

Institute Policy for M.Tech Projects/Internships in Collaboration with Industries or any reputed organization

National Institute of Technology Goa promotes industrial training and internships at M.Tech level. The students can opt for project internships (Semester/Yearlong) at Industries, Indian (IIT/NIT)/ Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed organisation.

1. Objectives

- i. The main objective of internship is to provide the real time technical/research skills to the students, and thus promoting industry/research ready professionals.
- ii. To gain practical exposure to the current industrial/research developments and apply the technical knowledge in solving real problems.
- iii. The students are exposed to acquire roles and responsibilities of an engineer.
- iv. To promote the development of engineering professional's in innovative problem solving approach supporting both academic as well as personal development.

2. Student benefits

- i. An opportunity to get absorbed by the Industry/Organization.
- ii. Practical exposure in an organizational setting & Industry environment, where theoretical aspects learned in classes are integrated into the practical world
- iii. To decide which among industry or research is a well-suited career option to pursue.
- iv. Opportunity to learn new skills, practice communication, teamwork and supplement knowledge.
- v. Opportunity to learn strategies like time management, multi-tasking, etc.
- vi. Make a valuable addition to their resume.
- vii. Enhances candidacy for higher education.
- viii. Networking to expand social circles and developing technical relationships.
- ix. An opportunity to evaluate the organization before committing to a full-time position.

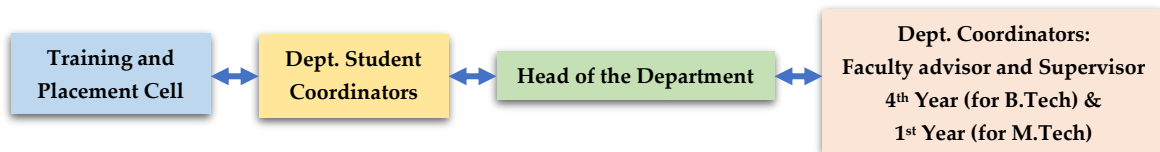
3. Finding Internship

- i. Internship is a student centric activity. The task of finding an internship via Training and Placement cell (T&P Cell) for is a collective effort by the students and T&P Cell.
- ii. Students can find internships on their own also or through T&P Cell.
- iii. The students can forward contacts they have, if any, in various companies or through their Alumni, so that the Cell may formally invite these companies for Internships.
- iv. Any faculty member of the department, through his/her industry/academic contacts, can find internships for students.
- v. If a student finds an internship on his/her own, or a faculty member finds an internship for students, it is expected to inform the T&P Cell immediately about such internships.
- vi. The faculty coordinators/advisors will facilitate/guide and oversee the activities, and assist the students and T&P Cell wherever needed.
- vii. Internship as per the terms and conditions entered with institutions with which MOU has been signed.

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4. Roles and Responsibilities of Training & Placement Cell (T&P Cell)

The organizational structure of Training and placement cell while facilitating internships is as below:



- i. The T&P Cell will coordinate and ensure smooth implementation of internship provisions through department heads and department's faculty and student coordinators.
- ii. T&P Cell will develop appropriate application forms, evaluation proforma or any other document needed for smooth execution of internships.
- iii. The role of T&P Cell would be of a facilitator and counsellor for internship related activities. It does NOT guarantee internship to a student even on his/her being registered with the cell. Applying for internship following the due procedure is entirely the responsibility of the student concerned.
- iv. Further, T&P Cell does not guarantee hiring/guaranteed position by the organisation eventually.

5. Internship with or without Pre-placement Offer (PPO) execution procedure

The T&P cell will normally arrange internship for students in industries/organizations of repute as per Institute guidelines. The following procedure is generally followed while arranging internships:

- i. Request Letter/Email from the office of Training & Placement cell (tpo@nitgoa.ac.in) of NIT Goa shall go to the industry/organisation seeking their willingness for providing the internship training/internship with Pre-placement Offer (PPO) for students of NIT Goa.
- ii. Upon industry/organisation's acceptance, the training slots and the number of seats allocated for internships will be communicated by the industry/organisation via Confirmation Letter/ Email.
- iii. Further, students' profile (*upon approval from the department*) is submitted to industry/organisation for their willingness for providing internship/internship with PPO.
- iv. In case the students arrange the internship themselves, the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department.
- v. Based on the number of slots agreed by the Industry, T&P Officer (TPO) will allocate the students to the industry/organisation. In addition, the internship slots may be communicated by the TPO or other members of the T&P cell/coordinators who are looking after the Internship.
- vi. The internship policy is 'One-Student-One-Internship'. If a student earns an internship through the T&P cell, on accepting the internship offer, the student stands out of the internship process. As an exception to this rule occurs only if the industry/organisation

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- fails to comply with their initial commitment (i.e., changes stipend, duration, role) during/after the interview process, then the student shall have the right to not accept the internship offer.
- vii. Selected students on joining internship at the concerned Industry/Organization, should submit the Joining Report.
 - viii. Students will submit internship report after completion of internship.
 - ix. Internship certificate is to be obtained from the industry/organisation.
 - x. List of students who have completed their internship successfully will be recorded by T&P cell.

