

INTERNSHIP RULES

1. UG/IPG

The following rules/provisions are made in the curriculum to allow students for the internship in the B.Tech. and Integrated M.Tech./Integrated MBA programmes.

5.1 Eligibility Criteria/Entitlement for applying for internship

A student may apply for no objection certificate (NOC) to undergo internship only when he has secured internship in an organisation in India or Abroad provided, he/she satisfies the following criteria:

1. The student should not have any backlog in any subject in the previous semesters.
2. The student should not have any disciplinary action pending against him/her.
3. The student should not have any financial dues against him/her.
4. A student is entitled to maximum one summer internship/training and one internship in the last semester during his/her academic programme. The students who are not going for summer training/internship or internship in the last semester of the academic programme are required to do colloquium/project/thesis/courses work during that time in offline mode.
5. The student is not entitled to the institute scholarship during the period of internship.
6. The student is required to vacate his/her hostel room if he/she is proceeding on the internship in the last semester.

5.2 Internship rules and guidelines

1. A student is eligible for semester internship only in the final semester of the academic program (except during summer) provided he/she satisfies the eligibility criteria mentioned in Section 5.1.
2. The student is essentially required to register for the internship semester.
3. Application form for the internship duly filled and forwarded by the supervisor(s) needs to be submitted at least five working days (fifteen working days for abroad) in advance before the commencement of the internship for the required prior permission.
4. Joint supervision by the institute faculty and an industry expert/faculty member from a Centrally Funded Technical Institute is permissible, provided the industry expert possesses minimum Post Graduate qualification and 5+ years of experience. In case of any special situation permission of Chairman Senate is required.
5. The student needs to inform the ABV-IIITM Gwalior supervisor(s) the brief write-up of the internship programme/ project within seven working days after the commencement of the internship.
6. If a student undergoes for internship during the last semester, internship will be evaluated for 1/3rd of total credits assigned to the project/thesis work. These credits will be carved out of the credits assigned to thesis/project of the final semester, else thesis/project shall be evaluated for the total credits.
7. Submission and evaluation of the thesis and the internship/project report: There will be two evaluations at the end of the final semester to complete the program. The first evaluation will be based on the submission and presentation of the thesis work, and the second will be based on the internship/project report submission and

presentation. The marks will be awarded separately. One unified grade will be awarded by combining marks for both thesis and Internship/project.

8. The minimum duration of internship being carried out by the students in the final semester for end semester evaluation shall be minimum of 90 days. If student completes internship before the semester evaluation, they shall have to complete the remaining period by working towards MTP/BTP under his/her supervisor in the institute.
9. The student is required to inform the start and end date of internship in the application form for internship

2. M. Tech.

The following rules/provisions in the curriculum allow students for the internship in the M.Tech. programmes.

5.1 Rules related to the credit course during internship for the 4th semester of M.Tech.

- 5.1.1. The students shall be allowed to choose a course of his/her choice from the MOOCs or equivalent with the due approval from the institute in lieu of the elective courses of the M.Tech. Final semester. Such approvals should be based on the recommendations of the duly constituted Academic committee for the purpose. The guidelines to undertake MOOC courses are provided in Annexure-V.
- 5.1.2. The students are required to successfully complete the above course in the same academic year, i.e., either in the prescribed semester or in the previous semester.
- 5.1.3. The minimum duration of internship being carried out by the students in the final semester for end semester evaluation shall be minimum of 90 days. If student completes internship before the semester evaluation, they shall have to complete the remaining period by working towards MTP under his/her supervisor in the institute. If a student undergoes for internship during the last semester, internship will be evaluated for 1/3rd of total credits assigned to the project/thesis work. These credits will be carved out of the credits assigned to thesis/project of the final semester; else thesis/project shall be evaluated for the total credits..

5.2 Eligibility Criteria/Entitlement

A student may apply for No objection to undergo internship only when he has secured internship in an organisation in India or Abroad provided, he/she satisfies the following criteria:

- 5.2.1. The student is essentially required to register for the internship semester.
- 5.2.2. The student should not have any backlog in any subject in the previous semesters.
- 5.2.3. The student should not have any disciplinary action pending against them.
- 5.2.4. The student should not have any financial dues against them.
- 5.2.5. The students who are not going for internships in last semester are required to do thesis work during that time.
- 5.2.6. The student is not entitled to the institute scholarship during the internship period.
- 5.2.7. The student is required to vacate their hostel room if they are proceeding on the internship in the last semester.

