B. Tech. Summer Internships 2013

Orientation
Overview

- Industrial or Research Internship.
- PC333: B.Tech. Industrial Internship
  PC334: B.Tech. Research Internship
- P/F course.
- On/Off campus.
- **Six to Eight weeks** starting no earlier than **13 May 2013** and ending no later than **12 July 2013**.
Overview (contd.)

• Correspondence with the coordinator through e-mail: bsi_2013@daiict.ac.in.
• All submissions through “Internship Management System” (IMS).
• Training/apprenticeship will not be considered as internship.
• Allocations cannot be altered.
• Group research internship permitted with group size not exceeding three.*
PROCESS – The hunt

- Hunt for internship positions.
  - Approach the organisation/person in a professional manner (polite, non SMS/chat language, no emoticons, institute e-mail account)
  - Learn as much as you can about the position/person and use this knowledge to customize the cover letter.
  - Don’t forget to attach your resume (containing only the relevant information) with your application.
  - Do not ignore any offers; write a letter of acceptance or withdrawal.
  - Do not be in a hurry to remind about your application.
  - If the offer is contingent upon a letter from the institute then such a letter may be obtained from the BSI coordinator.
  - Request for such a letter should be made by sending an e-mail to bsi_2013@daiict.ac.in
  - Your request should clearly mention to whom the letter should be addressed to and your preferred internship start and end dates.
PROCESS - Registrations

• Register for the appropriate internship in the IMS.
  – In addition, register through e-campus for the appropriate course.
  – If the internship is off campus then you **should not** register for any other course offered during Summer 2012-13 semester.
  – IMS will permit you to register only between 16\textsuperscript{th} April 2013 and 10\textsuperscript{th} May 2013.
PROCESS – Offer confirmation

• Submit a copy of the internship offer letter/e-mail within ONE week of the internship start date.

• Provide contact details of the mentor within ONE week of the internship start date.
PROCESS – The work

• Submit a copy of the proposed work plan within two weeks of the internship start date.
• Maintain a log of the work being done during the internship.
• Should not take any leave other than those announced by the organisation.
• Follow the rules and regulations of the organisation.
PROCESS – The evaluation

• Internship report and poster presentation – examined by a panel.
• Certificates/Cash prize for outstanding internship(s).
<table>
<thead>
<tr>
<th>DEADLINES</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Registration (on IMS)</td>
<td>10(^{th}) May 2013</td>
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<tr>
<td>Internship offer letter and other mentor related information</td>
<td>Within 1 week of the start date</td>
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<tr>
<td>Proposed work</td>
<td>Within 2 weeks of the start date</td>
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<td>Internship report, course feedback</td>
<td>12(^{th}) July 2013</td>
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<td>Poster presentation</td>
<td>15(^{th}) to 20(^{th}) July 2013</td>
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<td>Declaration of result and announcement of winners</td>
<td>22(^{nd}) July 2013</td>
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MAY YOUR COURTSHIP RESULT IN AN 

“AND THEY LIVED HAPPILY EVER AFTER”