

OFFICE OF THE DEAN ACADEMIC

No. - 5310

Dated: 17-11-2025

OFFICE ORDER

In accordance with the approval of the Senate in its 59th meeting held on 16th July 2025 under Item No. 59-3.13, the Senate approved the following guidelines regarding one semester internship for UG students and one/two semester internship for postgraduate (PG) students.

Internship guidelines for UG and PG students

Students of the Institute (B.Tech./M.Tech./MSc) may proceed to other Academic Institutions/ R&D Organizations/ Industry in India or abroad as non-degree students under semester long internship. Semester long internship can be of one or two semester(s) duration and can be permitted in the final year of the B.Tech./M.Tech./MSc program. Guidelines below shall be followed for applying and processing internships cases.

Procedure for Applying for the internship

1. A student may pursue an internship at an industrial organization, research institutes (funded by the government of India or reputed institutes of any other country), or academic institutes (only CFTI in NIRF ranked below 100 or QS ranked within 500 outside India).
2. The student shall submit the internship application (Annexure A) in the prescribed format for consideration. Students must attach grade sheets with the application and complete all courses up to the VI (or VII) semester (for B.Tech)/II semester (for M.Tech./M.Sc.) to proceed with internships. No minimum CGPA requirement exists, but active backlogs disqualify students. The permission can be revoked if an FP/FA grade is awarded after approval but before the internship.
3. The internship application must be submitted to the Program Advisor/Project Supervisor (for B.Tech./M.Sc. students) or the Supervisor (for M.Tech. students) after approval from Prof. Incharge (T&P). In case the student is applying for internship in academic institutions/research institutions, the application can directly be submitted to program advisor/supervisor. Once all required documents are attached, the Program Advisor/Supervisor will forward the application to the DUGC/DPGC of the respective department or the centre.
4. Internship applications, with DUGC/DPGC minutes, will be sent to the Academic Section for processing and the Dean's approval. Two-semester internships in the VII and VIII semesters for B.Tech. students will require Senate Chair approval, limited to Fortune 500 or NIFTY 50 companies, and can be extended to a maximum of 20% of the class. Students may proceed for internship only after the office order is issued.
5. All the off-campus industry internship offers should be routed through the placement cell. The placement cell will check the proposed industrial organization's appropriateness as per prescribed parameters. Once the placement cell approves, the student will apply for permission as per the above procedure.

6. The last date for internship application will be communicated by the Academic section to all the students via the Academic Calendar.
7. The DUGC/DPGC will recommend internships with or without credit waivers (i.e., only attendance waivers). If the internship is not approved with a credit waiver, as per recommendation of DUGC/DPGC, the Core/Elective courses will be converted to self-study mode. The grades for these courses can be transferred from platforms like MOOCs/SWAYAM/NPTEL as per provisions approved in the Senate, or the student can appear for both the mid-term (40% weightage) and end-term exam (60% weightage).
8. The student has to complete the industrial training as prescribed in the curriculum mandatorily. If the semester-long internship starts early and students do not have sufficient time for industrial training, the semester-long internship can be considered as industrial training.

Start and end of internship

9. The tentative date of start and completion of the internship shall be mentioned in the offer letter, which shall be attached to the application form. The minimum duration of a semester-long internship shall be 14 weeks.
10. The internship must commence early enough to be completed before the registration deadline of next semester as per the academic calendar. In the case of internship in the VIII semester, the internship should complete one week before the registration deadline of the next semester, failing which, the student will have to register for the next semester.

Credit waiver

11. Students may be granted a waiver of up to 16 credits or as approved in the Senate for an internship. The waiver will be applicable only for elective courses; core courses are not eligible for credit waivers.
12. The student will have to present his/her work during the internship in front of a committee formulated by DUGC for credit waiver, along with the project report duly signed by the industry mentor/supervisor. The program advisor will be the convenor of this committee. The committee may approve credit waivers based on performance. If unsatisfied, the committee may deny the waiver, allowing the student to appear in supplementary exams. The grades for these supplementary exams will be awarded with no grade limit. In such cases, the academic section will convey to the individual course coordinator the status of the student's internship before the supplementary exam.
13. These recommendations for credit waiver will be submitted to the Academic section for the award of WR grades.
14. Core courses in VII/VIII semesters (if any), including minor/honors, will be self-study, with grades based solely on a 100% weightage of the end-term exam, scheduled by mutual convenience of student and course coordinator or can be transferred from platforms like MOOCs/SWAYAM/NPTEL as per provisions approved in the Senate.

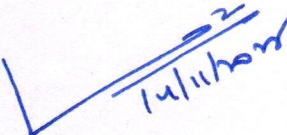
Monitoring of Internship performance

15. The Minor/Major project supervisor of the student will take regular updates from the student. The project supervisor will conduct a midterm online evaluation, and the progress report will be submitted to the program advisor.

16. Faculty teams may visit the internship organization to interact with the student and the industry mentor so as to strengthen industry-institute partnership. The PT Cell will coordinate the teams' visits, and student performance reports will be submitted to the respective department.
17. In case of the dissatisfactory performance of the student on the internship, the faculty team may recommend discontinuing the internship, and the student will join the regular classes and appear for exams (both Midterm and End term). A special mid-term examination may be conducted for the student if he/she joins after the scheduled Mid-term examination. The student will be given full attendance at the institute for the period the student was on internship.
18. The students shall submit feedback about the internship after completion to the Training & Placement.

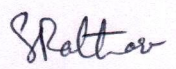
Guidelines on thesis work of PG students

19. PG students getting the offer for more than 6 months spanning over III and IV semesters will be required to :
 - a. Submit a plan for his/her dissertation work within a month duly approved by the industry mentor and institute supervisor to DPGC, with clearly defined objectives.
 - b. Submit a progress report to DPGC in every two months of his/her dissertation work forwarded by industry mentor and institute supervisor.
 - c. Students will be expected to attend the evaluation of the required credits, either offline/online, depending on the nature of the work.


REGISTRAR

Copy to :

1. All Heads of Departments.
2. All DPGC Conveners.
3. All Faculty members.
4. Associate Dean (PG).
5. Assistant Registrar (Academic) (PG).
6. PS to Director.
7. PA to Registrar.
8. Dealing (PG/Ph.D.).
9. Webmaster for uploading to the Institute website.
10. Guard File.


Dy. Registrar (Academic)