- 5.2.8. The student is required to inform the start and end date of internship during the application of internship

5.3 Internship in India (Rules/Guidelines)

- 5.3.1. A student from 2-year M. Tech. eligible for internship in India or abroad in the Summer vacation and/or final semester provided he/she satisfy the eligibility criteria mentioned in section 5.2. However, no credits shall be assigned for internship during summer vacation. During the internship period, no institute scholarship/fellowship shall be payable.
- 5.3.2. The student is essentially required to register for the internship semester.
- 5.3.3. Application form for the internship duly filled and forwarded by the supervisor(s) needs to be submitted at least five working days (fifteen working days for abroad) in advance before the commencement of the internship for the required prior permission.
- 5.3.4. Joint supervision by the institute faculty and an industry expert/a faculty member in the Centrally Funded Technical Institutes (CFTIs) is also permissible, provided the industry expert possesses minimum postgraduate qualification and 5+ years' experience.
- 5.3.5. The student needs to inform the ABV-IIITM Gwalior supervisor(s) the brief write-up of the internship programme/ project within seven working days after the commencement of the internship.
- 5.3.6. **Submission and evaluation of the thesis and the internship/project report:** At the end of the final semester, there will be two evaluations to complete the programme. The first evaluation will be based on the submission and presentation of the thesis work, and the second will be based on the internship/project report submission and presentation. The grades will be awarded separately.
- 5.3.7. The minimum duration of internship being carried out by the students in the final year of their study during the end semester evaluation shall be at least 90 days.

3. Master of Science

The following rules/provisions in the curriculum allow students for the internship in the M.S. programmes.

5.1 Rules related to the credit course during internship/MOOC for M.S. programme

- 5.1.1. The students shall be allowed to choose a course of his/her choice from the MOOCs or equivalent with the due approval from the institute in lieu of the elective courses of the M.S. third semester. Such approvals should be based on the recommendations of the duly constituted Academic committee for the purpose. The guidelines to undertake MOOC courses are provided in Annexure-V.
- 5.1.2. The students are required to successfully complete the above course in the same academic year, i.e., either in the prescribed semester or in the previous semester.
- 5.1.3. The students are required to do a compulsory Internship/Major project of 12 credits, in 4th semester.

- 5.1.4. The Elective-IV/MOOC course in 4th semester of 3 credits shall be compensated with the optional Summer Project/Internship of 4 credits.

5.2 Eligibility Criteria/Entitlement

After 1st year completion, the student is eligible to apply for the internship in India or research internship abroad, provided they satisfy the following criteria:

- 5.2.1. The student is essentially required to register for the summer/semester internship.
- 5.2.2. The student should not have any active backlog at the time of application.
- 5.2.3. The student should not have any disciplinary action pending against them.
- 5.2.4. The student should not have any financial dues against them.
- 5.2.5. The student is not entitled to the institute scholarship during the internship period.
- 5.2.6. The student is required to vacate their hostel room if they are proceeding on the internship in the last semester.
- 5.2.7. The student is required to inform the start and end date of internship during the application of internship

