

ACADEMIC SECTION

F. No. F4/S-V-1/20-21-Acad-Typ (41-Senate)/ S12

Dated: 24 August, 2021

OFFICE ORDER

Sub: Internship Guidelines for UG and PG students.

In accordance with the approval granted by the Senate in its 41st meeting held on 18th March 2021 under Item No. 41-3.1. The guidelines for industrial internships of UG and PG students are as under:

Internship guidelines for UG students

The New Education Policy strongly recommends that practical exposure, vocational training, internships be integral part of the curriculum. This would produce graduates who have hands on working and problem-solving experience. This will help in their seamless transition from the Institute to the Industry. The employability of the students who undergo internship in reputed companies will be high as Industry would get work force in line with their requirements.

In order to encourage Industry Institute interaction and to impart practical exposure to the students the committee strongly recommends Industrial internships to the students for a period of six months to a maximum of one year. DUGC of the department shall recommend all the cases of industrial internships and ensure that the following norms are observed.

1. **Internship in VII Semester only** (can also be in continuation of summer internship for 2 months after VI Semester)
 - a. Completion of all courses up to VI Semester without any backlogs
 - b. Course waiver of 16 credits in lieu of internship.
2. **Internship in VIII Semester only :**
 - a. Completion of all courses up to VII Semester without any backlogs
 - b. Course waiver of 16 credits in lieu of internship.
 - c. B. Tech project under supervision by mentor from Internship organization and mentor from MNIT Faculty.
3. **Internship in both VII and VIII Semester :**
 - a. Permitted only in Exceptional cases, with the permission of Chairman Senate.
 - b. Permitted for Fortune 500 companies or companies listed in NIFTY 50.
 - c. Completion of all courses up to VI Semester without any backlogs
 - d. Waiver of 8 credits from each of the VII and VIII semesters.
Completion of remaining core / advanced elective / open elective courses by taking courses from MOOCs / NPTEL. The student shall have the following options for open electives and programme electives:
 - d(1): Study these courses in self study mode using NPTEL courses/MOOCs courses and appear for examination with the regular students. The subjects would appear in marks sheet and counted towards CGPA.

- d(2): All the **Core** courses in VII or VIII Semester shall be converted into self study mode. The student can take help of appropriate NPTEL courses, MOOCs courses available online. The student shall have to appear in the end term examination and the grades shall be awarded on the basis of end term examination only. The end term examination can be held with the regular class or at mutual convenience of Course Coordinator and student.
- (d3) B. Tech project shall be under supervision by mentor from Internship organization and mentor from MNIT Faculty. Major Project shall be allotted by the Supervisor in consultation with the Industry. The Project shall be examined at the end of the eighth semester along with the regular class or at mutual convenience of the student and the Supervisors.
- (a) B. Tech. project is an important component of the curriculum. Students will have to submit the Project Report and appear for the examination. In case the supervisor is not satisfied the duration of the project may be extended till 15th July.
- (b) If the progress is still not satisfactory student will have to register in 9th semester to complete the project. This should be made clear to the students by the departments.
- e. The upper cap on the number of one-year (VII and VIII semester) internships shall not exceed 20% of the total class size.
4. If the student cannot complete the course requirements in the final semester along with the regular class, the student will have a flexibility to appear in the subsequent semesters. The student can take up to maximum 16 for B.Tech and 18 semesters for B.Arch. students (including 2 semester withdrawal) to complete the undergraduate course requirements. The student will have to register for the semester and required to pay the Institutional fee.
5. The students should submit a feedback after completion of the internship.
6. In case the non-disclosure agreement (NDA) is signed by the student with the Company, the B.Tech/B.Arch. Project and Internship shall be treated separately. However, in case the NDA is not signed Project and Internship may be treated same but not necessarily.

In addition to above, it was also clarified that the opportunity to avail the institute placements shall be available to the students irrespective of whether they are on Internship or not and in no circumstance the student shall be denied for the institute placement on ground that they were/are on internship.

Internship guidelines for PG students

1. M. Tech / M. Plan. regular students after completion of course work will be permitted to undertake Industrial training / Internship in their **III semester** (anytime between May 15 to Dec 31). The students will be expected to attend the evaluation of the required credits either offline / online, depending on the nature of work, as decided by DPGC.
2. **Students getting the offer in IV Semester of their PG** (Jan 1 – June 30) (or as part of their placement with the same organization) must complete the dissertation problem defined in the III Semester with the Institute Supervisor. This can be completed remotely and in consultation with the Industry Mentor.
3. **Students getting the offer for a period more than 6 months upto one year spanning over III and IV Semester** will be required to:
 - a. Submit a plan of his / her dissertation work to DPGC with clearly defined objectives.
 - b. The dissertation plan will be submitted within a month of his / her joining the industry and approved by Industry Mentor and MNIT Supervisor.

- c. Submit a progress report to DPGC every two months of his / her dissertation work forwarded by the Industry mentor and MNIT Supervisor.
- d. The students will be expected to attend the evaluation of the required credits either offline / online, depending on the nature of work, as decided by DPGC.

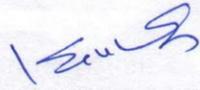
Students will produce a certificate of successfully completing the Industrial training / Internship with clearly mentioning the work assigned to them.

Students who are not able to produce the certificate of completion and / or do not complete dissertation work satisfactorily as adjudicated by Institute Supervisor / DPGC must register for V Semester and complete the dissertation. The maximum time to complete their dissertation work will be one year (registering in their V and VI Semester).

In addition to above, it was also clarified that the opportunity to avail the institute placements shall be available to the students irrespective of whether they are on Internship or not and in no circumstance the student shall be denied for the institute placement on ground that they were/are on internship.

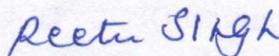
Procedure for PG/UG internship application

1. PG Students must seek the consent of their Dissertation Supervisor and must appear in the internship interview only after due approval. Similarly, UG students will seek the consent of the DUGC.
2. After being selected for Internship, students must apply to the Dean (Academic) duly recommended by the Supervisor and Department PG/UG Committee. Students will submit the application in the prescribed format (**Annexure-A**) supported by the industry offer letter.
3. An office order will be issued by the academic section subsequently on recommendation of DPGC / DUGC.
4. Students can proceed to an internship only after receiving an Office Order from the Academic Section.


REGISTRAR

Copy to:

1. Dean, Academic.
2. All Heads of the Departments.
3. Associate Dean (UG) & (PG).
4. All Conveners DPGC, DUGC.
5. PS to Director.
6. PA to Registrar.
7. Webmaster for upload on Institute website.
8. Guard File.


Dy. Registrar (Academic)

Format for application

To,
The Dean Academics,
MNIT Jaipur

I Son / Daughter of
bearing Institute ID No want to join the Industrial Training / Internship for a
period of one / two semester(s) starting from (date) to (date) at
..... (Name and address of Internship
Host Organization).

1. I have fully read and understood the rules and regulations laid by the Institute and Host Organization and undertake to abide by them.
2. I have enclosed a copy of the offer letter from the Host Organization
3. I will proceed for an internship only after obtaining the Office Order from the Academic Section.

Kindly permit me to join the Internship as mentioned above.

(Student Signature)

Supervisor / Programme Advisor

Convener DPGC / DUGC