
Internship Guidelines [Applicable from M.Tech.(CSE) 2024 batch]

Contents

Overall Structure.....	1
Mode 1: Credit Option.....	2
(i) Guideline.....	2
(ii) Eligibility for appearing in Internships or Internships + Full Time (FT) Job offer (with Credit Option).....	2
(iii) Eligibility for joining in Internships or Internships + Full Time (FT) Job offer (with Credit Option).....	3
Mode 2: Without Credit Option.....	4
(i) Guideline.....	4
(ii) Eligibility for appearing in Internships or Internships + Full Time (FT) Job offer (without Credit Option).....	4
(iii) Eligibility for joining in Internships or Internships + Full Time (FT) Job offer (without Credit Option).....	5
Collaborative Thesis with Industry or Academia	5
Process to be followed.....	6

Overall Structure

1. Students admitted to the M.Tech. (CSE) program through the GATE qualification channel will **NOT** be allowed to drop out of TA duty in their regular semesters (Monsoon and Winter semesters) of their M.Tech. degree program.
2. M.Tech. (CSE) students (**both GATE & NON GATE**) are eligible for **at least 4-month** long duration internship, during their degree program. The internship can take place **ONLY in the 4th regular semester**.
3. In case the M.Tech. (CSE) student enrolling via the GATE channel receives such an internship opportunity, his/her TA duty for the fourth semester will be relaxed.
4. M.Tech. (CSE) students who completed graduation requirements by the third Semester but do not have internship opportunities **must** register for TA'ship in the fourth semester and receive the stipend. Once registered, they have to complete the TA'ship.
5. **The duration of the internship should be at least 4 months. The start date of the internship should not be later than the add/drop date of the winter semester.**
6. **The internship can be done in two modes: credit-based (4 credits) and non-credit based (0 credit).**

Mode 1: Credit Option

(i) Guideline

1. The credit-based internship is worth 4 credits.
2. S (Satisfactory)/X (Unsatisfactory) grade will be awarded.
3. At most 4 credits of IP/IS credits can be counted towards graduation requirements, along with 4 credits of internship.
4. Internship credits will be counted towards the graduation credit requirements but not in the CGPA computation.
5. No additional credits can be taken during the internship.
6. All internships should be routed through the institute's placement cell who will facilitate the internship as well as obtain an experience certificate/feedback form as specified by the institute.
7. Research/Off-campus internships are allowed. However, students have to submit the acceptance letter to the placement cell before going for an internship.
8. Students will be eligible and allowed for only one kind of internship, either in research or industry. If a student is selected for a research internship, they will not be eligible to participate & obtain another internship in the industry, and vice versa.
9. The CSE department will evaluate the work done by the students during the credited internship and will award an S/X grade accordingly. It is mandatory for the students to submit an experience certificate/Feedback Form (Signed/stamped by the Manager/Supervisor/Mentor in the organization) in the prescribed format for the duration of the internship; otherwise, an X grade will be awarded. The grades must be submitted as per the usual timelines of grade submission. The department may formulate additional mechanisms to evaluate the internship.
10. Detailed eligibility criteria are given in point (ii) and (iii) below

(ii) Eligibility for appearing in Internships or Internships + Full Time (FT) Job offer (with Credit Option)

M.Tech. (CSE) students (both GATE & NON GATE) will be eligible to appear for internship related processes starting after the declaration of results of the second semester.

However, to be eligible for the internship interview, the below criteria needs to be fulfilled.

Successful completion of the first year (after the results and grades for TAsip are announced) satisfying the following conditions:

1. The student should have completed **20 credits** towards graduation (that includes at most 4 credits of IP/IS).
and
2. successfully completing the OOPD, RM and Refresher Courses.
and
3. registered for 8 graduation credits during summer semester after the 1st year besides [*If a student has completed more than **24 credits** during the first two semesters, they are not mandatory required to register for 8 credits in the summer semester*].
and
4. students admitted under the GATE-based fellowship program should receive **2 S grades** (Satisfactory) in TA duties during the first two regular semesters.

(iii) Eligibility for joining in Internships or Internships + Full Time (FT) Job offer (with Credit Option)

If the student is offered an internship or Internship + FT offer for the fourth semester, all such offers will remain provisional unless & until he/she fulfills the below mentioned criteria's.

1. An M.Tech. (CSE) student will be permitted to go for a **4-credit internship** only after completing **minimum 44 credits** towards the graduation requirements that includes **at most 4 credits of IP/IS**.
and
2. Students must have a minimum CGPA of 6.5 as per the graduation requirement.
and
3. Students admitted under the GATE-based fellowship program must have secured **3 S grades** (Satisfactory) in TA duties during the first three long semesters.

Note: In 57th Senate, it was approved that completion of the thesis is between the advisor(s) and the student. If a student has completed the 16 credits of M.Tech. Thesis Progress (MTS697z), then the advisor(s) may allow a student to go for internship, and the student can defend the thesis while being on internship. It may be noted that the student will be allowed to go for internship only if the advisor(s) recommends it.

In case, a student has not fulfilled the above by the end of the 3rd semester, even if an internship offer (with or without full time job opportunity) is available for 4th semester, the offer will become invalid. In other words, such a student will be prohibited from joining the Internship or Internship + FT offer in the 4th semester. In such a condition/scenario, the student will be required to register on campus for credits and should be available on campus for completing the graduation requirements, if any, irrespective of the type of credits left for completion (say IP/IS/Thesis). No request for exception will be entertained in this regard.

