

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL
Office of Dean (Academic Affairs)

No. Dean (Acad.)/2016/733

Dated: 09.01.2017

Norms for UG Internship

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

- i. The candidature will be considered for internship only after 6th sem.
- ii. Min. CGPA shall be 7.5, without any backlog.
- iii. A total number of up to 10% of class strength may be considered for internship. Any further increase in number shall be considered with due approval of Chairman, Senate, max. up to 15% of class strength.
- iv. Only B.Tech./ B.Plan. students shall be eligible for internship, as B.Arch. program already has provision of one sem internship in the final year.

2. Procedure for recommendation:

- i. The process of applying for internship should be through the HOD concerned, in the prescribed format.
- ii. The proposal will be considered with due recommendation of the DUPC.
- iii. Company profile shall be evaluated by the DUPC.
- iv. Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester.

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

- i. Within India: in industry / R&D organization.
- ii. Within India: in Academic Institution/ University for project work.
- iii. Within India: in Academic Institution/ University for course work.
- iv. Outside India: in industry / R&D organization.
- v. Outside India: in Academic Institution/ University for project work.
- vi. Outside India: in Academic Institution/ University for course work.

4. Evaluation Criteria:

Category	Evaluation criteria
3 (i & ii)	<ul style="list-style-type: none">• Candidate has to appear in End Term Exam with regular students.• Max. marks will be scaled to 100.• Project work done will be considered equivalent to major project.• Candidate has to submit satisfactory attendance on monthly basis.
3(iii & vi)	<ul style="list-style-type: none">• Credit transfer in equivalence, as recommended by DUPC on case to case basis.
3 (iv & v)	<ul style="list-style-type: none">• Candidate has to appear in End Term Exam preferably with regular students (if possible). Otherwise a special exam shall be conducted for such students.• In case of special exam, the evaluation will be done for 100 marks on absolute grading basis.• Project work done will be considered equivalent to major project.• Candidate has to submit satisfactory attendance on monthly basis.

5. Duration:

- i. The candidates may opt for internship after 6th Sem.
- ii. The candidate must report back to the institute by 30th Dec. (during Odd Sem) or by 30th June (during Even Sem).


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6. General conditions:

- i. 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.
- ii. Industry/Institute where student is 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.
- iii. Candidate should register with MANIT Bhopal as per norms.
- iv. The final project presentation will be evaluated on the basis of recommendations of supervisors (External and Internal), DUPC members and external examiner(s) (If appointed by higher authority). If the internship project, as evaluated by the committee 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.
- v. Industry/ institute should permit internal supervisor, at times if required, to visit premises for the industry/ institute to discuss progress and related issues.
- vi. On successful completion of the internship project, the candidate, in consultation with supervisor(s), is required to submit a project report of the work done during internship to the DUPC.
- vii. Publishing internship work in conference/ journal will be on the discretion of the candidate/ supervisors.
- viii. 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 within 21 days of commencement of ongoing semester, so as to enable the condition of 75% attendance. To join back he/ she may request, with valid justification, for the continuation of his/her current semester at MANIT. DUPC meeting may be called for recommendations in such cases.
- ix. There shall be no financial liability on the part of Institute.
- x. The candidate has to submit an undertaking to honor rules and regulations of the institute, in the prescribed proforma before leaving for internship.
- xi. Industry / Institute should allow to produce results obtained during project/ internship period in the project report. The written certificate to this effect from the industry/ institute is mandatory before consideration of the proposed project/ internship.


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

NAME					
Scholar No					
Degree		Department			
Current Semester		CGPA up to last semester		Semester	
Course (for M Tech/M Plan)					
Category of Internship (Ref Norms)					
Name of Company/ Institute were applying					
Period of Internship					
Brief profile of the company/ Institute (attached separate sheet, if required)					
Area of internship					
Fellowship available	YES/NO		Amount: Rs.....		
Any other relevant information					

UNDERTAKING

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

Phone No.: Email: Add.:	Signature: Name: Sch. No.:
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Acceptance letter of Industry/ Institute Ref. No.....Date.....(copy enclosed) ----- Recommendation of DUPC/ DPPC: 1.....2.....3..... HOD.....
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Dean (Academic)

Director

ACCEPTANCE OF INTERNSHIP
(On institute/ industry letter head)

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

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

Date : Place: Phone No.:..... Email:..... Add.:.....	Name and Signature of Authorized Person:
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To,

HOD
Department of Engg.,
MANIT, Bhopal