

## **Rules and Regulations for Students** **Internship Wing, CDC**

1. All students who would like to avail an internship offer through the CDC would have to register themselves with the Internship Wing (only those who have registered will be sent emails regarding internship opportunities.)
2. Students not interested in internships are requested to not register with the Internship Wing for that particular season.
3. Students should complete all documentation, including updated Curriculum Vitae (CV) and other relevant information in accordance with the requirements provided by the mentoring organization.
4. Any change in the contact details of the student (mobile no., preferred email address, etc.) should be brought to the notice of the CDC immediately.
5. It is compulsory for every student who applies to a certain company to attend the selection process. Failure to attend the process will result in deregistration of the student from the CDC for that season.
6. Students can accept a maximum of one internship per session (winter/summer).
7. If a student decides to withdraw her/ his application, after the company has offered her/ him an internship, it will be counted as a “request for withdrawal”. A student is allowed a maximum of one withdrawal per season. If a student withdraws a second time, then he/she is deregistered from the CDC for that season.
8. Students are not allowed to ask a organization to keep an offer pending. A request of such a sort is considered a breach of the rules and appropriate action will be taken.
9. Direct communication with the organizations’ officials, before an internship offer has been accepted, will not be entertained.
10. If a student is found to be guilty of providing false or misleading information in their CV, their registration at the CDC will be cancelled. If the student has already received a internship offer, it will be revoked and further disciplinary action will be taken as per the decision of the Internship Wing.
11. The registered students are requested to star any mail received from the Internship Wing, [cdc@iitdh.ac.in](mailto:cdc@iitdh.ac.in) , and [support.cdc@iitdh.ac.in](mailto:support.cdc@iitdh.ac.in) .
12. Any student having secured an internship without the help of the CDC are required to provide information about their internship to the Internship Wing of the CDC.

13. Registration to the CDC does not ensure that the student will receive an internship. The CDC only acts as a moderator between the company and the students. The CDC provides a statement of assurance that the student is capable to act as an internee at the organization.