

SIX MONTHS INTERNSHIP POLICY

Guidelines and Procedures



Indian Institute of Technology Goa
at Goa Engineering College Campus
Farmagudi, Ponda Goa 403401

1. Introduction

Senate of IIT Goa, in its third meeting dated 10-06-2019, have accepted the possibility of introducing a six-months internship in the B.Tech curriculum. Such internships will provide valuable hands-on experience and enhanced potential job opportunities to students, while it helps to build strong academia-industry relations. In addition, such experience will aid to produce innovative and talented workforce for the nation.

2. Duration and academic credits

B.Tech. students of all three schools (Computer science and engineering, Electrical engineering and Mechanical engineering) can avail a 6-months internship during their 7th semester (tentatively Mid-May—Mid-November). At this point, students would have completed all core courses of the respective schools and have also opted for a few electives. This will help students to handle a technical project in an industry. Moreover, they will be available for campus placements which usually starts from December every year.

Students can avail 6-months internships in either one of the following types of organization

- An industry
- A research lab¹
- Academic institutes

The academic credits for the 6-months internship will be 24. This means 4 credits per month. The policy for grading will be decided by the individual department. The internships have to be strictly completed at least one week before the deadline of submitting the grades as mentioned in the academic calendar.

3. Internship selection process

While the placement cell and respective schools may provide necessary guidance, *it is the responsibility of students* to secure an internship position in any one of the organizations mentioned above.

The general procedure for availing internship is given below,

- **Step 1** The student applies for an internship in a company, and upon receiving a positive response, he/she requests Internship Notification Form (INF) to be filled by the company. INF contains details about project description, some additional technical details about the learning outcomes, location of the internship, salary and other details.
- **Step 2** The students forwards completed INF received from the industry to the internship committee of respective school. The committee will take a decision about the quality of internships. Whether to approve an internship based on INF rests entirely on the department. The committee should make a decision on approval within 2 working days, upon receiving the INF.
- **Step 3** If INF is approved by the department, the student appears for the selection processes set by the company. If the company insists on conducting selection processes before the approval of INF, the student can participate in them. However, only after the approval by the committee, the student can confirm the offer.

¹ Like NAL, DRDO etc

- **Step 4** Once a student is confirmed for an internship from a company, he/she will be marked unavailable for further organizations. We follow one-student-one-internship policy in order to maintain a healthy industry-academia relationship.
- **Step 5** The department will allocate one internal faculty advisor for each internship, while the company allots an industrial counterpart.

In addition to the above procedure, the following modes of selection are also possible. In both cases, the placement cell or faculty need to make sure that the completed INF is made available to the internship advisory committee. The internship will be confirmed only after receiving approval from the committee.

- The placement cell can contact companies for internships. In this case, the opening will be announced in the portal for all students, and the selection process happens in the exact same way as the placements.
- Any faculty member of the department, through his/her industry contacts, can find internships for students.

Any confirmation of internship from the company should be communicated to the placement cell and the department within 3 working days. If a student fails to communicate, he/she will not be allowed to take that particular internship.

4. Guidelines to schools at IIT Goa

Each school is advised to form an internship advisory committee to address all academic activities related to the internship, ranging from approving an internship to grading.

The roles of the internship advisory committee are as follows

- Evaluate the INF received from the company and make a decision on approving the internship. Whether to approve an internship based on INF rests entirely on the respective school. However, it is advised to approve an internship that involves a core-department related project. The committee should make a decision on approval within 2 working days, upon receiving the INF.
- The committee will form an evaluation criterion for the internship, and the following are the recommendation from the institute. At the end of 6 months, each student is expected to submit a project report, and make a presentation to a department-specific evaluation committee. Grades will be given based on the quality of both report and presentation, as well as on the report submitted by the external supervisor. Further details about the evaluation mechanism can be worked out by the department.
- For each project, the committee will appoint a faculty member as an internal advisor.
- If a student finds an internship on his own, or a faculty member finds an internship for students, the committee is expected to inform the placement cell immediately about such internships.
- The committee will make decisions about policies of the respective schools regarding the internships.
 - Whether to allow cross-disciplinary internships, or only core-department related project.
 - If a student is not given sufficient technical work during the internship, initiate a mechanism to call the student back from the company.
 - Can students take either a summer internship and a B. Tech project or a summer internship and required number of courses.

- How to deal with students who are receiving internships for less than 6 months? The suggested guideline is to give 4 credits per month, and ask students to get remaining credits by course work, or mini projects.
- The roles of the internal advisor are as follows
 - The advisor must conduct periodic evaluations (at least monthly) of the students' progress, and stay in touch with the external supervisor appointed by the industry. At the end of every calendar month, the advisor is expected to collect a progress-update from the intern.
 - In case, if a student has technical/non-technical issues during the internship, the internal advisor will immediately talk to the student and the external supervisor to work out a solution. If such a solution is not possible, the advisor will notify the internship advisory committee of the same.

5. Guidelines to companies

- An organization must share all details pertaining to the internship and submit the duly filled Internship Notification Form (INF) to create an opening. It is expected that the organization has a well-defined project, and a clearly stated objectives for the student.
- Since internships involve academic credits, the company 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 advisor (a faculty from IIT Goa). This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern submit monthly interim progress report to the internal advisor.
- The organization, under no circumstance, can give students work related / unrelated to the internship before the date of joining.
- The company is expected to release the list of selected candidates within 2 working days after the selection process. This will make sure that the students selected for the company will not appear for any other companies.
- The company is suggested to keep a waitlist of students. In case, if a student fails to sign will for a particular position, the offer will automatically be apprised to the next student in the wait list.
- In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the placement cell only.
- At the end of the internship, the external supervisor need to fill an evaluation form for each intern. The information received through this form will be used in grading.

6. Guidelines and regulations to students

- Students who are interested in internships are required to register in placements portal on/before the deadline.
- Students having 5 or more backlogs are not allowed to take this internship.
- If a student applies for an internship via the placements portal, he/she has to appear for all selection processes set out by the company.
- Once the department approves a confirmed internship for a student, he/she will be marked unavailable. Such students will not be allowed to take another opportunity, even in their own efforts.

- PPO should be informed within 3 working days to the placement office.
- In case of any of the following scenarios, the respective students will be given an FR grade. Such a student will have to complete course works for the required credits; he/she will not be given another opportunity to take a long term internship. Moreover, the student will not be allowed to participate for campus placements.
 - Any unprofessional behavior during the internship duration in the organization
 - Any false claims in the CV, cover letter, or related documents
 - During the selection process, discussing with company that he/she is not interested in the position.
- The students cannot leave the internship without informing the respective school. If a student finds any difficulty in the organization, he/she needs to inform the internal advisor of the department immediately. The advisor will help the student to find an appropriate solution within a week. If a student will leave the organization without communicating to the school, he/she will be given an FR grade. Such a student will have to complete course works for the required credits. Moreover, the student will not be allowed to participate in campus placements.