in WhatsApp group in the format: @CDC__<problem statement>__<request>

10. IIT(ISM) Dhanbad follows 1-student-1-offer policy. In a given time slot, there may be more than one parallel running interviews. Students shortlisted in more than 1 company on the same day (in either slot) will have to render prior preferences before the start of interview.

11. CDC will provide Student's Institute ID and a recent photograph duly verified by respective FICs/Departments to help prevent any misconduct during conduct of virtual placement process.

12. It may be noted that companies have been suggested to use AI enabled Anti proctoring software to prevent any incidence of impersonification or cheat of any kind.

13. Any student attempting towards proctoring/impersonating or any other malpractices during conduct of virtual placement process shall be debarred from the entire placement process for the year and that may also result into expulsion from IIT (ISM).

14. It is mandatory on the part of Companies to declare the results to CDC before beginning interviews in next slot. CDC will have to finalise the results based upon choices made by students. Subsequently, CDC will share the results with companies and students. CDC shall act and inform the companies about the concept of students' preference for companies in same slot and under strict adherence to *'one student one job policy'* of IIT (ISM).

15. Students must not ask for the result from the company during any point of time.