

Standard Operating Procedure (SOP) For Long-Term Internship National Institute of Technology Meghalaya

1. Objective

The objective of this SOP is to streamline and regulate the process for NIT Meghalaya students undertaking long-term internships, ensuring academic alignment, institutional coordination, and meaningful industry engagement that supports students' professional growth.

2. Definition

A **Long-Term Internship** refers to an internship with a minimum duration of **three (3) months**, extendable up to the **full academic calendar** of the final year, subject to institutional approval. (Check the Ordinance)

3. Eligibility

- Final-year UG/PG students from any department (subject to department-specific guidelines).
- Students must have satisfactory academic and disciplinary standing.
- Other students may be allowed with special approval of the competent authority.

4. Application and Approval Workflow

Students must **inform the Internship Cell at all three stages** of the internship process using prescribed online forms:

Step 1: Intimation of Intent to Apply

- **Who initiates?** Student (The students may be contacted to the company/organization or from the internship cell)
- **Action:** Student fills the **Internship Application Intimation Form** before applying to any company or organization.
- **Purpose:** To inform the Internship Cell and Academic Section about the student's intent and ensure eligibility verification.
- **Form submission to:** Internship Cell (via portal)

Step 2: Reporting Offer Received

- **Who initiates?** Student (after receiving offer)
- **Action:** Student fills the **Internship Offer Received Form** with details of the offer, including project scope, duration, and organization contact.
- **Purpose:** To help the Internship Cell evaluate the academic relevance and scope of the internship offer.
- **Form submission to:** Internship Cell and respective Departmental Internship Coordinator

Step 3: Final Internship Confirmation & Approval

- **Who initiates?** Student (after accepting offer)
- **Action:** Student fills the **Final Internship Confirmation Form** for institutional approval to proceed with the internship.
- **Purpose:** Official vetting and approval by:
 - Departmental Internship Committee
 - Faculty Mentor/Supervisor
 - Internship Cell (Institute level)
 - Academic Section (for record and certification)
- **Approval Required: Yes — mandatory at this stage.**
- **Outcome:** Only internships approved at this stage will be considered for micro-credit and academic recognition.

Internships are permitted only upon approval of the appropriate authority. The Internship Committee holds the discretion to reject internships that are not aligned with the student's academic or professional development.

Any student pursuing an internship without completing this approval process will not be eligible for academic or micro-credit recognition.

5. NoC/Bonafide Certificate

- Applications for NoC/Bonafide Certificate must be made at least **five working day in advance** through the online portal.
- These certificates are issued only after Internship Cell clearance.

6. Supervision and Academic Coordination

- Each student undertaking a long-term internship must be assigned a **faculty supervisor/mentor** from NIT Meghalaya.
- The student must:
 - Maintain regular communication with the assigned faculty mentor.

- Submit periodic progress reports and updates as per the mentor's guidance.
- Obtain joint approval from both the faculty supervisor and the industry supervisor (where applicable) for project continuation or extension.

Important:

All students must **complete their final-year academic project**, which is a part of the curriculum, **under the supervision of a faculty member from their department**.

- If the student is conducting the project at the **internship organization**, then a **co-supervisor** will be formally allotted from the **host organization/industry**, in addition to the NIT Meghalaya faculty supervisor.
- The faculty supervisor will remain academically responsible for the evaluation and guidance, while the **industry co-supervisor/joint supervisor** will guide and assess the student's work at the workplace.
- The project topic must be relevant to the student's program and approved by both the faculty supervisor and the department.

7. Internship Duration and Project Guidelines

- Internships extending beyond **six months** require continuity of the project or a relevant new project (if IPR restrictions apply). Also, a confidentiality certificate needs to be signed by the company and the project supervisor.
- Students opting for an internship with a non-technical company must undertake a similar or relevant interdisciplinary project and the supervisor will be allotted from other Departments of the institute.
- In case the topic is not matching with any department of the institute, the HoD will assign an administrative supervisor.
- Field/practical internships are strongly encouraged.
- For fully **online internships**, the student must remain on the **NIT Meghalaya campus** throughout the duration.

8. Academic Participation During Internship

- Students must attend **mid-term and end-term exams** in person at NIT Meghalaya.
- Other assessments (e.g., class tests, assignments) may be allowed online upon approval.
- The host organization must confirm the student's availability for exams in writing.
- If a student opts out of the internship after a few days or months, they must return to the institute immediately and submit the internship report, certificate(s), along with the reason(s) for opting out of the internship before the completion of the internship period.

9. Completion and Evaluation

After completing the internship, the student must:

- Submit an **internship completion certificate** to the **Internship Cell**.
- Share a copy with the **Supervisor/faculty mentor** and **Head of Department**.
- Deliver an **end-term presentation** on their internship.
- Submit a **comprehensive internship report** at the time of presentation.

10. Micro-Credit Policy

- Students who **successfully complete** a **well-structured, approved long-term internship** and fulfil all reporting and evaluation requirements will be awarded a **Micro-Credit** under the relevant category.
- The internship must be **academically relevant, supervised**, and result in substantial learning output, as evaluated by the faculty mentor and the department.

Micro-credit will **not be granted** if the internship is pursued without prior approval or fails to meet the criteria set by the Internship Cell and the Academic Section.

11. Disciplinary Measures

Failure to adhere to the SOP may result in:

- **Denial of credit or micro-credit**
- **Rejection of internship**
- **Additional strict disciplinary action** if found in violation of institute norms