

ANNEXURE – IB

Policy on the Modalities of Short-Term Internship in the Curriculum of UG and PG Programs under FET and FISLM of Jadavpur University

Objectives and benefits of the short term internships

The internship program during the UG and PG courses is an opportunity for a student to familiarize himself/herself with the environment of the industry/research organization. This program has been in existence for a long time, but now the regulatory bodies and industries are giving more importance on this internship program and they have even advised it to be a compulsory component in the curricula.

While the Training and Placement Officer would take initiatives and co-ordinate in arranging the internship programs, the initiatives of the HODs, Directors of the Schools and Faculty Members are also desirable. However, the internship program may not be arranged for all the students and is not mandatory for the completion of the program. Further, the concerned Departments/Schools/OPT cannot be held responsible in case the internship cannot be arranged for a student.

The guidelines for availing short term internship for the UG and PG students under Faculty of Engineering and Technology (FET) and post-graduate programs in Engineering and Technology in schools under Faculty of Interdisciplinary Studies, Law and Management (FISLM) are as follows.

Duration:

- The duration of short-term internship in the PG program will be of 1-3 months and the same in the UG program can be of minimum 1 month and maximum 3 months in an academic session. However, student cannot undertake more than one internship at any given point of time.
- The PG students can avail this opportunity after the 2nd semester examination (preferably in the third semester) with the permission of the Thesis Supervisor and HOD/Director of the School. This internship is not necessarily to be linked to the PG thesis, however with the consent of the supervisor and the host institute/industry, the content of the work carried out during the internship may be used as a part of the thesis.
- For the PG students, the total duration of the internship program (including short-term and/or long-term) should not exceed 11 months.
- For the undergraduate students, the said internship can be initiated after the completion of fourth and/or sixth semester examination and preferably be completed within the session break. However, in the case of overlap with the academic schedule, permission from the respective Dean with the consent from the HOD/Director of the School will have to be obtained and in no case, the internship program can be extended after one month of the commencement of the next semester. During this overlapping period, the student will have to take the responsibility for his/her absence from classes, and the Department /School will no way be held responsible for arranging the missed classes.

Modalities of Application:

- While applying for short-term internship to the Company/Institute, the application of the student will be forwarded by the HOD/Director of the School, and if required, a NOC will be provided by the HOD/Director of the School.

Disbursement of Scholarship:

- Disbursement of GATE or other scholarship during the short-term paid internship period should be as per the rules of the Govt/Funding Agency.

Allowances:

In the case of paid internship, the payment of TA/DA will be as per the Scheme/MOU/Contract and the University will not have any responsibility towards TA/DA for availing the internship.

Attendance and Progress Report:

- During the entire period of internship, the student must submit the month-wise attendance, certified by the Mentor from the Host Industry/institution to the HOD/Director of the School. This attendance report will be considered for the release of scholarship, if any.
- The student must submit the report of the internship to HOD/Director of the School after completion of the internship program.

Publications/ IP/ Copyrights:

- In the publications, arising out of the internship work, the affiliation of the intern should be properly mentioned as 'Jadavpur University' with the consent of host industry/institution.
- IP/Copyright arising through short-term internship will be decided on a case-to-case basis through mutual agreement.

Issues not covered in the above sections

Issues not covered in the above sections will be dealt with by the competent authority of the university.