MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Date: 15.07.2021

Internship Policy for B.Tech (VIII) Semester Under the Flexible Scheme
[For batch admitted in Academic Session 2018-19]

1. Internship/Project Course in VIII semester Scheme:

Under the provisions of the **Flexible Curriculum Scheme (**based on the AICTE Model Curriculum 2018**), approved by the Academic Council of the institute, there is a mandatory requirement of the following course under the practical block:**

For B.Tech VIII Sem: Internship/Project					
Subject Name	**End Sem.**	**Lab Work.**	**Total Marks**	**Credits**	**Mini. Duration**
Internship/Project (DLC-9)	250	150	400	03	4-6 Months **(Full Semester)**

In order to complete the credit requirement of DLC-9 (as mentioned above), the student has an option to select either

(i)   Full semester Internship in Industry/organization (under the collaborative mentorship of industry/ external person and faculty members of institute / department)

Or

(ii)   Work on a Project in the institute/department under the mentorship of faculty members

2. Modalities for Internship

- Students can go for Internship for the full duration of VIII semester if they get an internship offer through selection process and/or Final placement offer in advance through T&P Cell of the institute.

- It is also acceptable if the students are able to secure internship offer **through proper official channels / or otherwise (recognized by the Project /Internship Coordinator, HoD and T&P Cell of the institute)**

- The internship must be relevant to the domain / discipline to which the student belongs.

- The internship can be undertaken in allied disciplines/interdisciplinary domains also provided they are adding value to the B.Tech degree of the student and permitted by the HoD.

- The T&P cell will also support for getting internships in industries/organization after seventh semester or for **Internship cum placement opportunities**.

- **Training & Placement Officer** of the Institute will be supported by a **Departmental Internship Coordinator for Internships placement Activities**.

- Departmental internship / project coordinator and Faculty Supervisors/ Mentors will be nominated/ assigned at the beginning of the session to initiate and look after this activity. **They will support the students, coordinate with the industry person mentor and monitor their progress with proper record maintenance.**

- There will be one mentor from the industry/organization and one from the department/host institute.

- Minimum of 10-20 students are to be mentored/supervised by each faculty mentor or as per the department strength.

- Before proceeding for full semester internship at an industry/organization, the students will be required to get an NOC from the T&P Cell / Department.

- While seeking NOC from T&P Cell, students may submit **an authentic Internship offer letter or original approval mail from Company (if available) along with the application (Request Letter for NOC available on website) to get an NOC from the Institute.**

- The NOC for full semester internship in the VIII semester will be permitted only after the parent department (Departmental Internship coordinator & HOD) have checked and certified the authenticity of the company/relevance of the internship opportunity.

- Internship in Industry will be of 4-6 months duration (minimum) in VIII Semester and should preferably be a paid Internship.

- Internship will only be allowed after the proper approval of HOD & T&P Cell both.

- The timelines for mid-term reporting, submission of progress report, attendance, submission of final report & internship completion certificate must be complied by the student.

- **Fortnightly Progress Report (FPR) signed and graded by the industry mentor will be submitted by the student to his faculty mentor from the institute. [Format of FPR is enclosed]**

- **Students can connect the Faculty to the concerned officials of the organization in which they are going for Internship for weekly/monthly progress report and attendance of the students. Faculty can also connect with company officials directly to take report through any authenticated mode of communication.**

- The Faculty Member(s) can evaluate(s) the performance of students once/twice by visiting the Industry/Organization or instead T&P Officer can also visit the Industry/Organization for checking student's performance during Internship and to enhance interaction with Industry.

- Students will submit internship report and certificate or experience certificate (if any) from the Industry/Organization after completion of internship.

- It will be a responsibility of Faculty In-charge/ internship Coordinator to check the authenticity of report & certificate submitted by the student or through Industry mentor directly for final evaluation process. The department will devise a mechanism for evaluating the internship work & report.

- Evaluation of Internship will be done by the Department as per the requirements of VIII Semester scheme according to academic calendar via seminar/presentation and viva. There will be mid-term evaluation system as well to check the progress of students.

3. Modalities for Project to be completed in Institute (Department) under faculty mentors

- **Students who will not be able to secure an internship in an approved industry or outside organization** for full semester will be required **to undertake project work under the mentorship of faculty mentors from the department.**
  A co-supervisor from industry is desirable (as it will give practical approach to the project).

- **The last date** for students to decide whether they are going for Internship (in any industry/organization) or will be working on Project within the institute / department is **20th Jan, 2022.**

- Departments will maintain an accurate record of students who are going for Internship in Industry or working on the project in the institute (department) itself.

