



**MANAV RACHNA
UNIVERSITY**
Declared as State Private University vide Haryana Act 26 of 2014

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MRU (Internship Projects Exchange Policy)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



Policy for Additional Internship/Start-Up/ Innovation/Exchange programme to other organizations for Graduate Programme

To encourage more students to take up research and innovation to turn into entrepreneurs and build a culture of becoming job givers than job seekers, HRD Ministry's through AICTE in October 2019, has directed engineering colleges and technical institutions "to allow student entrepreneurs to sit for examination even if their attendance is less than the minimum permissible percentage, with due permission from the institute". The colleges have also been asked to explore provisions of on-campus accommodation to student entrepreneurs and permitting semester or year break or even more depending upon the decision of review committee constituted by the institute to work on their startups and re-join academics to complete the course. Institute may also award academic credits to the students for their efforts while creating an enterprise based on the progress made.

ACADEMIC NOTE

As per the Industrial scenario, there is a demand to have industry ready engineers. UGC, AICTE, NAAC and NBA also focus on the project-based learning for students, so that students can translate the theoretical concepts into practical work of designing projects & processes. Feedback from Alumni working in India and abroad also indicates that students having hands on experience and who have worked on live projects and research papers show better results than others. Keeping this in mind, the following steps are being taken to have the industry ready human resource.

A. Policy is for internship in India or abroad excluding their routine summer internship which is mandatory by AICTE as per their policy.

Students can also opt for internship during the semesters when no Core Courses are being offered by the department. Student must be back in University before the end of semester for final evaluation. This facility is available for National level or International level industries, Universities, R&D organizations, NGO etc. in India and abroad.

Students can avail this facility in two ways

- Full Semester industry training
- Two Semester industry training



Students can avail this option only if the following requirements are fulfilled

- i. Students who want to go for Industry internship during a particular semester must have cleared all his credits for the core courses as per programme structure of the department, scoring at least 7 CGPA and shall not be having any backlogs.
- ii. A permission to pursue such an internship would be granted to a student only if he/she is able to produce an offer / permission letter of a full-time internship from any recognized organization.
- iii. Departmental Review Committee shall submit the recommendation after reviewing the candidates past performances and the details of the industry where the candidate is applying for and the proposed work during the internship for which credits mapping is to be permitted.
- iv. A bi-monthly report / certificate of attendance should be submitted to the department by e-mail, by the organization where internship is carried out.
- v. A monthly report of performance and a write up / video (if permitted to do so) certified by the mentor should be submitted during the internship.
- vi. At the end of Internship, student shall submit the detailed report of the training duly certified by the industry mentor and department review committee shall assess the performance for awarding grades against the credit to be earned.
- vii. Assessment criteria's and format in which student has to submit his/her internship report shall be shared in the beginning of the internship by the department in consultation with industry mentor.

Credit Transfer/Mapping

- Credits for the semester are going to be partially mapped against the training (Normally not more than 75% of the credits offered by the department during that semester) on the recommendation of committee. Final grades shall be awarded for the credits approved by the review committee during the initial review of the proposal.
- Student must register for rest of the credits through online courses offered through NPTEL/MOOCs or any other platforms which are approved by their respective department in advance and earn the balance credit requirement.
- In case student wants to extend his/her internship for one more semester for which



there has to be request from the organization where he/she was previously working, he/she will be allowed to do so provided he/she fulfills the eligibility criteria as mentioned above and there is recommendation from Department review committee based on his/her performance during the last semester of internship.

- Again, his/her credits for the semester are going to be partially mapped and shall earn rest of the credits through online courses as stated above.

B. Start Up /Innovation Project Leading to National or International Competition/Patent/Prototype Development

Any Student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria)

Process to be followed:

- Interested Student shall submit the request/proposal with the department stating the kind of relaxation he/she wants to avail and the desired outcome of his project work by the end of the semester.
- The Project/Prototype development may be done individually or in group.
- The group comprising of students from different semesters will be encouraged.
- Department shall forward the request to the Head of Innovation & Incubation cell.
- IIC shall constitute the committee (with respective Head of the department as one of the members of this committee) to review the proposal and frame the timelines for review of the Start Up/Innovation/Prototype during the semester.
- Any mentoring required shall also be provided by the IIC
- Mentor appointed shall monitor the progress and students shall submit a report / demonstrate progress (video) of the work done every month, failing which the relaxation requested will not be applicable.
- IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development
- For awarding any relaxation in attendance criteria against the project/prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done.



- For representing the university at International level competitions: Candidate shall be allowed to appear in end term examination at 50% attendance in all the subjects
- For representing the university at National level competitions: Candidate shall be allowed to appear in end term examination at 55% attendance in all the subjects
- For Participation in general competitions at university / institute level: Candidate shall be allowed to appear in end term examination at 60% attendance in all the subjects
- Student is required to meet the desired outcome as per the finally approved proposal submitted to IIC in order to avail the requested benefit of relaxation in attendance criteria at the end of the semester.