5.3 Internship Rules and Guidelines

- 5.3.1. A student from 2-year M.S. is eligible for semester internship in India or Abroad only in the final semester provided he/she satisfy the eligibility criteria mentioned in section 5.2.
- 5.3.2. The student is essentially required to register for the internship semester (4th semester).
- 5.3.3. Joint supervision by the institute faculty and an industry expert/a faculty member in the Centrally Funded Technical Institutes (CFTIs) is also permissible, provided the industry expert possesses minimum postgraduate qualification.
- 5.3.4. Application form for the internship duly filled and forwarded by the HOD/supervisor(s) needs to be submitted to the institute academic office at least four working days in advance before the commencement of the internship for the required prior permission and approval by the duly constituted Academic committee and Internship committee
- 5.3.5. The student needs to inform the ABV-IIITM Gwalior supervisor(s) the brief write-up of the internship programme/ project within seven working days after the commencement of the internship.
- 5.3.6. The summer internship for the programme shall be evaluated for 4 credits.
- 5.3.7. The last semester internship for a 2-year M.S. programme, the internship shall be evaluated for 12 credits, which will be carved out of the thesis credits/major project of the end semester.
- 5.3.1. The minimum duration of internship being carried out by the students in the final semester for end semester evaluation shall be minimum of 90 days. If student completes internship before the semester evaluation, they shall have to complete the remaining period by working towards MTP under his/her supervisor in the institute. If a student undergoes for internship during the last semester, internship will be evaluated for 1/3rd of total credits assigned to the project/thesis work. These credits will be carved out of the credits assigned to thesis/project of the final semester, else thesis/project shall be evaluated for the total credits.

4. Master of Business Administration

The following rules/provisions in the curriculum allow students for the internship in the M.S. programmes.

5.1 Rules related to the credit course during internship/MOOC for M.S. programme

- 5.1.1. The students shall be allowed to choose a course of his/her choice from the MOOCs or equivalent with the due approval from the institute in lieu of the elective courses of the M.S. third semester. Such approvals should be based on the recommendations of the duly constituted Academic committee for the purpose. The guidelines to undertake MOOC courses are provided in Annexure-V.
- 5.1.2. The students are required to successfully complete the above course in the same academic year, i.e., either in the prescribed semester or in the previous semester.
- 5.1.3. The students are required to do a compulsory Internship/Major project of 12 credits, in 4th semester.
- 5.1.4. The Elective-IV/MOOC course in 4th semester of 3 credits shall be compensated with the optional Summer Project/Internship of 4 credits.

5.2 Eligibility Criteria/Entitlement

After 1st year completion, the student is eligible to apply for the internship in India or research internship abroad, provided they satisfy the following criteria:

- 5.2.1. The student is essentially required to register for the summer/semester internship.
- 5.2.2. The student should not have any active backlog at the time of application.
- 5.2.3. The student should not have any disciplinary action pending against them.
- 5.2.4. The student should not have any financial dues against them.
- 5.2.5. The student is not entitled to the institute scholarship during the internship period.
- 5.2.6. The student is required to vacate their hostel room if they are proceeding on the internship in the last semester.
- 5.2.7. The student is required to inform the start and end date of internship during the application of internship

5.3 Internship Rules and Guidelines

- 5.3.1. A student from 2-year M.S. is eligible for semester internship in India or Abroad only in the final semester provided he/she satisfy the eligibility criteria mentioned in section 5.2.
- 5.3.2. The student is essentially required to register for the internship semester (4th semester).
- 5.3.3. Joint supervision by the institute faculty and an industry expert/a faculty member in the Centrally Funded Technical Institutes (CFTIs) is also permissible, provided the industry expert possesses minimum postgraduate qualification.
- 5.3.4. Application form for the internship duly filled and forwarded by the HOD/supervisor(s) needs to be submitted to the institute academic office at least four working days in advance before the commencement of the internship for the

required prior permission and approval by the duly constituted Academic committee and Internship committee.

- 5.3.5. The student needs to inform the ABV-IIITM Gwalior supervisor(s) the brief write-up of the internship programme/ project within seven working days after the commencement of the internship.
- 5.3.6. The summer internship for the programme shall be evaluated for 4 credits.
- 5.3.7. The last semester internship for a 2-year M.S. programme, the internship shall be evaluated for 12 credits, which will be carved out of the thesis credits/major project of the end semester.
- 5.3.8. The minimum duration of internship being carried out by the students in the final semester for end semester evaluation shall be minimum of 90 days. If student completes internship before the semester evaluation, they shall have to complete the remaining period by working towards MTP under his/her supervisor in the institute. If a student undergoes for internship during the last semester, internship will be evaluated for 1/3rd of total credits assigned to the project/thesis work. These credits will be carved out of the credits assigned to thesis/project of the final semester, else thesis/project shall be evaluated for the total credits.