

**Policy on the Modalities of introducing Internship in the Curriculum of PG
Programs for a Long-term Period
Under FET and FISLM of Jadavpur University**

Framework:

The goal of higher education at large is to adequately prepare students to achieve success in their future careers. Subsequently, to develop advanced knowledge for future research and skills for industrial development, there is a necessity for long-term internship during the course of PG program.

It is expected that through this long-term internship program, some of the bright students will get an opportunity to work in premier industries/ institutions or R&D laboratories in our country or abroad, thereby improving the quality of the PG programs of our University. 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 internship cannot be arranged for a student.

The guidelines for availing long term internship during four (4) semester / six (6) semester PG program under Faculty of Engineering and Technology (FET), Faculty of Interdisciplinary Studies, Law and Management (FISLAM) are as follows.

Duration:

- The duration of long-term internship in PG program should be minimum of 6 months and maximum of 11 months. The said internship can be initiated after the completion of second semester examination (for four-semester PG program) / fourth semester examination (for six-semester PG program) and must be completed one month before the submission of dissertation work.
- Intimation of commencement of long-term internship should be communicated before commencement of internship through supervisor(s), if assigned, to HOD/Director of the School.

Modalities of Application:

- Students should submit their applications for long-term internship to HOD/Director of the School and the HOD/Director of the School will issue a NOC (if required for the application process).
- During the course of internship, if the student feels that the internship work is not of high quality/not-related to their field of interest, then he/she can submit the application to the respective Deans through HOD/Director of the School within three weeks of commencement of internship and can re-join the university by terminating the internship with the approval of the respective Deans. However, such termination is not generally encouraged.

- After commencement of internship, Departments/Schools are requested to submit a comprehensive list of interns within two months to the respective Deans with a copy to the OPT.
- University as well as the host (industry/institution) can terminate the internship of any intern through mutual agreement.

Evaluation:

- Student should prepare a single PG dissertation during the final year and the works carried out under the long-term internship will be an integral part of the dissertation.
- In the case of some time remaining available after the completion of internship work within the PG dissertation period, the remaining period of time can be used to carry out further work preferably in line with the works carried out during the internship period, subject to the project requirements.
- Term paper leading to thesis should preferably be in line with the problem statements to be carried out during internship.
- Specific requirement of evaluation, if any, carried out by host industries/institutions for an intern, will not be part of Jadavpur University PG dissertation evaluation process.
- The proposed credit framework during the long-term internship for final year in PG program is as follows assuming the full credit to be 16:
 - 6 months: 8 credit
 - > 6 months and ≤9 months: 10 credit
 - > 9 months: full credit

The part credit will be integral part of the full credit of 16, as the works carried out under the long-term internship will be an integral part of the dissertation.

Selection of Supervisors:

- Internship project work must be supervised by two set of supervisors – one set from the departments of Jadavpur University (termed as internal supervisor) and the other set from industry/institute (termed as external supervisor). The CV of external supervisor(s) should be submitted to the HOD/Director of the School within one month from the commencement of internship.
- An external supervisor should have either Master Degree or five years' experience after the graduation.
- After commencement of long-term internship program, the assigned supervisors will continue throughout the dissertation work. For any extraordinary situation, necessary permission needs to be taken from the respective Deans for a change of Supervisor with the consent of the HOD/Director of the School.
- Number of internal supervisors may be more than one if required. However, one of them must be from the parent Department/School of the student. Supervisors from other Department/School may be included with the permission of Head of the parent Department/Director of the parent School.

- External supervisors of an intern involved in the internship program cannot be nominated as external evaluator of the final dissertation viva of the same intern under any circumstances.

Eligibility:

- Students, who are admitted through specific agreement with industry/institutions and perform their research work jointly with Jadavpur University, will not be considered under the purview of long-term internship.
- Sponsored candidates will not be considered under the purview of long-term internship.

Scholarship:

- Disbursement of AICTE/GATE scholarship during the long-term paid internship period should be as per extant national norms.

Attendance and Progress Report:

- Industry/institutions must submit the month-wise attendance of the students to the department.
- Student should regularly be in touch with the internal supervisor(s) during the internship and bi-monthly progress report must be submitted to HOD/Director of the School by them through respective external supervisors.

Publications/ IP/ Copyrights:

- In publications, arising out of the PG dissertation of which long-term internship is an integral part, the affiliation of the intern should be properly mentioned as 'Jadavpur University' with the consent of host industry/ institution.
- IP/Copyright arising through long-term internship will be decided on a case-to-case basis through mutual agreement.
- PG dissertation arising through long-term internship will be published by the university through online medium as is the case for all other PG dissertations.

Dispute:

- In the case of any specific dispute regarding the long-term internship of a PG intern, the matter will be taken up by a committee to be formed by respective Deans on a case-to-case basis comprising
 - I. Respective Dean/Nominee
 - II. HoD/Director of School
 - III. Internal supervisor(s)
 - IV. External supervisor/ Nominee of the Host industry/institution

Allowances:

- For long-term internship, university will not have any responsibility towards TA/DA for availing the internship.

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.