

Indian Institute of Technology Bombay

Optional credit-based summer internships in Industry for UG students

Process (with tentative timelines):

1. Obtaining internship offer from the industry (August to March)
 - a. Internship opportunities will be sought from Industry by the Placement Office.
 - b. Internships opportunities will be announced to the students by the Placement Office.
 - c. Students will apply for these internships through their academic unit.
 - d. Selection would be done by the company through test/interview/CPI or other criteria, as required by the company.
2. Pre-internship formalities (April - one month prior to initiation of internship).

An approval in a prescribed form, signed by the industry supervisor, faculty mentor, placement office and the Dean (AP) is required before the selected student proceeds for internship (template is attached as Appendix I).
3. Evaluation & Post-Internship Formalities (July/August)
 - a. The student should enroll for the course "XX NNN Industrial Internship".
 - b. Evaluation criteria:
 1. Mandatory evaluation by the industry supervisor in a prescribed form (Appendix II). The student must get it filled by the industry supervisor in a sealed envelope and hand it over to the faculty mentor after the completion of the internship.
 2. Evaluation of presentation/report submitted by student to faculty mentor who will assign a letter grade, to be submitted to the academic office.

(Appendix I)

Practical Training Cell – IIT Bombay

Credit-based Internship Course (XXNNN Industry Internship) Form

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

Name of the Student	
Roll No	
Program (B. Tech./DD)	
Academic Unit	
Contact Address with email and phone no.	
Company Name, Address and contact details	
Industry supervisor's name, designation, academic qualification, and contact address with email and phone no.	
Brief description of the internship project	
Location	
Duration	
Faculty Supervisor (IITB)	
Academic Unit	
Proposed evaluation	<input type="checkbox"/> Industry supervisor's report, <input type="checkbox"/> Project Report, <input type="checkbox"/> Presentation

Consent of the Industry Supervisor		Consent of the IITB Faculty	
Name, Signature with date		Name, Signature with date	
Approval of HoD, IITB	Approval of PIC, Placements, IITB	Approval of Dean (Academic) IITB	
Name, Signature with date	Name, Signature with date	Name, Signature with date	

(Appendix II)

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Evaluation Report of the Credit-based Internship Course

(XXNNN Industry Internship)

(To be submitted by the student in a sealed envelope to faculty mentor after the completion of the internship)

Name of the Student		
Roll No		
Program (B. Tech./DD)		
Academic Unit		
Internship location		
Internship duration	Start date:	End date:
Detailed report attached:	Yes / No	
Comments on the internship project and learning outcome		
Comments on the strengths of the student		
Comments on weaknesses & areas of improvement		
Industry supervisor suggested marks out of 10 (The student may be evaluated for his/her Knowledge, Appearance & Habits, Initiative, Integrity, Teamwork, Leadership, Reliability, Attendance, and Productivity etc. Mark below 4 indicates failure in the course)		
Industry supervisor's signature, name, designation, office address with office seal		
Grade assigned by the IIT B Faculty mentor		
Signature with date and name of the IIT B Faculty mentor		
Approval by the Dean (Academic Programs)		