6. M.Tech Projects/Internships in Collaboration with Industries/any other reputed organisation

6.1. Eligibility: Students who have successfully completed their first-year coursework without any backlogs are eligible to apply for internship at Industries/Organisation for a Semester/Yearlong duration.

6.2. Registration

- i. All the 2nd Semester M.Tech. students who is interested to carry out M.Tech Projects/Internships in Collaboration with Industry/organisation will have to take approval from the Head of the concerned department, in the prescribed format. This will be facilitated by the department coordinators.
- ii. Upon approval from the department, the application is forwarded to T&P Cell.
- iii. The students should avoid making this request at the last minute, as this may lead to losing the opportunity to sit for internship process.
- iv. The student can apply for the internship on their own also. However, the permission to allow students for such internship will be considered with due recommendation of the department, after evaluating the industry/organisation profile and internship terms. Department's recommendation will be forwarded to T&P Cell to ascertain the industry/organisation credentials before providing consent for internship.
- v. After a student gets selected for the internship, the duration of the internship has to be informed to the HoD.

6.3. Stipend

- i. No stipend-cum-teaching assistantship shall be paid by NIT Goa to the students who are joining Project internship with financial assistance, during the period of internship. Institute stipend will be stopped from the date of relieving from NIT Goa.
- ii. However, if a student is joining Project internship without financial assistance, their Institute stipend will be given after checking the financial terms and conditions of the internship offer.
- iii. Students joining internship under MOU will be governed by the financial terms and conditions of the MOU.
- iv. The duration of stipend will be for a maximum of 24 months from the date of M.Tech admission, including no stipend from Institute in the internship duration.

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- v. Receiving stipend or any other type of payment from more than one source is not permissible and is liable for suitable legal action.

6.4. Project Evaluation procedure

- i. All the departments will allocate M.Tech Supervisors by the start of 2nd Semester. Students 1st semester SGPA, students preference order of interested areas (3-4 areas to be received) and faculties research areas will be taken into consideration while M.Tech student allocation. All the department faculty (*unless number of students are less than faculty*) will be allocated a student based on the departmental M.Tech student allocation procedure.
- ii. The Industrial/organisational project work done during six months/one-year internship program is equivalent to their M.Tech. one semester/two semester thesis work respectively. M.Tech Project/Dissertation work corresponding to that duration is to be completed during the internship period.
- iii. The project work carried out should be in the relevant area of their M.Tech specialisation or in an interdisciplinary area as approved by the department.
- iv. The industry/organisation will allot a suitable guide to the candidate and he/she would be the external supervisor of the dissertation work to be carried out by the student.
- v. Two guides will supervise the Project/Internship work. One will be from NIT Goa (*Internal*) and another one from the organisation offering internship (*External*).
- vi. The external supervisor will send monthly attendance and progress report of the student to NIT Goa and the internal supervisor will be responsible for monitoring the same from time to time.
- vii. Student proceeding for Project/Internship work to an Industry/organisation does not imply that there is a waiver from the academic requirements of NIT Goa. Candidate must follow the Institute academic calander or as intimated by the department and be physically present at NIT Goa during the Project's Mid Semester and End Semester evaluations and present his/her project progress report whenever required.
- viii. If the student feels that the Project/Internship work is not of the desired quality or is not related to their field of interest, s/he should submit an application to the department within one month of joining internship. Further, the student will be allowed to rejoin NIT Goa and his/her stipend will be resumed after due approvals.
- ix. The end semester evaluation and final project presentation will be evaluated based on the recommendations received by the External supervisor (*in the format provided by NIT Goa*), M.Tech project evaluation committee and External Examiner (as applicable).
- x. If the Project/Internship work is not found to be of the required quality, the project duration will be extended and stipend will be applicable as per 6.3.iii. (i.e, max. for 24 months only).

6.5. Guidelines to Industry/Organisation

- i. The Industry/organisation should allow the *Internal* supervisor to visit their onsite location for technical interactions w.r.t the project execution atleast once/semester. NIT Goa will be facilitating the visit logistics.

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- ii. Since internships involve academic credits, the organisation will have to allot a supervisor for each intern, called as external supervisor. The external supervisor is expected to share the progress of the intern on a regular basis with the internal supervisor at NIT Goa. This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern should submit monthly progress report to the internal supervisor with the consent of external supervisor.
- iii. The Industry/organisation must agree to submission of the dissertation to NIT Goa for the student's M.Tech degree and allow sharing of enough details during the examination, subject to confidentiality and/or trade secret concerns, which would permit for valuation and award of grades to the candidate. Should information withheld by Industry be needed for valuation and award of grade, Industry will work with the Institute to find a workable solution for the benefit of the candidate.
- iv. The industry should agree to allow the students to publish the papers in journals or conferences, IP rights created by the candidate in connection with their work will be owned solely by Industry, while giving due credit to the inputs provided by the NIT Goa supervisor, as the case may be.
- v. The publications arising out of the work will be joint publications i.e. student, external supervisor & NIT Goa supervisor will figure as authors in the published documents.
- vi. The leave policies of the organisation must be informed in the offer letter.
- vii. In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the T&P cell only.
- viii. At the end of the internship, the external supervisor needs to fill an evaluation form for each intern (*in the format provided by NIT Goa*). The information received through this form will be used in the students grading.