



Accredited 'A' Grade by NAAC

H.R. COLLEGE

of Commerce & Economics



INTERSHIP POLICY FOR STUDENTS

1. Student shall pursue Articleship / Internship / Industrial Training / Apprenticeship only after college hours irrespective of the mode through which such Articleship / Internship / Industrial Training / Apprenticeship is obtained.
2. Only bona-fide students of H.R. College of Commerce and Economics are eligible to apply for the Internship Drive. The Non-Bonafide students and the students pursuing any professional course as future prospects which require mandatory Articleship or internship training are not eligible to apply.
3. There shall be a separate registration form for the Summer and Winter Internship Drive. The registration shall only contain basic details of the students to get themselves registered for the Drive. The opportunities covered under these Drives shall be shared only to the registered students where they can share additional details such as Resume, Cover Page, etc.
4. Students will receive internship updates on the email address provided to the Placement Cell during the registration process. The students must ensure that they have provided the correct email address and shall check it regularly for updates.
5. Students are advised to create a filter which prevents the emails from landing in the spam or the junk folder in order to avoid missing important emails from the Placement Cell. Refer the link mentioned below:
<https://drive.google.com/file/d/1YxqZW7U9TJym5yVOYW4IVZSKyfl9sJ3f/view?usp=sharing>
6. Only those who register will be informed about the further process. Students failing to register within the given deadline will not be entertained at a later date.
7. Students shall carefully fill all the forms/QR codes directed towards a web link carefully. In case of multiple links/QR codes in an email/message, students are required to fill them, else their application shall be considered incomplete. All incomplete applications shall not be considered for the Internship Drive of the said Company.



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8. The list of students shortlisted by a corporate will be mailed to the students. It is the student's responsibility to check their emails on a regular basis to avoid missing any opportunities.
9. Students may apply for any company offered by the Placement Cell. However, if a student receives one offer from any company, she/he shall be deemed to be placed and will not be allowed to apply for another company until the duration of the internship is completed.
10. Students selected by a company shall inform the Placement Cell about the same on hrcollegeinternship@gmail.com.
11. Students must carefully consider all details before registering for a company. Once registered she/he shall not be permitted to withdraw from the Internship process under any circumstance. If a student does so, strict disciplinary action may be taken by the college including the student being debarred from the further process.
12. In case the registered student, due to exigency, is unable to participate in the internship process he/she shall take approval from the Director of Placements at least 24 hours prior to the commencement of the process.
13. The decision with regard to the disciplinary action shall be taken by the Director of the Placement Cell and a report of the same shall be forwarded to the Principal.
14. If a student is applying for a company, he/she should have full intention of getting selected and joining.
15. The student must arrive 15 minutes prior to the given time for the interview at the venue carrying 5 hard copies of their resumes, 5 passport-size photographs (in business formals), Government ID proof (e.g., Aadhaar Card, Passport, Voter's ID, Driver's License, etc.) and, their college ID during the process. Students are also required to carry their own stationery and calculator for aptitude tests if required.
16. In the case of a virtual internship process, the students should be prepared for the interview with the requirements 15 minutes prior to the given time. The students should ensure that they are in a proper network area during the given time frame. Unless the company gives specific instructions, students are required to keep their camera on and microphone turned off.



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17. If any student is not able to attend the interview, he/she has to mail the Placement Cell a valid reason along with valid proof at least 24 hrs. prior to the day of the interview. Strict disciplinary actions will be taken against students who fail to do so and they will be debarred from further internship processes.
18. If a student fails to accept the Offer Letter, they have to provide a physical letter duly signed by the Principal & the Vice Principal and the Director of Placement Cell stating a viable reason for rejecting the offer to the Placement Cell.
19. The Placement Cell will not be responsible if students fail to submit assignments, tests, tasks or any such assessment requirements of a company on time.
20. Resume should be attached in the Registration form (Google form) in PDF/Word format.
The name of the file attached should be as follows:
FirstName_LastName_Program_Specialisation (if any) Eg: John_Doe_TYBXX_Finance
21. Students are advised to attach their latest and updated resumes with the registration forms circulated for the respective companies. No changes will be entertained later through emails once the resume is uploaded for that specific company.
22. The students should ensure that the information provided to the Placement Cell and the Company is true to the best of their knowledge. If it is untrue, the student will be debarred from the Internship Drive.
23. It is preferred that the students adhere to the resume format provided by the Placement Cell. Resumes should not exceed 1 page/2 sides and should be written in Times New Roman, font-size: 12 and preferably a passport size photo should be present. Draft may be provided by the Placement Cell.
24. Students who negatively impact the reputation of the college by their action or non-action with corporates especially during the recruitment process shall not be eligible for the internships and may be debarred from the Final Placement as well.



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25. It is mandatory for the registered students to confirm their presence for the job offer acceptance and acknowledge all the important updates on the same email thread. If not acknowledged strict disciplinary actions can be taken against such students.
26. It is mandatory for the students to mail us the Signed Copy of the Offer Letter provided by the Company and/or the Placement Cell.
27. Placement Cell is not responsible for the Job Profile/Description offered by the corporate. It is suggested that the student clarifies his/her doubts regarding the Job Profile/Description with the prospective employers during the interview.
28. Students must be strictly dressed in business formals while interacting with any prospective employer, which includes group discussions, interviews, etc. Students must maintain the appropriate decorum while interacting with a prospective employer and any kind of misbehavior by any student would not be entertained.
29. If a student gets selected directly by the Company not circulated by the Placement Cell, it's his/her duty to inform the same to the Placement Cell via an email.
30. The Placement Cell makes every effort to bring internship opportunities from reliable employers. However, it should be clear to the students and their parents that the college has no facility for in depth screening of potential employers. The college accepts no responsibility in that matter.
31. The Director or the Principal may disallow any student from being a part of the Interview process. The students will be given an opportunity to justify their stand and provide sufficient proof for the same.
32. Students are expected to maintain a required decorum and code of conduct with the Placement Cell members.
33. Students should not mention the name of the companies that have visited our campus/are yet to visit and are expected to maintain confidentiality on the same.
34. The student should communicate with the Placement Cell only through mails at hrcollegeinternship@gmail.com. Students should not communicate to Placement Cell members



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via text messages/telephonic calls, any statement on text messages/telephonic calls won't be accepted.

Note: Non adherence of the policies mentioned above will lead to the student being debarred from the further internship process.