Mode 2: Without Credit Option

(i) Guideline

1. The student will not earn any credits for internship and is not allowed to register for credits during internship period.
2. Student has to complete all the degree requirement by the end of 3rd semester. (Detailed eligibility criteria are given in point (ii) and (iii) below).
3. All internships should be routed through the institute's placement cell (for without credit option submission of an experience certificate/feedback form is not mandatory)
4. Research/Off-campus internships are allowed. However, students have to submit the acceptance letter to the placement cell before going for an internship.
5. Students will be eligible and allowed for only one kind of internship, either in research or industry. If a student is selected for a research internship, they will not be eligible to participate & obtain another internship in the industry, and vice versa.

(ii) Eligibility for appearing in Internships or Internships + Full Time (FT) Job offer (**without Credit Option**)

M.Tech. students (**both GATE & NON GATE**) will be eligible to appear for internship related processes starting after the declaration of results of the second semester.

However, to be eligible for the internship interview, the below criteria need to be fulfilled.

Successful completion of the first year (after the results and grades for TAship are announced) satisfying the following conditions:

1. The student should have completed 24 credits towards graduation (by doing 12 graduation credits each in first two semesters)
and
2. successfully completing the OOPD, RM and Refresher Courses
and
3. registered for 8 graduation credits during summer semester after the 1st year. [*If a student has completed more than 24 credits during first two semester, they are not mandatory required to register for 8 credits in summer semester*]
and
4. Students admitted under GATE based fellowship program should receive **2 S grades** (Satisfactory) in TA duties during the first two regular semesters.

(iii) Eligibility for joining in Internships or Internships + Full Time (FT) Job offer (without Credit Option)

If the student is offered an internship or Internship + FT offer for the fourth semester, all such offers will remain provisional unless & until he/she full fills the below mentioned criteria's.

1. The Student will be permitted to go for semester long internship only after completing all the graduation requirements before joining the internship.
and
2. Student must have a minimum CGPA of 6.5 as per the graduation requirement.
and
3. Students admitted under GATE based fellowship program must have secured 3 S grades (Satisfactory) in TA duties during the first three long semesters.

Note: In 57th Senate, it was approved that completion of the thesis is between the advisor(s) and the student. If a student has completed the 16 credits of M.Tech. Thesis Progress (MTS697z), then the advisor(s) may allow a student to go for internship, and the student can defend the thesis while being on internship. It may be noted that the student will be allowed to go for internship only if the advisor(s) recommends it.

In case, a student has not completed the graduation requirements by the end of 3rd semester, even if an Internship offer (with or without full time job opportunity) is available for 4th semester, the offer will become invalid. In other words, such a student will be prohibited from joining the Internship or Internship + FT offer in the 4th semester. In such a condition/scenario, the student will be required to register on campus for credits and should be available on campus for completing the graduation requirements, if any, irrespective of the type of credits left for completion (say IP/IS/Thesis). No request for exception will be entertained in this regard.

Collaborative Thesis with Industry or Academia

Students generally get confused with Internship and collaborative thesis. Collaborative thesis is not the same as an internship. Collaborative thesis is a mutual understanding between a student and a faculty, where the faculty directly gives the student an opportunity to work on a project in collaboration with an industry or academia. These students will be allowed to participate only in companies offering FT roles (they will not be eligible for Intern+FT openings).

Guidelines for Collaborative Thesis:

- a) For Collaborative thesis, a student has to be in the campus for 1st three regular semesters (with regular TA work, if admitted through GATE seats) and need to complete the course work (32 credits+ OOPD/RM + Summer refresher). S/he will only be allowed to work from outside campus, if s/he has completed the coursework. S/he will only be allowed to take thesis credit while working from outside campus. A student may plan to compete part of thesis credit within campus and remaining part outside campus in the collaborated organization in consultation with the IIITD supervisor.
- b) Such students should take necessary approvals from the advisor and academic office before starting their work. The student has to submit the approval of the supervisor to the academic at least one week before the list of eligible students for internship+FT offer is submitted to placement office, so

that they will be excluded from the list which will be sent to the placement who are eligible to sit for intern+FT offer.

- c) For a collaborative thesis, students will be allowed to work only with those industry/academia involved in the joint supervision of the thesis.
- d) A regular thesis cannot be converted to a collaborative thesis.

Process to be followed

Following process will be followed for Internship and Collaborative Thesis;

- a) The academic office will share the list of eligible students with the placement office after the declaration of Winter semester results, by 20th of June every year. The placement office will allow only such students to participate for an internship opening.
- b) The academic office will share the list of eligible students with the placement office after the declaration of Sem 3 results i.e. by 20th January (this will be a sub-list of the list shared as per pnt (a). The placement office will allow only such students to join their internship.
- c) After the completion of M.Tech. program, those who have existing offers (Fulltime offers, 06 months Internship + FT, Only 06 months Internship) do have the option to choose their degree date.
- d) Students who do not have existing offers & are willing to go for 06/11-month internship in Semester 4 and 5 can ask for an extension in degree date and can choose their degree date. All other internship rules, as stated above such as “completing the credits by 3rd semester etc.” will be applicable to them.

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