- Also, **during the project work in department it will be mandatory to publish/present a research paper in journal or conference** by the students under the mentorship of faculty mentor.

- **Each student will have to work on one separate topic for the project work and submit the report individually. Each student will be assessed and evaluated individually.**

- Students commencing on "Project Work", need to report regularly in the department for their project work. Attendance will be mandatory and weightage for regularity will be considered.

- For students opting to stay on campus for doing projects, the evaluation process will be decided by the department. Mid-term presentation will be required for continuous evaluation.

- **Evaluation of Project will be done by the Department as per the requirements of VIII Semester scheme according to academic calendar via seminar/presentation and viva.**

Important Dates:

Students can start internship	21st Dec, 2021 onwards (after semester exams)
Last date to decide/choose, either for Internship or Project	20th Jan, 2022
Last date to get NOC for Internship	20th Jan, 2022
Last date to submit Internship/Project Report	25th May, 2022 (In respective department)

**Note: Internship can be continued if it is for full Six months but students will have to submit report on the fixed date mentioned above.

Background work for Internship Support (Important for Departments only)

1. Internship Coordinators or Faculty In-charge along with T&P Cell all together will support in getting Internship for students. The students will also apply on their own to secure an internship offer from a relevant industry/research organization etc.
2. A common evaluation process and format will be used by all departments.
3. <u>The departmental internship coordinator will coordinate and maintain records, in addition to providing internship support to students with the help of T&P Cell.</u>
4. A department level team will be constituted to conduct the evaluation of Internship & Project.

Step by step procedure to get NOC:-

1. To get an NOC Fill the request letter (Available on website) along with the Internship offer letter/mail from company or any other proof
2. Request letter can also be sent in mail to HOD or Faculty In-charge by marking tnp@mitsgwalior.in in loop (in cc) with required document/proof
3. HOD/Faculty In-charge will forward the same to tnp@mitsgwalior.in with approval taking student as well in the loop
4. T&P Cell will provide NOC to students either in hard copy or in mail itself if required.

Enclosed: Annexure- I and II (Request letter for NOC and NOC format)

FORMAT

FORTNIGHTLY PROGRESS REPORT (FPR) FROM INDUSTRY MENTOR

Name of student	xxxxxxxxxxxxx	Department	xxxx
Industry/Organization	xxxxxxxxxxxxx	Date/Duration	DD/MM/YR -DD/MM/YR

Criterion	Poor	Average	Good	Very Good	Excellent
Punctuality/Timely completion of assigned work					
Learning capacity/Knowledge up gradation					
Performance/Quality of work					
Behaviour/Discipline/Team work					
Sincerity/Hard work					
Comment on nature of work done/Area/Topic					
OVERALL GRADE (Any one)	**POOR/AVERAGE/GOOD/VERY GOOD/EXCELLENT**				
Name of Industry Mentor					
Signature of Industry Mentor					

Receiving Date	xxxx	Name of Faculty Mentor	xxx	Sign	**xxx**

Guidelines for Departments Regarding Internship/Project in VIII Semester

(Drafted based on minutes of AC on 26th April 2018, further discussions in IQAC meeting on 3rd March 2020, discussions in meeting of HoDs on 15th January 2021 & ADC meeting on 20th January 2021)

1. A list of industries must be prepared and updated from time to time where the department has permitted the students for internship.

2. The departments must make efforts to sign MoUs with industries/research & other organizations/Reputed Academic Institutions, with a clause for providing a predefined number of student internships.

3. Each department will assign at least one faculty member per B.Tech programme being offered to work as Departmental Internship Coordinator (DIC).

4. The DIC, (under the guidance and knowledge of the concerned HoD) will collaborate with T&P cell for enhancement of **Internships placement** Activities in the institute.

5. **Fortnightly Progress Report (FPR)** signed by the industry mentor will be submitted by each student to his faculty mentor from the institute. [Format of FPR is enclosed]

6. The faculty mentor will keep the record of FPR of the students using excel sheet. and, will conduct a mid Term evaluation process as well. Computation of internal assessment marks will be based on the FPR and Mid –Term evolution.

7. For end-term assessment, a faculty panel will be constituted by the mentor & HoD depending on the specialization area of faculty and domain of internship.

8. The DIC will also maintain all records of students working on Projects in the institute. It will be ensure that 2-mid-term evaluations are conducted for continuous monitoring of the project work. For end-term assessment, policy mentioned at point (7) will be used.

9. Project as well as internship reports will be checked using turnitin and institutional policy for plagiarism will be applied as before. The first page of internship/project reports will consist of an abstract in Hindi.

