

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

Norms for M. Tech. / M. Plan Internship (11months and 6months)

1. Eligibility

- i) Only those M. Tech. / M. Plan candidates who have completed 2 Semester course work shall be eligible for internship.
- ii) The candidate should submit the Synopsis of the proposed work to be done during the internship within 3 weeks from the date of relieving from MANIT Bhopal for internship.
- iii) The internship application for candidates shall be evaluated/reviewed by TPTC, DPPC Coordinator & HoD.
- iv) The candidates are required to submit an undertaking form with reference to point no. 1. ii (FORM 1:undertaking), to the department through faculty coordinator (TPTC) with a copy to the Training and Placement cell along with application, for approval from competent authority.
- v) The letter of acceptance of internship by the industry / company / education organization is to be submitted along with the Synopsis to the supervisor allotted to him/her by the department via email/post within 3 weeks of joining (FORM 2: acceptance of internship).
- vi) If the candidate is unable to fulfill the above requirements, he/she can either join back the institute within four weeks from the date of relieving for internship or shall be considered on Job and treated as per PG Ordinance Clause 3.6.

2. Procedure for recommendation:

- i) The application for Internship has to be submitted on or before two weeks from the commencement of the semester, only.
- ii) The process of applying for internship should be through the HOD concerned in the prescribed format. (Form 3: Application form for internship). The candidate is advised to submit the form within a week of getting the offer of internship from the company. Offer of internship should be in the form of email and the result in the email given by company to the TPO shall be considered as final document. In case, a candidate gets another opportunity of internship, he/she can switch to the better one and the institute shall give permission for the same. The candidate must fulfill all the formalities of form 1 and form 3.
- iii) The proposal will be considered with due recommendation of the TPTC.
- iv) Company profile shall be evaluated by the DPPC for Off-campus internship.
- v) The Document file should have the following documents
 - a. Form 1: Undertaking form
 - b. Form3: Application form for internship
 - c. Offer Letter/Email of the company for internship
 - d. Proof regarding successful completion of two semesters.
- vi) The candidate should submit the complete document file to the faculty coordinator (TPTC) of the department. The TPTC will forward the same to HOD for recommendation.
- vii) The HOD of the concerned department after getting recommendation of TPTC shall forward the above document file to the Training Placement cell for approval from Competent Authority and issuing the order (NOC) of the internship. The TPO will send the NOC to the faculty coordinator TPTC. The TPTC shall send the copy of same to the HOD and the concerned candidate of the department, AR Account, Associate Dean PG, Professor in-charge examination.
- viii) Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester through department faculty coordinator (TPTC)

3. Fellowship:

- i) The fellowship from MANIT shall be discontinued to the candidate who will be getting stipend from the industry / company / education organization where he is doing internship, from the date of joining the internship.

4. Evaluation Criteria:

- i) The project work done during 6-months /11-months internship shall be equivalent to their M.Tech one semester/ two semester dissertation work.
- ii) The supervision of the internship work shall be done by at least one faculty from the department assigned as supervisor and one mentor from industry/company/educational organization.
- iii) Industry/company/educational organization must submit the month-wise attendance of the candidate to the supervisor of the candidate in the concerned department of MANIT.
- iv) Candidate shall regularly submit the progress report to their respective supervisor of MANIT virtually as suggested by his supervisor(s).
- v) The final evaluation shall be done on the basis of the recommendation given by the mentor of the industry/company/educational organization by supervisor(s), DPPC and external examiners (if appointed by the higher authority).

