General Guidelines for carrying out M.Tech Project/Internship in Collaboration with Industries or any reputed organization

i. Since M.Tech Projects/Internships involve academic credits, the Industry/organisation will have to allot a supervisor for each intern, called as *external supervisor at the time of joining*. The external supervisor is expected to share the progress of the intern on a regular basis with the internal supervisor at NIT Goa. This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern should submit *progress report* to the internal supervisor with the consent of external supervisor.

ii. The Industry/organisation should allow the Internal supervisor to visit their onsite location for technical interactions w.r.t the project execution atleast once/semester. NIT Goa will be facilitating the visit logistics.

iii. The Industry/organisation must agree for submission of the dissertation to NIT Goa for the student's M.Tech degree and allow sharing of enough details during the examination, subject to confidentiality and/or trade secret concerns, which would permit for valuation and award of grades to the candidate. Should information withheld by Industry be needed for valuation and award of grade, Industry will work with the Institute to find a workable solution for the benefit of the candidate.

iv. The industry should agree to allow the students to publish the papers in journals or conferences, IP rights created by the candidate in connection with their work will be owned solely by Industry, while giving due credit to the inputs provided by the NIT Goa supervisor, as the case may be.

v. The publications arising out of the work will be joint publications i.e. student, external supervisor & NIT Goa supervisor will figure as authors in the published documents.

vi. The leave policies of the organisation must be informed in the offer letter.

vii. In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the T&P cell only.

viii. At the end of the internship, the external supervisor needs to fill an *evaluation form* for each intern (*in the format provided by NIT Goa*). The information received through this form will be used in the students grading.

ix. The student should be allowed to physically be present at NIT Goa for Mid and End Semester Evaluations.

Training and Placement Cell
NIT Goa

Joining Report of NITG Students in External Organisation

[Scanned copy of the report to be emailed by the student within a week to TPO, HOD and NITG Supervisor]

1. Roll Number :

2. Name :

3. Degree : M.Tech

4. Department :

5. Name and Address of the Organization :

6. Residential Address of the Student :

7. Contact /Mobile Number :

8. Email :

9. Fellowship (if any) :

10. Any other facilities provided :
(Like Accommodation/meals/Conveyance
   etc)

I hereby inform you that I have joined the organization in FN/AN of_____(DD-MM-YYYY) for the M.Tech Project/Internship.

Date: **Signature of Student**

CERTIFICATE BY THE EXTERNAL SUPERVISOR

Certified that Mr/Ms._____ has joined our organization for internship in

FN/AN of _____(DD-MM-YYYY).

Date: **Signature of External Supervisor**

Name of the External Supervisor :

Designation :

Contact No. :

Email :

M.Tech Project/Internship Evaluation Report from the Organisation

[External Supervisor to email the duly filled and signed evaluation report to NIT Goa Supervisor]

Student Name: Roll No. :

M.Tech Degree in: Student Contact No.:

Internship Organisation:

Internship Duration - From: To:

Name of External supervisor: Contact No.:

Name of NIT Goa Supervisor: Contact No.:

Title of the M.Tech Dissertation/Internship: _____

_____

EVALUATION:

Performance Letter grading in Project/Internship Work			
Punctuality	Technical Competence	Quality and Quantity of Work Done	Overall Grade

Overall GRADE   :   S   A   B   C   D   P   F

Grade Point   :   10   9   8   7   6   5   0

S – Outstanding, A – Very Good, B – Good, C – Satisfactory, D – Poor, P-Very Poor, F – Fail

Additional Remarks (if any):

                                                                            External Supervisor
                                                                            (Signature with Date)