



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Near National Highway No. 16, Kadakatta, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

Ref. No. NITANP\ODSR\Circular\Internships\Jan\01

Dated: 10th January 2024

CIRCULAR

With reference to the approval from the Director dated 10th January 2024, Heads of Departments are requested to permit B.Tech. students in their final semester, to take-up industrial or research internships from companies or universities or research Institutes, provided the following clauses (i) to (xiii) are satisfied.

In the following clauses, on-campus internship refers to internship facilitated through the T&P section of the Institute and off-campus internship refers to industry or research internship not facilitated through the T&P section of the institute.

- (i) For off-campus internships, a student should apriori seek an approval regarding no-objection to apply for the internship from the Head of the Department concerned.
- (ii) If a student obtains an off-campus internship from a Company, then the reputation of the Company shall be ratified by both the DAC of the student's host Department and Associate Dean (SCAIR) dealing with internships.
- (iii) This sub-clause (ii) applies in case the host organization is either a University or a Research Institute. The University providing the internship must be either a Centrally Funded Technical Institute in India or an Institute abroad (with a QS rank ≤ 1000) or a reputed Research Institute. The reputation of the Research Institute shall be ratified by the DAC of the student's host Department and Associate Dean (SCAIR) dealing with internships.
- (iv) The student shall have a valid internship offer letter issued by the Company or University or Research Institute.
- (v) The student has to learn the Courses pertaining to the VIII semester in the Self-Study mode.
- (vi) A monthly attendance report of the student shall be submitted by the host organization through the student to the Head of the Department concerned. For off-campus internship, the attendance report shall be forwarded through the Supervisor of the student in the host organization to the Head of the Department concerned.
- (vii) The student shall submit a project report for evaluation to the project evaluation committee which includes a bonafide internship certificate issued by the host organization.
- (viii) The student needs to attend in-person in NIT Andhra Pradesh, mid and end theory exams, mid and end reviews to present the student's work to the Project Review Panel constituted by the Head of the Department concerned, whenever the institute conducts these exams and reviews. In case, a student attends an overseas internship outside India, then the student must take-up mid and end exams in person in NIT Andhra Pradesh; However, the student availing

S. Karthik
10/11/2024



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

an overseas internship, may be permitted to write Mid Exam along with the End exam. Minor assessments may be conducted in the online mode for students availing internships.

- (ix) In case of on-Campus internships, the prescribed Internship Application and Undertaking Form for On-Campus Internships (Annexure I) shall be submitted through Associate Dean (SCAIR) dealing with T&P (Forwarding authority) to the Head of the Department concerned (Approval Authority).
- (x) In case of off-campus internships, the prescribed Internship Application and Undertaking Form for Off-Campus Internships (Annexure II) shall be forwarded by the DAC Chairman and approved by the Associate Dean (SCAIR) dealing with internships.
- (xi) Typically, the project work carried out by the student during the internship in the host organization, shall be considered for the Project Work (Part B). In case the internship work is not aligned with the Core discipline of the student then, the student may be asked by the Head of the Department concerned to additionally continue working on the discipline specific project carried out in Project Work (Part A) and, to report the continuation of the Project (Part A) work carried out by the student in the VIII semester for the Project Work (Part B). Even in this case, the student must submit an internship completion certificate along with the Project Report for the Project Work (Part B).
- (xii) In case a student discontinues the internship, the student should immediately report back to the Head of the Department concerned, along with a reason for discontinuation and proof for the same issued by the host organization.
- (xiii) The Student must not have any active R grade in any of the courses till VII Semester for undertaking any internship in VIII semester.

Enclosures: Internship application and undertaking forms for on-campus and off-campus internships

S. Karthi
10/11/2024
Dean (SCAIR)

अभिष्ठाता / Dean
छात्रों के व्यवसाय, पूर्व छात्र और अंतर्राष्ट्रीय संबंध
Students' Career, Alumni & International Relations
राष्ट्रीय प्रौद्योगिकी संस्थान
National Institute of Technology
आंध्र प्रदेश / Andhra Pradesh
तादेपल्लिगुडेम / Tadepalligudem - 534101



राष्ट्रीय प्रौद्योगिकी संस्थान- आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH

Annexure – I: Internship Application and Undertaking Form for On-Campus Internships

(To be submitted by students in the Academic Section before taking-up On-Campus Internships)

I _____ (Student's Full Name) bearing the Roll number _____ undertake full responsibility to comply and abide by the following clauses (i) to (x) while taking-up an internship during my final semester.

