



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur
"An Institution of National Importance by an Act of Parliament"

RTTC, BSNL, Near TV Tower, Besides Balaji Temple, Seminary Hills, Nagpur – 440 006

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 0712 – 2985010

TRAINING & PLACEMENT OFFICE

14th May 2020

SEMESTER INTERNSHIP GUIDELINES – FOR BATCH 2021

1. As per the B.Tech curriculum, all students need to undergo mandatory semester long internship either in 7th or 8th semester. IIITN takes immense efforts to ensure that its students get best internship offers in terms of learning and overall career development.
2. IIITN shall explore opportunities for industry internship or research internship for its students. However, students can explore opportunities on their own and communicate to the T&P Office in prescribed format (Name of Company & Profile/Job profile/Stipend/Location/Working hours/Contact person).
3. A student shall be offered only one internship (from the first company they are selected by) and he/she is required to accept the same. No preference related to Stipend or place of work shall be entertained.
4. **Remote internship:**
Due to the unprecedented situation arising out of COVID-19 and adhering to the guidelines issued by the Govt of India on the travel and health safety, the Institution has made the provision for Remote Internship. However remote internship depends on the feasibility of the project and permission by the company. Once the situation comes back to normalcy, student might be called for on-site work.

Student shall adhere to all the timelines and guidelines related to Remote Working and Data Privacy shared by the company from time to time.

5. **Period of internship:**
 - a) Those students who do not have any backlog AND are confident of passing all courses registered for 6th Sem, shall start full-time internship from 21st July i.e after completion of their END SEM exam on 18th July.
 - b) In case any student is appearing for RE-END SEM exam, will have to start full-time internship from 27th July i.e after completion of RE-END SEM exam on 25th July.
 - c) In both the cases, students can continue their full-time internships at the most till 31st December (as next semester academics shall start from 1st week of Jan 2021).
 - d) **Depending upon the feasibility AND permission by the company, Students can additionally, engage in online/remote internship starting immediately. However, students should NOT miss the online classes and Exams as and when scheduled. Student shall keep their reporting managers informed about the schedule of academics.**
 - e) It is the student's responsibility to complete the internship before commencement of next academic session. Absence from Institute for pursuing Internship shall not be permitted.
 - f) As far as possible, students shall pursue only one internship throughout the semester in order to maximize the learning. Students shall refrain from pursuing multiple internships of smaller durations.

6. Place of internship:

The Place of work throughout the internship shall be the one mentioned in the offer letter. In case of change in the place of work, same shall be brought to the notice of the T&P Office immediately.

7. Accommodation:

The company providing internship may or may not provide accommodation or hotel/travel expenses. This is at sole discretion of the company. Students are advised to arrange their own accommodation, considering their safety and convenience.

8. Stipend:

Students pursuing internship may or may not get stipend depending upon the policies of the Company providing internship. The T&P Office has no say in this regard.

9. Reporting:

a) Student shall report to the Supervisor/Reporting Manager on the joining date specified in the offer letter. Student must carry IITN ID cards at all times.

b) Student shall complete all the documentation/joining formalities within the date specified by the Organization

a) Student shall communicate the Mobile number and E-mail ID of the Supervisor/Reporting Manager to the T&P Office immediately after joining.

10. Dress code:

Student shall adhere to the dress code as specified by the Organization.

11. Leaves:

Student shall apply for leaves required well in advance to the Supervisor/Reporting Manager. Grant of leaves is at sole discretion of the Supervisor/Reporting Manager or as per the Leave Policy of the Organization.

12. Working hours

Students are required to be present at the work place during work hours specified by the Organization on all working days, unless otherwise permitted by the Supervisor/HR in writing.

13. Intellectual property rights / confidentiality

a) Student shall adhere to the privacy, safety & security policies of the Organization.

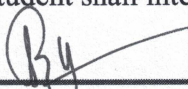
b) Student shall follow the confidentiality protocol of the Organization and shall not reveal to any person or Organization, any confidential information relating to that Organization, its work and its policies.

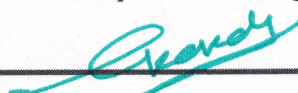
c) Students shall not carry pen drive/camera/or any other electronic device which might pose electronic security threat to the Organization's data and assets and shall not reproduce the Organization's data anywhere.

d) The student shall not claim any intellectual property right of work done at the Organization and has to strictly maintain the confidentiality of the Organization's intellectual property. Any violation/infringement will be viewed adversely against the student. The student shall have no claim whatsoever on the results of the project work done during internship. The Organization retains all the intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of internship. However, as a part of Industry Academia Collaboration between the Organization and IIT Nagpur, same can be done with prior permissions from both, the Organization as well as IIT Nagpur.

e) If any student wishes to publish research paper during the internship, where the data findings need to be shared, he/she can do so only after receiving written permission from Supervisor/Reporting Manager at the Organization. The student shall be solely responsible for the same.

f) No student shall interact with or represent the Organization to the media(print or electronic)





14. Documents/certificates to be collected from the organization on completion of internship

a) **INTERNSHIP CERTIFICATE** (Mentioning Name of student, Period of Internship), signed by the Supervisor/Reporting Manager.

b) **INTERNSHIP PERFORMANCE ASSESSMENT BY EMPLOYER** filled by Supervisor/Reporting Manager internship, carrying signature and Organization seal. The Format for the same shall be sent on e-mail to all the students.

15. Pre-placement offer

During internship if any student gets a pre-placement offer from the company providing internship, the he/she shall inform the T&P Office immediately. All rules as per the placement policy shall be applicable with immediate effect.

16. Internship evaluation

Semester Internship will be evaluated out of 100 marks and comprises of two parts.

Part A: Evaluation by Supervisor / Reporting Manager (50 Marks)

Student needs to get the **INTERNSHIP PERFORMANCE ASSESSMENT BY EMPLOYER** form filled up by the Supervisor / Reporting Manager.

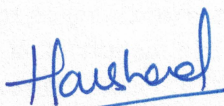
Part B: Evaluation by Faculty Committee (50 Marks)

Student needs to submit an **INTERNSHIP REPORT** after the completion of the internship. The Faculty Committee shall conduct a presentation followed by Viva of each student.


Based on scores in Part A and Part B, final credits will be allotted by the Faculty Committee. INSTRUCTIONS ON "INTERNSHIP REPORT" shall be communicated separately.

17. General instructions

- a) Students shall conduct themselves professionally in their relationship with the Organization and public in general.
- b) Students represent the IIIT Nagpur at their work place. It is the moral responsibility of the student to maintain the dignity of the Institute at all times.
- c) Student need to adhere to the work ethics, rules and regulations, code of conduct prescribed by the company providing internship.
- d) Students shall not contact the company employee / HR without the permission of the T&P Office.
- e) Students shall not post any comment regarding the company offering internship on any social media, without prior consent from the T&P Office.
- f) Student shall abide by all the rules and regulations laid by the from time to time. In case of violation of any rules and regulation or code of conduct, the Institute and the Organization reserves all rights to debar the student from continuing the internship and initiate appropriate disciplinary action.



Harshad Panse
Training & Placement
Officer



Dr. A.G Kothari
I/c Dean



Dr. O.G Kakde
Director