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**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification

Dated: 20.08.2018

Notification

These Rules may be called NIFTEM Guidelines for Internship for B.Tech, M.Tech & MBA.

1. Scope

The Internship Procedure, governing industrial internship, shall be applicable to all undergraduate and postgraduate students of NIFTEM, who want to take assistance from Corporate Resource Division.

2. Objectives

The main objective of Industrial internship is to provide a platform to students for getting an early exposure to corporate work culture and provide an opportunity to apply classroom learning to real – life situations. The role of CRD is to provide recruitment assistance to eligible students. CRD shall act only as a facilitator & counselor for such activities. Based on their performance and professional conduct during internships, the students might be given Pre Placement offer. They shall establish relations by exploring more collaborative opportunities with the institute.

3. Internship Duration

- B. Tech: 1st July to 31st October (minimum 16 weeks).
Students need to report to campus latest by 15th of November after completing their internship for their village adoption programme
 - M.Tech: 1st July onwards (4-6 months or extendable up to one year)
Students who have been offered a Pre Placement offer will have to arrange for a 12 days leave beginning November 20th for their village adoption programme.
 - MBA: Minimum 40 days internship
- Note:**

- i. Students may be allowed to join the internship as soon as the academic session of the even semester concludes, i.e B. Tech 6th Semester and M. Tech & MBA 2nd Semester.
- ii. However, all students should get the semester registration as per guidelines issued by Dean (A) before proceeding to industry internship.

4. Type of Internships

The internship modes offered to any student in NIFTEM shall be of the following types:

A. *CRD – Arranged*

Corporate Resource Division (NIFTEM) shall facilitate and arrange internship for the students.

B. *Self – Arranged*

This is an internship in which the student approaches the company of his/her choice and joins as an intern. Eventually, the arrangement shall be formalized by CRD. The following procedure is to be adopted:

- i. The student approaches the company himself/herself
- ii. Once the contacts are established, a recommendation letter shall be issued by CRD addressing the contact person in the company

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- iii. On receiving the confirmation mail (from the organization), CRD shall issue a movement order thereby acknowledging the internship offer

Note:

The internship procedure can be accomplished in any of the following manner:

1. Undertake internship for a semester and then work on a research project in the following semester [M.Tech].
2. Allow the students to spend the entire 2nd year in the industry & work on a project of Industrial importance in accordance with the academic curriculum [applicable for MTech only].
3. Undertake internship for a 40-days period [applicable for MBA only].
4. No expenditure during internship shall be borne by NIFTEM.

5. Selection/Short listing Procedure

I. Procedure for CRD – Arranged Internship

The students who apply for internships can be shortlisted by either of the following processes:

i. **Shortlisted by the company**

- a. The Resumes of students who apply for internship are forwarded to the participating organizations who shall shortlist candidates through their respective selection criteria (PI, Phone/ Skype Interview etc.). CRD shall play the role of a facilitator.

ii. **Short listing by CRD**

This short listing is done by Corporate Resource Division on the request of the company. The following criteria shall be applicable in all such cases (unless specified otherwise)

- 70% weightage given to C.G.P.A (up to 5th semester) for B. Tech and SGPA for M. Tech and MBA (upto 1st semester) obtained from CoE + 30% weightage to aggregate attendance to the sessions arranged by CRD.

Note:

In case a company requires a candidate with a particular skill set or location, suitable candidates shall be shortlisted as per the discretion of the competent authority.

II. Procedure for Self – Arranged Internship

- i. Once students are able to arrange their internships in organizations of their choice, the student needs to provide the details (in the prescribed Proforma) to CRD which shall in turn contact the organization for confirmation of the arrangement. Once the confirmation is received, a **Movement Order** addressed to the concerned organization shall be issued.
- ii. Request to issue a Movement Order without any prior confirmation from the organization shall not be entertained.
- iii. Student undertaking self – arranged internship should comply with the rules as mentioned in these guidelines.
- iv. Students who opt for self – arranged internships are required to give intimation of the same latest by March 31st to CRD, failing which, they would be considered for internship in the slots available with the CRD.

Note:

In case a student finds it difficult to procure a formal mail to CRD from the organization of his/her choice he/she may be given a **recommendation letter** for the purpose but the movement order shall be issued after receiving confirmation from the company. In such case also the student need to fill “Self – Arranged

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Internship Form” available at CRD. However, once student opts to this mode of internship he/ she shall be responsible for his/ her internship.