C. Policy for Exchange Programme to Universities in India or Abroad

Students can avail this option only if the following requirements are fulfilled

- (i) Students who want to go for exchange programme from the duration of one month to a complete semester, shall be permitted only after the semester he/she has cleared all his credits for the core courses as per programme structure, scoring at least 7 CGPA and shall not be having any backlogs.
- (ii) A permission to pursue such exchange programme would be granted to a student only if he/she is able to produce an offer / permission letter of any recognized organization/ university or MRU has already signed a MoU with that organization/university.
- (iii) Departmental Review Committee shall submit the recommendation after reviewing the candidates past performances and the details of exchange programme candidate is applying for.
- (iv) A feedback report from the programme coordinator of the university (student has visited during the exchange programme) shall be submitted at the end of the programme.
- (v) Student shall submit the detailed report of the exchange programme and department review committee shall assess the performance for awarding grades against the credit to be earned.
- (vi) Assessment criteria's and format in which student shall be submitting his/her internship report shall be shared in the beginning of the programme.



Credit Transfer/ Mapping

- Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Department may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing.
- Student may also register for some of the credits through online courses offered through NPTEL/MOOCs or any other platform which are approved prior to by Dean Academics on recommendation of the respective department and earn the balance credit requirement against elective courses.

Constitution of the Department Review Committee:

1. Dean Research (Chairperson)
2. Dean of the Faculty
3. Head of the Department
4. Faculty Mentor
5. IIC Head/Coordinator
6. External Member (for final evaluation)



**AMENDMENT IN POLICY RELATING TO ADDITIONAL INTERNSHIP/
START-UP /INNOVATION /EXCHANGE PROGRAMME TO OTHER
ORGANIZATION FOR GRADUATE PROGRAMME**

Sl no.	Existing provisions	Proposed provisions
1	<p>A. Policy for Internship in India / Abroad (Credit Transfer/Mapping)</p> <p>Student must register for rest of the credits through online courses</p>	<p>A student must register for remaining credits either through online courses</p>
2	<p>B. Start Up/ Innovation</p> <p>Any Student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria)</p> <p>B. Start Up/ Innovation Project (Process to be followed)</p> <p>IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development</p>	<p>To encourage students to work on innovative projects or incubate new ideas, any student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria / Earn extra Credits for UG degree award based on the university policy as given below</p> <p>IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development through concerned faculty mentor.</p>
	<p>For awarding any relaxation in attendance criteria against the project/prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done.</p> <ul style="list-style-type: none"> • For representing the university at International level competitions: Candidate shall be allowed to appear in end term examination at 50% attendance in all the subjects • For representing the university at National level competitions: Candidate shall be allowed to appear in end term examination at 55% attendance in all the subjects. 	<p>For awarding any relaxation in attendance criteria/ earn extra credits/ credit transfer against electives/ project/ prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done as per National Innovation and Startup Policy 2019 for Students and Faculty</p> <ul style="list-style-type: none"> • The review committee shall be responsible for award of the grade at the end of the semester for each Innovation Project and may recommend any other benefit to the student(s). <p>The relaxation criteria:</p>



	<ul style="list-style-type: none"> For Participation in general competitions at university / institute level: Candidate shall be allowed to appear in end term examination at 60% attendance in all the subjects Student is required to meet the desired outcome as per the finally approved proposal submitted to IIC in order to avail the requested benefit of relaxation in attendance criteria at the end of the semester. 	<p>a. Works for a Startup /Incubates a Start Up/Development of Prototype</p> <p>Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a startup may be interdisciplinary or multi-disciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the startup. The student may be given a complete relaxation for attendance as per the National Start-Up policy 2019 and can earn 15 extra credits as part of award of UG degree on the recommendation of the Institute Review Committee.</p> <p>b. Represented the university at International level competitions:</p> <p>Given a relaxation upto 50% for attendance in all the subjects registered, provided he/she is involved in Innovation. And/Or Can earn 8 extra credits on production of proof of participation.</p> <p>c. Represented the university at National level competitions:</p> <p>Must have 55% attendance in all the subjects registered, provided he/she is involved in Innovation. And/Or Can earn 6 extra credits on production of proof of participation</p> <p>d. Participated in general competitions at Zonal / State level:</p>
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		<p>Must have 60% attendance in all the subjects registered, provided he/she is involved in Innovation and Startups Or Can earn 4 extra credits being awarded to student in case of Zonal/state participation.</p> <p>e. Participated in general competitions at Inter University / Institute level:</p> <p>Must have 65% attendance in all the subjects registered and provided he/she is involved in Innovation and Startups Or Can earn 2 extra credits.</p> <p>These credits can be earned by students against electives as well OR can be earned as extra credits subjected to the recommendation of the Institute Review committee for UG degree and in case the student earns extra credits of 20 or more, he/she shall be eligible for award of degree with Honour's as per the guidelines of AICTE/University.</p> <p>As per new guidelines by MHRD-AICTE (National Innovation and Startup Policy 2019 for Students and Faculty) following relaxations shall be given to students on case to case basis.</p> <p>1. HEIs should allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the institute) to work on their start-ups and re-join academics to complete the course.</p> <p>The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.</p> <p>For reference:</p>
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3	<p>C. Policy for exchange program (Credit Transfer/Mapping)</p> <p>Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Department may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing.</p>	<p>Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Committee may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing from the office of Controller of Examination.</p>

