



## Institute of Public Enterprise Campus Summer Internship Programme (SIP) Policy and Undertaking for all PGP Students

Institute of Public Enterprise extends Campus Internship opportunities to its students with the required eligibility criteria. Students of all PGP courses are eligible for 6 to 8 week internship opportunity, during 1<sup>st</sup> May to 30<sup>th</sup> June every year.

IPE organizes the campus SIP/placement in either one or a combination of the following formats of selection processes.

1. **Direct Campus SIP/Placement-** In this the students will have an entry level opportunity.
2. **Pre Placement Offer:** When student get hired by a company for an internship, then if they like student's work, passion, skills, they may offer a full time job opportunity with/without any interview after the internship.

Campus SIP/placement will be organized by IPE along with the interested companies in one of the following formats.

- **In-campus:** The company representatives will visit IPE to carry out the SIP/placement activity. In some cases the corporate may fulfill a portion of the final round in their office.
- **Pool-campus:** SIP/Placement process under this is conducted for a group of colleges. In this the recruitment process will be in a common place (it may be a college or some other public/private place) where students from different colleges take part.
- **Off-campus:** Under this the companies invite the shortlisted candidates to their respective offices, within or outside Hyderabad, to carry out the recruitment process.

Institute is not liable to pay any expense for any of the above Campus Recruitment formats. Students will bear their own expenses.

### Student Registration for SIP/Placements

Students interested in SIP/placements process should abide by the set Rules and Guidelines. They have to fill-in a form giving their competencies and other details. They have to qualify in the aptitude test and other requirements of the Institute.

### Eligibility Criteria

All the students are eligible for SIP.

### Rules and Guidelines

#### General:

1. All the SIP/placement related communications will be through e-mail only. The date/time/venue of the interviews are subject to change depending on the recruiter preference. Students are required to keep a tab on their mails continuously.
2. IPE does not take any responsibility of the outcome of the selection process.
3. Once a student gets placed through campus, he/she is not eligible for further SIP/placements at IPE. If any student is found to be violating the above Guideline, he/she will be subject to disciplinary action.

#### Misconduct:

4. Any corporate complaint against a given student misconduct is considered a serious offence and such student will automatically disqualify from the SIP/placements and referred to the authorities of the Institute for follow up action.
5. Any student found to have used unfair means at any mid-trimester or end-trimester examination will automatically disqualify for SIP/placements.
6. Any student or his / her parent or guardian found misbehaving with Recruiter/Faculty/Staff/SPC during the course at IPE stands disqualified from SIP/placements.
7. If the student remains absent from any stage/round of selection process he / she would be immediately debarred from IPE SIP/placement process and would not be allowed to take part in further SIP/placements.



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8. Impersonation in tests or any other kind of malpractice is a serious offence. Such students would be debarred immediately and also will be referred to the concerned authorities.

**Curriculum Vitae:**

9. Students are required to prepare an attractive Resume / *Curriculum Vitae* taking job profile/requirements laid by the respective company. Late submission will not be considered for the test/interview.
10. It is expected that a student shall NOT add any ambiguous / wrong / fraudulent / misleading information in his / her resume or while submitting details to the SIP/Placement Department/recruiter. If, on verification, any discrepancies are found, the student will not be allowed for SIP/placement process.

**SIP/Placement Process:**

11. Students should consider carefully before applying for any vacancy as notified by the SIP/Placement Department. Once a student applies, he/she has to undergo the complete process without fail.
12. Geographical preference of job / company should not be a pretext for rejecting the SIP/placement opportunity at any point of the process.
13. Students are expected to report to the venue 15 min. before the indicated time in complete dress code as mentioned below.
  - For Boys: IPE suite (blue), red tie with white stripes, black shoes and proper grooming (clean shave).
  - For Girls: IPE suite (blue), maroon scarf, black shoes.
14. Students should carry their resume, passport size photographs, IPE ID card and a copy of their respective certificates during the SIP/placement process as per the requirements.
15. At the time of interview, students MUST carry copies of the resume that was submitted to that company online and NO other resume. Discrepancies in resume are not appreciated by companies and could be a cause for rejection.
16. Student shall not question the company on why he/she is not shortlisted / selected. Shortlisting / Selection is discretion of the company officials. Any unruly behavior compromising the reputation of the Institute shall deem the student ineligible for future placements and such student shall face disciplinary action.

**Others:**

17. If a student attends an external SIP/placements through one's own reference, he / she is expected to keep SIP/Placement Department informed prior to the interview
18. Once a student gets placed through campus, he/she should honor the offer and comply with the joining formalities.
19. Once a student gets internship/placed through campus, the minimum stint of internship/employment expected from the student is 6 to 8 weeks from the date of joining.

SIP/Placement Department reserves the right to make necessary changes in the Guidelines as and when necessary.

I have read and understood all the above SIP/placements guidelines and shall abide by the same.

Student Name : \_\_\_\_\_ Roll No \_\_\_\_\_ Mobile \_\_\_\_\_ Sign: \_\_\_\_\_

Signature & Name of the Parent/Guardian: \_\_\_\_\_

Contact No of the Parent/Guardian: \_\_\_\_\_

e-mail id of the Parent/Guardian: \_\_\_\_\_

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