

Rules for Internships

The committee discussed at length all the issues to allow students for internship in their final semester of 5-year IPG - M. Tech., 5-year IPG - MBA, 4-year B. Tech. (CSE) and 2-year M. Tech. Programmes. The committee recommends the following rules/provisions in the curriculum to allow students for the internship in the aforementioned programmes.

A. Prerequisites to make internship feasible for the B. Tech. VIII Semester, and IPG - M. Tech. and IPG - MBA X semester

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 B. Tech. VIII semester / M. Tech. X semester. Such approvals should be based on the recommendations of the duly constituted Academic committee for the purpose.
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.

B. Eligibility Criteria/Entitlement

A student from 5-year IPG - M. Tech. IX / 5-year IPG - MBA IX / 4-year B. Tech. (CSE) VII / 2-year M. Tech. III semester is eligible to apply for the internship in India or research internship abroad provided he/she satisfies the following criteria:

- (i) The student is essentially required to register in the internship semester.
- (ii) The student should not have any backlog in any subject in the previous semesters.
- (iii) The student should not have any disciplinary action pending against him/her.
- (iv) The student should not have any financial dues against him/her.
- (v) A student is entitled to internship only once during his/her academic programme, i.e., either in the summer or in the last semester. The students who are not going for summer internship are required to do thesis work during that time.
- (vi) The student is not entitled to the institute scholarship during the period of internship.
- (vii) The student is required to vacate his/her hostel room if he/she is proceeding on the internship in the last semester.

C. Internship in India/Abroad (Rules/Guidelines)

- (i) A student from 5-year IPG - M. Tech. IX / 5-year IPG - MBA IX / 4-year B. Tech. (CSE) VII / 2-year M. Tech. III semester is eligible for the internship in India in the next semester provided he/she satisfies the eligibility criteria mentioned in Section B.
- (ii) Application form for the internship (refer to the enclosed Annexure-I) duly filled and forwarded by the 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.
- (iii) Joint supervision by the institute faculty and an industry expert / a faculty member in the CFTIs is also permissible, provided the industry expert possesses minimum Post Graduate qualification and 5+ years' experience.
- (iv) The student needs to submit a joining report through the ABV-IIITM Gwalior supervisor(s) with brief write up of the internship programme / project duly forwarded by his/her mentor from the industry / faculty member in the CFTI to the institute academic office within the seven working days after the commencement of the internship.
- (v) The last semester internship for 5-year IPG - M. Tech. will be evaluated for four credits (i.e., ITIT-5101), for 5-year IPG – MBA it will be evaluated for an audit course (i.e., IMM-4993), and for 4-year B. Tech. (CSE) it will be evaluated for fifteen credits (BCCS-4999). In case of 2-year M. Tech. programmes, the internship will be evaluated for four credits and these credits will be carved out of the thesis credits of the end semester.
- (vi) A 5-year IPG student, who does not go for internship in either summer or X semester, shall do a mini project of four credits or an audit course as the case may be, in the X semester along with his/her Major Project Part-II for evaluation towards the course Colloquium Based Summer Internship (ITIT-5101/IMM-4993).

- (vii) Submission and evaluation of the thesis and the internship/project report: There will be two evaluations at the end of the final semester in order to complete the program. The first evaluation will be based on the submission and presentation of the thesis work and second will be based on the internship/project report submission and presentation. The grades will be awarded separately.

D. Research Internship Abroad (Rules/Guidelines)

- (i) This part/duration of the thesis work will be known as Research Thesis Part- II
- (ii) All students from 5-year IPG - M. Tech. IX / 5-year IPG - MBA IX / 4-year B. Tech. (CSE) VII / 2-year M. Tech. III semester are eligible for the Research Internship abroad in the next semester.
- (iii) Application form for the internship (refer to the enclosed Annexure-I) duly filled and forwarded by the supervisor(s) needs to be submitted to the institute academic office, at least fifteen days in advance before the commencement of the internship for the prior permission and approval by the duly constituted Academic committee and Internship committee.
- (iv) The student needs to submit a joining report through the ABV-IIITM Gwalior supervisor(s) with a brief write up of the research work, duly forwarded by the foreign supervisor/mentor, to the institute academic office within the seven working days after the commencement of the internship.
- (v) At the end of the semester, the foreign supervisor/mentor should submit an evaluation report (award of the grade).
- (vi) In case, the foreign supervisor does not submit evaluation report, an institute evaluation committee will evaluate the research work and award the grade.

It may kindly be noted that the above internship rules have been formulated to allow students for the internship in their academic programme and to keep the total number of credits and components unchanged as prescribed in the curriculum June 2019.

ABV-Indian Institute of Information Technology and Management, Gwalior
Application form for Internship

(To be submitted by the student well in advance before the commencement of the internship)

Name of the student	
Date of last registration	
Email and mobile number	
Hostel address	
Home address including phone number	
Program (IPG M. Tech. / IPG MBA / B. Tech. / 2-year M. Tech.)	
Semester and specialization, if any	
Do you have any backlog in any subject in the previous semesters?	YES/NO
Do you have any disciplinary action pending against you?	YES/NO
Do you have any financial dues against you?	YES/NO
Name and address of the Organization / Institute / University for the internship	
Offer letter for the internship is attached. (Application shall not be considered without the offer letter.)	YES/NO
Internship mentor's/supervisor's name, designation, his/her highest academic qualification, and contact details including email and mobile/phone no., if known at the time of application	
Name of the thesis supervisor at ABV-IIITM Gwalior	
Brief description of the internship project (Attach a separate sheet)	
Start date and duration of the Internship	
Stipend amount for the internship	

Declaration:

I hereby declare that I have carefully read and understood the instructions for the internship and all the information presented above is correct and true to my knowledge. I understand that a disciplinary action shall be initiated against me, if any information is found incorrect and/or half-truth.

Date:

Name and Signature

----- For Office use only -----

Consent of the thesis supervisor	Recommendation of the internship committee	Approval of the Dean (Academics)
Name, signature with date	Name, signature with date	Name, signature with date

Copy to: Dean (Students Affairs)