III. Eligibility Criteria

The internship assistance shall be applicable to the following students:

As per the result shared by Controller of Examinations (CoE) for B. Tech (up to 4 or 5th Semester), M.Tech (up to 1st semester) & MBA 2017-19 (up to 1st semester) , if result of any student is listed under "Incomplete" Category then, their candidature shall be kept on hold. The eligibility and restriction of Candidature of such students for internship shall be applicable according to the following matrix:

S. No.	No. of Subjects in which Student is having Incomplete grade	Duration till which candidature shall be kept on hold
1	1	31 st January
2	2	28 th February
3	3	31 st March
4	4	30 th April
5	>4	Not eligible

IV. Policy for International Internship

B.Tech/MTech Students, who want to pursue their Internship outside the country in the light of an offer made by a foreign host to carry out their Internship with them, shall not be provided any financial assistance (Travel, boarding or lodging etc.) from NIFTEM. Students have to bear each and every expense, regarding their Internship on their own. Students would require referring to a guide/co-guide at NIFTEM during the internship. Mutually agreeable IPR rules shall apply if it is a joint project. Normally International Division or Corporate Resource Division of NIFTEM shall examine the fitness of the case in the light of Global ranking / standing of the organization abroad.

V. Pre – Placement offers (PPOs)

1. All the Pre – Placement Offers (PPOs) by any organization, extended to any student, have to be immediately intimated to the CRD by the student. This also includes offers extended by companies that are not participating in the campus placements. PPO also includes, jobs offered during Internship. Non-disclosure of the facts shall lead to non – grant of ‘NOC’ by NIFTEM.
2. The organizations contacted by CRD for pre-placement offers shall be requested to inform the institute in advance about offer of PPO's.
3. Also, any form of intimation from a company about possibility of a PPO to be granted in future should be intimated to CRD so that the matter can be taken up further with the company and the students shall be intimated accordingly.
4. Any student found to have breached any of these clauses or secured a PPO without informing CRD he/she shall be debarred from the placement process.

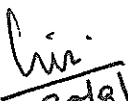
VI. General Guidelines

1. Students involved in “Disciplinary cases” (as per the information given by office of Dean (SW)) shall not be covered in the selection criteria mentioned above. They may be considered at the later stages of selection process if considered appropriate by the competent authority.
2. Students must ensure that the copies of the “Monthly Performance Report” (as per the format sheet attached with the Movement Order at annexure) are forwarded to CRD (A copy via mail to

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crdinternship.niftem@gmail.com. only) before 10th of the following month, failing which the student would be considered as a defaulter during placement session.

3. "Monthly Performance Report" is also mandatory for students opting for research. (In case of M.Tech).
4. Movement Order provided by CRD for internship purpose cannot be treated as gate pass in NIFTEM.
5. Students must ensure that they receive formal briefing from CRD and interact with the faculty guide before they are issued formal movement order.
6. All the students must provide correct information in their Resume. Hiding facts or providing incorrect information may lead to cancellation of their candidature.
7. Student, once placed in a particular company, as an intern shall not be allowed to change the company choice at later stage either in self/CRD arranged mode.
8. If a student leaves his/ her internship in between the specified period or fails to join the company after being selected for internship, they shall have to submit detailed explanation with documentary evidence for the same. A decision by the competent authority shall be taken depending upon the merit of the case. If a student does not submit his/her explanation with documentary evidence or his explanation is not accepted by the competent authority. He/She may have to face restriction during their placement process and face Disciplinary action and might also be debarred from placement.
9. Students should undertake a project/ activity within one month of joining the company (**Mandatory for M.Tech**). The details of project/ activity (Project Title, Duration, Corporate Guide, etc.) should be intimated to the HoD and CRD.
10. A copy of "Completion Certificate" should be submitted at HoD office and CRD after completion of the internship.
11. Undergraduate and Postgraduate students shall be offered positions in the ratio of 3:1 in case a company is flexible to hire candidates of different specializations.
12. Students are required to respond to the G.Doc/ Mail in the specified date and time frame, in order to participate in the selection process. Students failing to comply with time and date requirements shall not be considered in the process, CRD shall not be responsible for logistical issues like internet connection etc.
13. If any student remains absent from the interview round after selection for a particular opening through CRD, he/she shall be debarred from sitting in Internship drive for upcoming
14. companies in which they have applied through G.Doc or any other means.
15. Failure/ Negative written comments from the corporate about particular candidate may lead to disqualification of the candidate from the placement drive.
16. Forgery of details (resumes, MPR, etc) shall lead to disciplinary action against students.
17. It is mandatory to maintain minimum of 85% attendance during pre internship training / sessions organized by CRD, failing which student shall not be considered eligible for the internship drive.
18. During the internship drive, students are expected to maintain a professional behavior.


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(Dr. T.N. Giri)
Registrar.

To

1. All HoDs/ Deans & Faculty Members
2. All Divisions/ Sections/ Cells.
3. Dean (SW) : for wide publicity among students.
4. AR (IT) (for uploading on the website)
5. Notice Boards
6. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.