5. General Conditions:

- i) Usually, the industry/ company/ educational organization do not prefer to disclose most of the confidential work to be published by the candidate. Therefore, allotted supervisor(s) and candidate may publish the work only after getting NOC/consent from the company/industry/educational organization through the TPO of MANIT (FORM 4). The TPO, after receiving the consent form the company (Form 4) shall forward it to the TPTC of the department, for information to the concerned supervisor and candidate.
 - ii) The dissertation work done in 3rd semester should be complete in all respect, so that, if the candidate gets internship for 6 months in 4th semester, the dissertation/project work should not be the part of 3rd semester's work.
 - iii) Candidate must follow the MANIT academic calendar and be present virtual/offline, as the case may be, during the time of their seminars/mid-term review, viva-voice/presentation and at the time of final evaluation.
 - iv) If the candidate feels that the internship work is not of high quality/not related to their field of interest, then he/she should submit the application to the department within four weeks from the relieving date from the Institute and can rejoin the institute. In case of rejoining, his/her fellowship shall be resumed from the date of joining back in the Institute.
 - v) Industry/company/educational organization shall allowed to produce relevant documents of the work done by the candidate during internship period in the dissertation/project report. The experience certificate of the internship from the industry/company/educational organization is mandatory.
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Maulana Azad National Institute Of Technology, Bhopal

FORM 1

UNDERTAKING

I _____ scholar no _____ of M. Tech __202__ - 202__ (Course duration) in the department of _____ MANIT, Bhopal hereby undertake that I will submit the synopsis of the work to be done during the internship period within 3 weeks from the date of relieving from MANIT, Bhopal along with the letter of acceptance of internship by the company/industry/educational organization.

I understand that failing to comply the above undertaking, my regular registration shall be treated as per PG ordinance clause 3.6, if I don't join MANIT back for completion of thesis work.

Name of M. Tech. / M. Plan Course: _____

Date: _____

Name of the candidate: _____

Signature of the candidate: _____



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FORM 2

Acceptance of M. Tech. / M. Plan Internship

This is to certify that Mr./Miss/Mrs. _____ with Scholar Number _____ of Course _____, Department _____ in semester _____ of Maulana Azad National Institute of Technology, Bhopal has been selected for internship at our Educational Institute/Industry from _____ to _____.

We have gone through the rules/norms of the PG internship of the institute and are acceptable to us. Also, candidate is allowed to produce results obtained during the project/internship period for his/her project report.

Mobile Number of the authorized person:	Signature of the authorized person: Date and Place:
Email Id of the authorized person:	
Address of the authorized person:	

To,
HOD
Department of _____
MANIT, Bhopal



Maulana Azad National Institute Of Technology, Bhopal

FORM 3

Application form for PG Internship

Name	
Scholar Number	
Degree	
Department	
Current Semester	
Course	
Category of Internship	On Campus ☐ Off Campus ☐
Name of the company/educational institute	
Period of Internship	
Stipend for Internship	Yes ☐ No ☐ If Yes, Specify the amount in Rs. _____
Any other relevant information	

Undertaking

I have read the norms of PG internship and shall abide by the rules and regulations of the institute.

Mobile Number of the candidate:	Signature of the candidate:
Email Id of the candidate:	
Address of the candidate:	
	Date:

Acceptance letter of industry/educational organization Ref no. _____ Date _____ (copy enclosed)		
Recommendation from	Name	Signature with date
TPTC of the department		
DPPC Coordinator		
HOD of the department		
Head (T & P Cell)		

Forwarded for approval to:

Dean (Academic)

Director



Maulana Azad National Institute Of Technology, Bhopal

FORM 4

NOC From company for publication work

Name of the candidate: _____ Scholar Number: _____
Department: _____ Name of Programme: _____

Name of the company: _____
Specific Area of Internship: _____
Period of Internship: _____

Title of Paper: _____
(Attach the copy of paper signed by the supervisor)

Name of the conference/Journal: _____
(Attach the information Brochure)

Recommendation from supervisor: _____

Date: _____ Name and Signature _____

Recommendation from TPTC of the department: _____

Date: _____ Name and Signature _____

Forwarded by the TPO to the concerned company/educational organization for getting NOC
Date: _____ Name and Signature of the TPO _____

NOC from the concerned company:

☐

RECEIVED

☐

NOT RECEIVED

Date: _____ Name and Signature in the company/educational organization _____

NOTE: TPO will forward NOC to TPTC of the department for information to supervisor and concerned candidate.