



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

### Standard Operating Procedure (SOP) For Long-Term Internship and Micro-Credit Policy National Institute of Technology Meghalaya

#### 1. Objective

The objective of this policy is to regulate and streamline the process for internships undertaken by NIT Meghalaya students, integrating academic requirements with industry engagement and ensuring meaningful recognition through credit, micro-credit, or project equivalence as per the curriculum.

#### 2. Definition

- A **Socio-Technical Internship** refers to an internship with a duration of **minimum 2-weeks to 4-weeks** at the end of 2<sup>nd</sup> semester and during the vacation period.
- A **Short-term Technical Internship** refers to an internship with a duration of **1.5-2 months at the end of 4<sup>th</sup> semester and at the end of 6<sup>th</sup> semester during the vacation.**
- A **Long-Term Technical Internship** refers to an internship with a duration of **5-12 months** (equivalent to one or two semesters) during 4<sup>th</sup> Year (7<sup>th</sup> and 8<sup>th</sup> Semester).
- The academic credit recognition of internships shall be governed by this SOP and relevant Institute Ordinances/Regulations.

#### 3. Eligibility

- Final-year UG/PG students from any department (subject to department specific guidelines).
- Students must have a minimum CGPA of **6.0** (on a 10-point scale) at the time of application.
- Students with active backlogs are **not eligible**, unless explicitly approved by the Dean (Academic Affairs).
- Other students may be allowed with special approval from 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 (may apply directly to the company/ organization or through the Internship Cell).

*Action:* Submit Internship Application Intimation Form at least **15 days before applying** to any company/ organization.

##### • **Step\_2: Reporting Offer Received**

*Who initiates?* Student (after receiving offer).

*Action:* Submit Internship Offer Received Form within **7 days of offer receipt**.

- **Step 3: Final Internship Confirmation & Approval**

*Who initiates?* Student (after accepting offer).

*Action:* Submit Final Internship Confirmation Form for official approval within **5 days of acceptance**.

*Approval Required:* Departmental Internship Committee, Faculty Mentor/Supervisor, Internship Cell, and Academic Section.

*Outcome:* Only approved internships will be considered for credit, micro-credit, or project equivalence.

### **5. NoC/Bonafide Certificate**

- Applications must be submitted at least **five working days** in advance via the online portal.
- Certificates will be issued electronically and in hard copy upon Internship Cell clearance.

### **6. Supervision and Academic Coordination**

- Each student must be assigned a faculty supervisor /mentor
- Students must submit monthly progress reports or as directed by the supervisor.
- Meetings with faculty supervisor /mentor may be conducted online for internships outside Meghalaya.
- For long-term internships, a co-supervisor from the host organization may be allotted, but academic responsibility remains with NIT Meghalaya faculty.
- 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.
- 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.
- Field/practical internships are strongly encouraged.
- For fully **online internships**, the student must remain on the NIT Meghalaya campus throughout the duration.

### **7. Internship Duration and Academic Recognition & Micro Credits**

- ❖ **Socio-Technical Internship (minimum 2 weeks):** Recognized as **Micro-Credit** and will reflect in the transcript.
- ❖ **Short term Technical Internship (1.5-2 months):** Recognized as **Internship-I and Internship-II** as per NEP curriculum.
- ❖ **One-semester (4-5 months, Long-Term Internship):** Recognized as **BTech Project Work** and the credit will be 7th semester project credit as per curriculum of NIT Meghalaya.
- ❖ **Two semesters (complete academic year):** Recognized as **BTech Project Work** and the credit will be the BTP credit as per curriculum.



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- ❖ After a few months of internship or 1- semester of internship, the students must continue similar work in consultation with the internship supervisor and the allotted supervisor from NIT Meghalaya.
- ❖ A confidentiality agreement (if required) will be prepared by the Internship Cell/Department and signed by the company and project supervisor.
- ❖ Intellectual Property (IP) rights will be governed by Institute IPR Policy.

### 8. Academic Participation During Internship

- Students must attend mid-term and end-term exams in person at NIT Meghalaya.
- Class tests/ assignments may be permitted online with prior approval.
- Host organizations must confirm in writing that students will be released for exams.
- Make-up/compensatory exams may be arranged if travel is disrupted, with Academic Section approval.

### 9. Completion and Evaluation

- Students must submit:
  - ▶ Internship Completion Certificate.
  - ▶ Final Internship Report (minimum 30 pages; prescribed format in Annexure; plagiarism check  $\leq 20\%$ ).
  - ▶ End-term presentation before a faculty panel.
- Deadline: Reports must be submitted within **2 weeks of internship completion.**

### 10. Micro-Credit and Internship Policy

- Micro-credits and project equivalences are awarded only upon completion of required submissions and evaluations.

### 11. Disciplinary Measures

- First violation: Written Warning.
- Second violation: Rejection of internship approval/ credit.
- Severe/repeated violations: Disciplinary action as per Institute norms.

### 12. General Provisions

- Annexures with sample forms, certificates, and report formats will be provided for operational ease.
- Queries may be addressed to:  
*Internship Cell, Academic Section, NIT Meghalaya*  
*Email: [internshipcell@nitm.ac.in](mailto:internshipcell@nitm.ac.in)*