

Norms of UG Internship

Eligibility:

1. Only B. Tech. / B. Plan. Students shall be eligible for internship, as B Arch programme already has provision of internship in the final year.
2. The student should not have any backlog in previous semesters.
3. The candidature shall be considered for internship only after VI Semester.

Norms and Procedure:

1. The students shall be permitted to opt for NPTEL courses (approved by DUPC of the concerned Dept) right from their VI Semester onwards and credits so earned shall be adjusted against the elective courses of VIII semester.
2. Every Department shall maintain valid list of 12 weeks' NPTEL courses equivalent to the courses in the scheme of VIII Semester from NPTEL Academic Calendar.
3. Interested students shall submit application, with offer letter from the industry and undertaking, in the prescribed format to respective HoD.
4. The DUPC of the Dept shall make its recommendation with the NPTEL courses to be taken by the student equivalent to the courses of the respective semester.
5. The recommendations of DUPC shall be forwarded to office of TPO for necessary approval of the Competent Authority and issuance of order.

Duration:

1. The duration of the internship shall be of minimum 12 weeks and maximum 24 weeks.
2. After successful completion, the candidate must report back to the Institute by end of the concerned semester, as specified in the Academic Calendar.

Progress & Evaluation:

1. In order to meet the minimum academic credit requirements, the student is required to undertake NPTEL courses, equivalent to the courses prescribed in the Scheme of Studies of the Semester, as approved by DUPC of the parent Department. The grade sheet / certificate issued by NPTEL shall be submitted to HOD for compilation of the results.
2. The students shall bear all the costs associated with NPTEL courses. Institute shall not be liable to any such costs.
3. The students going on Internship and opting NPTEL courses shall have to write the NPTEL examination only.
4. Candidate shall report his progress to the internal supervisor at least once in a week through online presentation/video conferencing/physical presence, whichever is feasible. He should register in every semester by paying the required fees with MANIT Bhopal as per norms.

5. After the successful completion of the Internship, the student shall submit, to HOD of his/her parent Department at MANIT Bhopal, a report of the work carried out by him / her, duly countersigned by Industry mentor / authorized person with certificate of successful completion of the Internship.
6. The final evaluation of the internship shall be made through presentation and recommendations of supervisors (External and Internal) and DUPC members, on the dates specified in the academic calendar.

Enclosure: 1. Prescribed application form
2. Format of Acceptance form (offer letter)
3. Format of undertaking to be signed by the student

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL 462003
APPLICATION FORM FOR INTERNSHIP

NAME						
Scholar No.						
Degree		Department				
Semester		CGPA (last semester)				
Programme Name and Branch						
Name of Industry / Institute, applied for Internship (Attach a sheet of brief profile)						
Period of Internship						
Area of Internship						
Fellowship / Compensation offered, if any						
Name of NPTEL courses registered	S.No.	NPTEL course title	Duration (weeks)	Start Date	End Date	Exam Date
Any other information						

I have read the Institute Norms for Internship and shall abide by the rules, regulations and ordinance, if selected.

Phone No. _____ Email _____ Address _____	Signature Name _____ Scholar No. _____
---	--

Offer letter Ref No _____ Date _____ (copy enclosed) ----- Recommendation of DUPC / DPPC: 1. _____ 2. _____ 3. _____ HOD _____
--

To be submitted to office of TPO

ACCEPTANCE OF INTERNSHIP
(On Institute / Industry Letter Head)

This is to certify that Mr./Ms. _____ Scholar
No _____ Semester _____ Branch _____ of Maulana Azad National
Institute of Technology, Bhopal, has been selected for Internship at our Institute /
Industry from _____ to _____.

The work carried out during the internship by the candidate shall be appropriately
evaluated and the feedback shall be mentioned in the certificate issued, to the candidate,
on successful completion of the internship.

Date: _____ Place: _____ Phone No.: _____ Email: _____ Address: _____	(Signature of Authorized Person / Mentor) Name: _____ Designation: _____
---	---

To,

HOD,

Department of _____

Maulana Azad National Institute of Technology, Bhopal

UNDERTAKING

(Required to be submitted by a UG student before proceeding for Internship with the signed Acceptance of Internship in the prescribed format)

I _____ Scholar No. _____ a student of
_____ Semester _____ Branch _____ in the Dept of
_____ Maulana Azad National Institute of Technology, Bhopal,
hereby undertake that I have read the prevailing Institute Norms of UG Internship and
shall abide by the same.

I also undertake that a report countersigned by Mentor / Authorized person with
the Certificate shall be submitted to the HOD of my Department after successful
completion of the internship.

(Signature of the Student)

Date: _____

Place: _____