10. The project reports of in-house students will be uploaded in the institutional e- repository. However, the internship reports may not be uploaded, unless a written permission for the same is given by the industry/organization where the internship is being taken.

11. The guidelines will be further refined dynamically based on stakeholder feedbacks received from time to time.

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(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)
Phone: 0751 2409362, Email id: tnp@mitsgwalior.in
(Training and Placement Cell)

Ref.: T&P/21/   **Date:**

To,

_____

_____

_____

_____

Dear Sir/Maám,

We are grateful to you for providing Internship to the Student(s) of our Institute. Under the Flexible Curriculum our institute has an option of full semester Internship for B.Tech students in their Final Year, Final Semester.

You are requested to appoint a mentor for our records and also for the day-to-day reporting of the student.

It is expected that the 'full semester intership' will add value to the undergraduate degree of students and help them in enhancing their personality and skills. The internship will provide an advance exposure to the real challenges that the students are expected to face outside an academic campus.

For your esteemed industry too this practice is expected to be useful as you get to train human resource before they enter the job market in a formal manner.

We will be highly obliged, if the following student is/are permitted to undergo Internship at your Esteemed Organization during their last Semester for a period of_____to____.

S.No.	Name of the Student	Enrollment No.	Branch
1.			
2.			
3.			

Hoping for enhancing further interaction & cooperation.
Thanking you!

(Mr. Vikram Singh Rajput)
Training & Placement Officer

Note: - Kindly feel free to contact us for any further information.

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STUDENT INTERNSHIP REQUEST FORM FOR NOC

(Fill all fields in BLOCK letters)

Full Name: _____   Enrollment ID:_____

Branch: _____   Year:_____

Current Address:_____

City:_____   State:_____Zip Code:_____

Mobile No.:_____   Email Address: _____

Organization detail in which you are applying for Internship:

Industry/Company
Name: _____   **Duration of**
Internship (in days):_____   **From:**   **To:**   **(Date)**

Name or Designation of
Person receiving NOC for Internship _____

Full Address of the Organization
where you want to go for
Internship (with website): _____

City: _____   **State:** _____   **Zip Code:** _____

Applying through:
    a)   Employee Reference:_____
    b)   Internet/Website:_____
    c)   Any other mode:_____

Student Signature: _____   **Date:** _____

*Enclosure***:** Internship Offer Letter or Approval mail from Organization if available (YES/NO) – *Required in advance only for 4-6 months Internship*

(Faculty In-charge/HOD)

_____

Note: Submit this application form to T&P office along with filled Internship NOC form (available at website) of T&P cell after being forwarded by the class coordinator or Head of your respective department.

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Suggestive format for <u>excel sheet</u> to be maintained by Department Internship Coordinator/Final Year Class Coordinator/Project Coordinator/or faculty member assigned by the HoD (To be completed before deadline specified by the institute)**

Student Name	Enrolment No	Opted for Internship /Project	Industry/organization, with full address (write MITS for project students)	Industry Mentor (mandatory for students doing internship at industry; desirable for project students also) phone number, e -mail id etc	Institute Mentor (Mandatory) phone number, email id etc	Brief Title/Area of work assigned	Grade received* (out of 5) First Fortnightly progress report (FPR) around 25th Feb	Grade received (out of 5) Second (FPR) around 25th March	Grade# received (out of 5) Third (FPR) around 25th Apr	Mid-Term evaluation Marks & grades (To be conducted in between by Department)	Submission of Internship Certificate+ Report (OR) Project Report + Paper published	Final Evaluation Grade as per the norms (A+ -Outstanding, A -Very Good, B+ -Good, B – Average, C – OK)

Duration of Internship /Project	Project Report/Papers Updated on Moodle e-Repository, Internship Reports and Certificates on separate folder/drive (YES/NO)	Folder Link of related document for each student (Internship Certificates, Reports, Project Certificates and Papers published)	Remark (If Any for outstanding achievement or anything should be mentioned)

*The FPR will also be sent for the students who are doing project in the institute

** 20th Jan, 2022 is the last date for internship registration/project reporting due to Covid, but internship can actually start after the last paper/viva-voce of previous semester)

 # More columns can be added. The internship can continue up to 25th May, 2022 as per academic calendar this year. Note:

1. **The departments can design their own formats & procedures based on the above suggestive table and based on the insights gained during the implementation of this new initiative. The same (changes) may be shared with the office of the undersigned.**
2. **These sheets will be sent to the dean academics office regularly, every 15 days, for monitoring at the central level**