



No: NIE/Dean (AA)-102/2023-24/Even/18

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CIRCULAR

Sub: Guidelines for Internships during the Semester for U.G. & P.G. students

Ref: 1. NIE/Dean(AA)-102/2023-24/Odd/33 Dated:05.01.2024.

2. NIE/Dean(AA)-102/2023-24/Odd/34 Dated:05.01.2024.

3. Email to Heads of departments dated: 09.11.2023

The U.G. & P.G. students are required to complete Internships during their programme which are assigned credits and need to be completed as per the academic structure. This internship must be carried out as per the set guidelines.

Any student pursuing Internships beyond the set academic schedule or during the semester are required to follow the guidelines, as approved in Joint ARC & ERC, outlined below:

1. This is an initiative to encourage Bright students to broaden their engineering education. The Department Council (DC) may appropriately identify and strongly recommend students whose performance has been excellent throughout their engineering programme.
2. Leave of absence to complete internship:
 - a. The department council may recommend a leave of absence of up to a maximum of 4 weeks for student/s selected for the internship.
 - b. In exceptional cases, the DC may recommend leave of absence to those students who have got an opportunity for placement in any reputed organizations/industry through Internship.
3. Students are required to submit the internship offer letter from the organization along with a letter providing the details of the internship to their respective Heads of Department.
4. The request must be endorsed by the Training & Placement Officer if the internship has been obtained through the Training & Placement Cell of the Institute.
5. The DC is requested to review all documents submitted by the student thoroughly and provide the status of the student's academic performance (attendance & CIE) till the commencement of Internship.



The National Institute of Engineering

Mysuru – 570 008

Office of Dean (Academic Affairs)

6. Internships must be in institutes of National Importance (IISc, IITS, NITs), Institute of Eminence, Institute/University with NIRF ranking less than 50, Research Laboratories, Fortune 500 companies and Foreign Universities with QS ranking less than 200.
7. This provision is made only once in the entire programme of study provided the students have satisfied the attendance requirement of 85 % till the commencement of Internship.
8. There is no provision for providing additional CIE, SET & SEE examinations for the courses of VI semester.
9. The students shall submit an Undertaking to the Office of Dean (AA) before the commencement of Internship.
10. The students are permitted to join the Internship once they obtain No Objection Certificate (NOC) from the Dean (Academic Affairs).
11. NOC will be issued to the students only after all relevant documents are submitted by the department council.
12. Students must provide a completion certificate and an attendance report from the organization offering the internship upon their return to the department and Office of Dean (AA).

All Heads of Department are requested to meticulously adhere to these guidelines.

Dr. C. Vidyaraj
Dean (AA)

Copy to:

1. The Principal, Vice Principal – for information
2. COE/ IQAC/ SDSC
3. HoD's of CIV. / MEC. / EEE. / ECE. / IPE./ CSE. / ISE. / CSE (AIML)/ M.C.A.
4. NIE website