

ED 5601 Industry Internship, 40 credits

Timeline for the internship: Internship duration: ~5 months (tentatively can start say by mid-December and end by mid May).

Internship process: The companies shall be invited and if they are interested, they can provide their portfolio, problem statements etc through presentations (online, post class hours) and tentatively expected to be happening from the end of August. The entire placement for the internship is targeted to be wrapped up by October but may go on till everyone is placed. The companies' details and the job/project description will be shared accordingly.

General policies:

- As the internship is part of the curriculum, the internship must have relevance to the core domain i.e. Automotive, Biomedical, Robotics, Design and manufacturing. Flexibility is allowed in the case of IDDD students. Supply chain management, operations research, computer methods, data science, AI/ML application to engineering are considered.
- Any person in ED is allowed to apply for any core company. Bio people may take Auto and vice versa or even any other domain like Manufacturing or Supply Chain.
- The industrial internship cannot be done abroad. The company should have an office / facility in India.
- The internship cannot be done on a project in IITM or any other academia. Though, registered start-ups in research park or similar entrepreneur development cell in academia are allowed.
- Internship can be done in government R&D labs like DRDO etc.
- The internship cannot be done in a company in which the student concerned has any conflict of interest (i.e. it cannot be a start-up or company in which the student or his / her close relatives / friends have financial , business interest or vested interest). An undertaking to this effect should be signed by all students and any violation shall lead to disciplinary action.
- Reference to DCC minutes, Centre of Excellence for Road Safety (CoERS) and Centre of Excellence for Zero Emission Trucking (CoEZET) have been approved to allow its collaborating company to provide problem statement as part of the CoE. All conditions are similar, the project shall be from the respective company and the mentor shall be from that company. This is not extended to other CoEs.
- Once a student gets an internship offer from a company, the offer will have to be frozen and he/she will not be able to apply for the companies further from that point. The student shall not decline the offer made and has to honour it.
- Stipend provided by the company is for sustenance and thus to avoid bias, this information shall not be disclosed to student during the placement process. In the offer letter, the company may mention the stipend.
- Students desirous to extend the internship beyond May 31st (if company agrees to provide the same) shall follow the below guidelines:
 - As a general rule, students are expected to report in the first week of June to campus to start DDP / TAsip allotment etc.)
 - For internship extension, the student gets permission from DDP guide, faculty advisor and HoD. Pl. note that in this case the student has to extend his DDP to next summer.
 - In case of IDDD program the student shall follow the guidelines of the IDDD coordinator.
 - In any case the evaluation for ED 5601 shall be completed by end of May and the extension shall not be under the purview of grading for ED 5601.

Preparations:

- It is advised to have a good idea of the companies, job profiles and problem statements before applying to the internship. Presentations will be arranged for the same, please make sure to attend and clarify doubts.
- Basic Data Science/ML/DL, coding skills gives an edge in the recruitment process as some companies look for it as a desirable skill set. You may want to prepare for it in advance.

Grading criteria:

- Grading will be based on the mid-term and end-term evaluations. Evaluation consists of feedback from the project mentor and the department panel of professors concerned with the domain. Relative grading will not be followed.
- Dates of Mid-Term Presentation: Last Thursday and Friday of March. The department evaluation shall be in person poster presentation by students on the above said dates.
- Requirements from company: Students must be allowed to present and submit a report. The requirements for NDA cannot be cited to not comply with this and the project mentor and student have to enable this. Mentors should provide feedback and evaluation on time (e-mails / forms would be sent well in advance and at least 2 working days would be provided for a response).
- Students should ensure that their plans for the summer start only after internship is completed. No reasons shall be entertained for not able to come to campus and attend the viva (mid term). Dates have been mentioned well in advance and the students shall plan accordingly.
- The grades shall be based on marks from industry mentor and evaluation by department faculty and the weightage shall be 70% and 30% respectively.
 - For Mid term evaluation. The industry mentor shall provide 20% marks. The students shall make an in-person presentation using posters (certified and vetted by industry mentor) and evaluated by department faculty for 30% marks.
 - Final evaluation by industry mentor (only) contributing to 50% marks.
 - A form shall be circulated to collect the certificate, report and marks from the mentor in this reg.

General Procedure:

- List of companies based on historical data shall be used to contact. The list shall be shared with the student coordinators. We shall take your suggestions through domain coordinators for any new contacts.
- Faculty in-charge shall email the PoCs of the companies with a letterhead which has information about the courses done by ED students, and the skills and expertise that our department equips the students. It will also have a form for the companies to fill, which will collect all the details of requirements, online/offline tests, and so on.
- The mailing will start from Mid-August and at a time around 50 companies shall be contacted with a gap of 10 days.
- Once we get the responses, the domain coordinators relevant to the company will put together a schedule for the PPTs, and tests etc. You can contact domain coordinators for particular queries. The list of domain coordinators will be shared shortly.
- Once an offer is made by a company, the student cannot decline it and gets one working day to accept and send the acceptance.

All further communication for the internship process will be done through email and intimated through WhatsApp from the student coordinators.