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Subject: - Two Month Internship Policy

Six to eight weeks internship after 6th semester is a compulsory requirement for all the B Tech Programmes of the institute. Some students get the internship opportunity through campus while the remaining students arrange for this internship at their own level. A few proposed guidelines / rules for students selected through campus are given below:

1. One student can get only one placement for internship with stipend and one internship without stipend through campus. Once a student is selected for internship with stipend in any company through campus he/ she will be ineligible to appear in the internship selection process of any other company. If a student is selected for internship in a company that does not pay stipend, he/she will be eligible to appear in the selection process of companies offering stipend.
2. A student selected for internship through campus will not be allowed to take any off campus internship and decline the internship opportunity offered to him through campus.
3. If a student declines the on campus internship offer and does the 2 month internship in some other companies, he/ she will be debarred from appearing in selection process of next five companies visiting our campus for selecting the students for 6 month internship during 8th semester.
4. If a student, after giving his name for participating in the internship selection process of a company or after attending a few rounds in the selection process, refuses to participate in the remaining steps/ shows lack of interest in remaining steps, he/she will be debarred from the internship selection process of next three companies offering six months internship in which he/she is eligible to participate.
5. If a student creates disciplinary issues while undergoing internship in a company, he/ she will be liable to strict disciplinary actions like termination of internship and student getting W grade in internship.
6. When the intern selection process of a company is going on, no student will contact the company directly to influence their selection decisions. If a student is found guilty of such behavior, he/she will be debarred from the internship selection process of next three companies in which he/she is eligible to participate.
7. If an internship representative is found guilty of hiding information from students/ manipulating the data etc., he/she will be immediately removed from the internship representative position in addition to being debarred from the internship selection process of next three companies in which he/she is eligible to participate.



Institute's 6-Months Internship Policy

(Revised)

Preamble

Internship undoubtedly enhances the practical exposure and skills of a student and eventually his/her employability. At present, all engineering undergraduates are undergoing following:

1. Workshop Training after 2nd Semester,
2. 4 Week Industrial Internship after 4th Semester and
3. 6-8 Week Industrial Internship after 6th Semester.

In addition to this Institute may also permit B.Tech. students to undergo 6-month internship cum placement (subject to grant of specific permission by the Institute) during 8th Semester of B. Tech. for which specific eligibility conditions are to be met by the students. The policy applicable to the students for placements will also be applicable for the students seeking 6-month internship.

Key Points

1. The students who want to avail the 6-months internship during their 8th semester must not have more than 3 backlogs. Also, a limit of 50% of the total student strength per department is proposed.
2. Students opting 6-month internship will be allowed to appear in campus placements like all other students.
3. Students can avail 6-months internships in either an industry or a research laboratory strictly through Institute Training and Placement cell. Only those students who are selected through campus will be permitted to undergo six months' internship.
4. The internships have to be strictly completed at least one week before the deadline of submitting the grades as mentioned in the academic calendar.
5. All such students who wish to undertake a 6-month internship or those who are selected for such an internship will have to give an undertaking that such internship will not affect their academic output.

Guidelines to the Departments

1. Each department will form an "Internship advisory committee, IAC" to address all academic activities related to the internship, allotment of course, and all activities ranging from approving an internship to grading.
2. Department will ensure the implementation of all the provisions of this policy.
3. The role of the IAC is as follows:
 - a. Evaluate the Internship Notification Form (INF) received from the company and make a decision on approving the internship.
 - b. The committee will form an evaluation criterion for the internship as per the following guidelines:
 - i. At the end of 6 months, each student is expected to submit a project report, and make a presentation to a department-specific evaluation committee.

- ii. Grades will be given based on the quality of both, report and presentation, as well as on the report submitted by the external supervisor.
 - iii. Further details about the evaluation mechanism can be worked out by the department.
 - iv. For each student, the committee will appoint a faculty member as an internal advisor.
 - v. If a student finds an internship on his own, or a faculty member finds an internship for students, the committee will inform the training and placement cell immediately about such internships. The training and placement cell will allow such internships only if the industry undergoes the campus selection process.
 - vi. The committee will make decisions about policies of the respective departments regarding the internships, whether to allow cross-disciplinary internships, or only core-department related project or If a student is not given sufficient technical work during the internship, initiate a mechanism to call the student back from the company etc.
4. The role of the internal advisor is as follows
- a. The advisor must conduct periodic evaluations (at least monthly) of the students' progress, and stay in touch with the external supervisor appointed by the industry.
 - b. At the end of every calendar month, the advisor will collect a progress-update from the intern.
 - c. In case a student has technical/non-technical issues during the internship, the internal advisor will immediately talk to the student and the external supervisor to work out a solution. If such a solution is not possible, the advisor will notify the internship advisory committee of the same.
 - d. The advisor will inform the IAC If a student is not given sufficient technical work during the internship.

Guidelines to the Companies

1. An organization must share the all details pertaining to the internship and submit the duly filled INF to create an opening.
2. It is expected that the organization should allot a well-defined project and a clearly stated objectives for the student.
3. Since internships involve academic credits, the company will have to allot a supervisor for each intern, called as external supervisor.
4. The external supervisor is expected to share the progress of the intern on a regular basis with the internal advisor (a faculty from NIT Jalandhar). This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern submits monthly interim progress report to the internal advisor.
5. The company is expected to release the list of selected candidates within two working days after the selection process is complete in the campus through training and placement cell. This will make sure that the students selected for the company will not appear for any other companies.
6. The company is suggested to keep a waitlist of students. In case a student fails to sign will for a particular position, the offer will automatically be apprised to the next student in the wait list.
7. In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the placement cell only.
8. At the end of the internship, the external supervisor needs to fill an evaluation form for each intern. The information received through this form will be used in grading

Guidelines to the Students

1. Students who are interested in internships are required to register in training & placements department.
2. Students having three or more backlogs are not allowed to take this internship.
3. A student need to apply for an internship via the training & placements department and he/she has to appear in all selection processes set out by the company.
4. Once the department approves a confirmed internship for a student, he/she will be marked unavailable. In no case, such students will be allowed to take another opportunity.
5. PPO by company should be informed within three working days to the training & placements department.
6. In case of any of the following scenarios, the respective students will be given an F grade. Such a student will have to complete course works for the required credits; he/she will not be given another opportunity to take a long term internship. Moreover, the student will not be allowed to participate for campus placements.
 - a. Any unprofessional behavior during the internship duration in the organization
 - b. Any false claims in the CV, cover letter, or related documents
7. The students cannot leave the internship without informing the respective department. If a student finds any difficulty in the organization, he/she needs to inform the internal advisor of the department immediately. The advisor will help the student to find an appropriate solution within a week. If a student will leave the organization without communicating to the department, he/she will be given an F grade. Such a student will have to complete course works for the required credits. Moreover, the student will not be allowed to participate in campus placements.
8. If student get PPO by company, same placement policy will be applicable to him/her for further placements drives.

Role of Institute Training Cell

The head, Institute Training cell will coordinate and ensure the smooth implementation of all the above provisions through department heads and department training in-charges. To ensure the effective implementation, Training Cell will develop appropriate application forms, evaluation proformas or any other document needed.