

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, BHOPAL

Norms for providing NOC for UG Internship

1. Eligibility: The eligibility criteria for Internship will be as follows

The candidature will be considered for internship only after 6th semester examination without any backlog.

2. Procedure for recommendation

- a. The process of applying for internship should be through the PICSW (Professor In-charge & Student Welfare) concerned, in the prescribed format.
- b. The proposal will be considered with due recommendation of the PC (Progress Committee).
- c. Company's profile shall be evaluated by the PC.
- d. Intimation of commencement of the internship shall be submitted to the PICSW before the commencement of the ongoing semester.

3. Category: Internships will be considered for evaluation under following categories

- a. Within India: in industry/organization (through T&P cell/ industry turnover above 500 crore)
- b. Within India: in academic institution/university (NIRF ranking up to 100).
- c. Within India: Govt. funded R&D organizations.
- d. Outside India: in academic institution/university (Top 500 Institutes in the world).

4. Evaluation Criteria

- a. Candidate has to register for NPTEL/university courses to earn same number of theory credits equivalent to regular courses of institute and at the end of semester, they will have to submit course completion certificate to PC.
- b. If students are opting for internship in 8th semester, the CGPA of 8th semester will be equivalent to the SGPA of 7th semester.
- c. Project work done during internship will be considered equivalent to the major project for fulfilling the major project credit requirement.

- d. Candidate has to submit satisfactory attendance (for each evaluation category) on monthly basis to their respective supervisors.

5. General conditions

- a. Two guides will supervise the internship work. One internal supervisor will be from the parent department and the external supervisor will be from the industry/institute.
- b. Industry/institute where student pursuing internship program must submit month wise attendance and work progress to the parent department (to internal supervisor) via electronic mail/ hard copy whichever is feasible.
- c. Candidate should register with the institute as per norms.
- d. The final project presentation will be evaluated on the basis of recommendations of supervisors (external and internal), PC members, and external examiner(s) (If appointed by higher authority). If the internship project, as evaluated by the PC formed in this regard, is found to be unsatisfactory, then, student will have to re-register for all the regular/current semester courses in the upcoming semester.
- e. If the credit requirement is not fulfilled by the candidate during internship, the student has to re-register for the same semester for completion of the credit requirements.
- f. Industry/institute should permit internal supervisor, at times if required, to visit premises for the industry/institute to discuss progress and related issues.
- g. On successful completion of the internship project, the candidate, in consultation with supervisor(s), is required to submit an internship report to the PC.
- h. Publishing internship work in conference/journal will be on the discretion of the candidate/supervisor(s).
- i. If for any reason, the student leaves the internship project incomplete, he/she has to re-register for current semester in the upcoming academic session. However, if the student wants to discontinue/leave the internship, he/she must join the institute so as to enable the condition of 75% attendance of the scheduled classes. To join back he/she may request, with valid justification, for the continuation of his/her current semester at the institute. PC meeting may be called for recommendations/rejections in such cases.

- j. There shall be no financial liability on the part of the institute.
 - k. The candidate has to submit an undertaking to honor rules and regulations of the institute, in the prescribed proforma before leaving for internship.
-