- (i) I have a valid internship offer letter issued by a Competent Authority in the host organization offering the internship.
- (ii) I will take-up courses (if any) pertaining to the VIII semester in the Self-study mode and I undertake that I do not have any active R grade in any of the courses until VII Semester.
- (iii) I will submit my monthly attendance report issued by the host organization to the Head of my Department.
- (iv) I will submit a project report for evaluation to the project evaluation committee which includes a bonafide internship certificate issued by the Supervisor in the host organization offering the internship.
- (v) I will come back to the institute and in-person attend mid and end theory exams, mid and end reviews to present my work to the Project Review Panel constituted by the Head of the Department concerned, whenever such exams or reviews are conducted by the Institute.
- (vi) In case my internship is overseas, I will take-up mid theory exams along with end exams.
- (vii) I will attend minor assessments in the online mode whenever such assessments are conducted by the institute.
- (viii) I agree that, in case my internship work is not aligned with my Core discipline then, I may be asked by the Head of my Department to additionally continue working on the discipline specific project carried out by me in Project Work (Part A). I will report the continuation of the Project (Part A) work carried out by me in the VIII semester as Project Work (Part B). Even in this case, I shall submit an internship completion certificate along with the Project Report submitted for Project Work (Part B).
- (ix) I will abide by the rules and regulations of the University or Institute or Company which is hosting me for internship.
- (x) In case I discontinue the internship, I will immediately report back to the Head of the Department concerned with a reason for discontinuation and proof for the same.

Reg. Number:

Department:

Name of the Company / University / Research Institute:

Role Selected:

Internship Duration From:

To:

Address during Internship:

Mobile Number:

Enclosures: (i) Offer Letter and Acceptance, self-attested and counter-signed by the AD (SCAIR) T&P.

I request you to kindly consider my undertaking and permit me for internship during the VIII semester.

Student's Signature with Date

(Forwarded by)

For office use only

(Approved / Not Approved)

AD (SCAIR) T&P

Head of the Department

Copy To: Dean (AA) for information and Record



राष्ट्रीय प्रौद्योगिकी संस्थान- आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH

Annexure – II Internship Application and Undertaking Form for Off-Campus Internships
(To be submitted by students in the Academic Section before taking-up off-campus internships)

I _____ (Student's Full Name) bearing the Roll number _____ undertake full responsibility to comply and abide by the following clauses (i) to (xii) while taking-up an internship during my final semester.

- (i) In case of off-campus internships offered by a Company, the reputation of the Company is ratified by both the DAC Chairman of my Department and AD (SCAIR) dealing with internships and apriori I have an approval from the DAC Chairman of my Department to apply for this off-campus internship.
- (ii) This clause applies in case the host organization is either a University or a Research Institute. The University providing the internship is either a Centrally Funded Technical Institute in India or a QS ranked Institute abroad (with a QS rank ≤ 1000) or the Research Institute providing the internship is reputed. The reputation of the Research Institute is ratified by the DAC of my Department and AD (SCAIR) dealing with internships and apriori I have an approval from the DAC Chairman of my Department to apply for this off-campus internship.
- (iii) I have a valid internship offer letter issued by a Competent Authority in the host organization offering the internship.
- (iv) I will take-up courses pertaining to the VIII semester (if any) in the Self-study mode and I undertake that I do not have any active R grade in any of the courses until VII Semester.
- (v) I will submit my monthly attendance report issued by the host organization to the Head of my Department, through my supervisor in the host organization offering the internship.
- (vi) I will submit a project report for evaluation to the project evaluation committee which includes a bonafide internship certificate issued by the host organization offering the internship.
- (vii) I will come back to the institute and in-person attend mid and end theory exams, mid and end reviews to present my work to the Project Review Panel constituted by the Head of the Department concerned, whenever such exams or reviews are conducted by the Institute.
- (viii) In case my internship is overseas, I will take-up mid theory exams along with end exams.
- (ix) I will attend minor assessments in the online mode whenever such assessments are conducted by the institute.
- (x) I agree that, in case the internship work is not aligned with my Core discipline then, I may be asked by the Head of my Department to additionally continue working on the discipline specific project carried out by me in Project Work (Part A). I will report the continuation of the Project (Part A) work carried out by me in the VIII semester as Project Work (Part B). Even in this case, I shall submit an internship completion certificate along with the Project Report submitted for Project Work (Part B).
- (xi) I will abide by the rules and regulations of the Institute, University or Company which is hosting me for internship.
- (xii) In case I discontinue the internship, I will immediately report back to the Head of the Department concerned with a reason for discontinuation and proof for the same.

Reg. Number: _____

Department: _____

Name of the Company / University / Research Institute: _____

Role Selected: _____

Internship Duration From: _____

To: _____

Address during Internship: _____

Mobile Number: _____

Enclosures: (i) Offer Letter and Acceptance, self-attested and counter-signed by the DAC Chairman.

I request you to kindly consider my undertaking and permit me for internship during the VIII semester.

Student's Signature with Date

(Recommended / Not Recommended)

For office use only

(Approved / Not Approved)

DAC Chairman

AD (SCAIR) for Internships

Copy To: Dean (AA) for information and Record