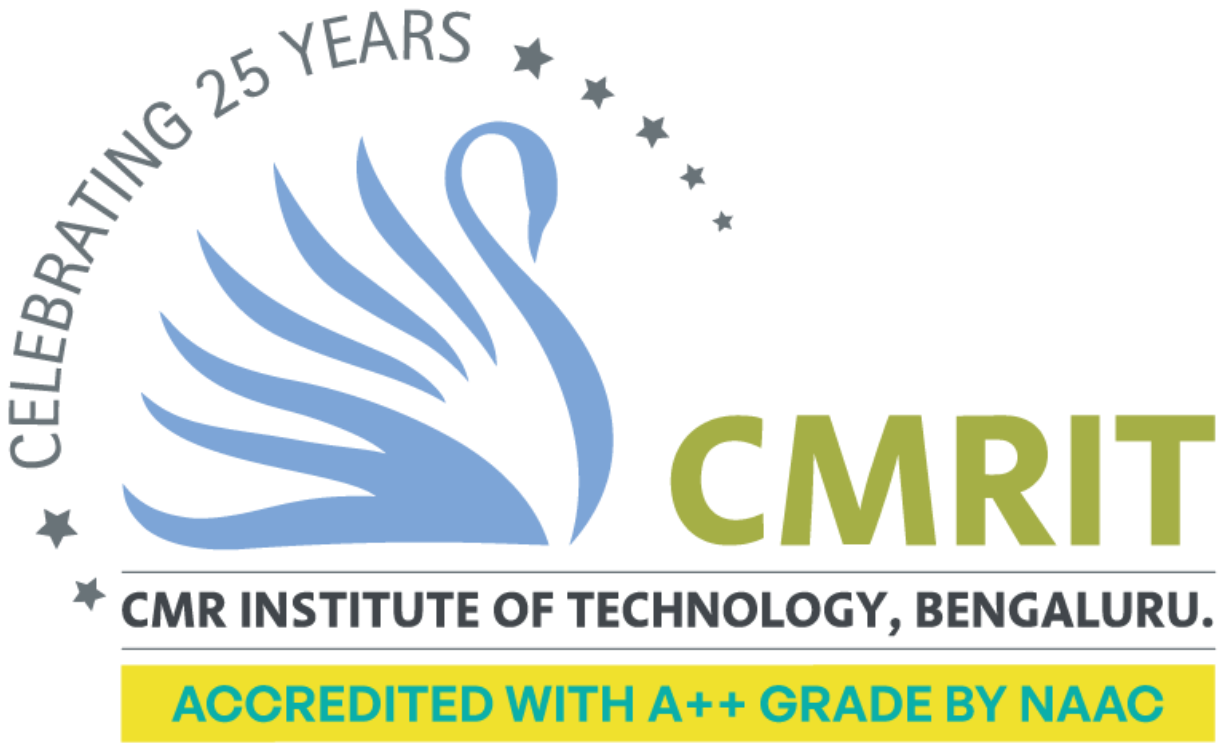


CMR Institute of Technology

Faculty Internship Policy

Version 1.0

Date: 23-05-2022

CONTENTS

S. No	Title	Page No.
1	Introduction	3
2	Scope	3
3	Description	3
4	Conditionalities	4
5	Process	5
6	Financials	6
7	Undertakings	7
8	Conflict of Interest	7
9	Dispute Resolution	8
10	Jurisdiction	8
11	Annexure 1	9
12	Revision History	10

1. Introduction

In recent years, there is increasing realization that the faculty members need to have greater awareness about technologies, tools, practices, and processes used in the industry to enable them to make students industry-ready, engage in consulting assignments, and conduct research that factors industry perspective.

To achieve the above objectives CMRIT has introduced the Faculty Internship Policy.

This policy should be read in conjunction with the CMRIT Research Committee Protocols and Incentives policy.

2. Scope:

Faculty Internship Policy covers all faculty members on the rolls of CMRIT.

Under this policy, a faculty member is permitted to work on an internship engagement with a company generally related to the discipline associated with the department he/she is part of.

During this engagement, the faculty member is generally expected to work at the company facility.

3. Description

Given below is the description of the types of Faculty Internships envisaged.

a) **Semester-break at Industry:** Here selected Faculty Members to work on Internship engagement in full-time mode throughout the semester-break.

b) **Part-time Internship:** Here selected Faculty Members are expected to work on Internship engagement on certain days of the week while continuing to discharge their duties.. The duration of the internship may vary based on industry requirements.

c) **Monthly Internship:** Here the selected faculty members or Internship Engagement work in the full-time mode for one or more months.

4. Conditionalities

The following entry criteria/conditions apply to the Faculty Internship Process.

i. Only those faculty members who have met or exceeded previous two years core targets will be eligible to apply for internship.

ii. Maximum 4 months (preferably during summer and winter breaks) internship will be permitted during an academic year. Minimum period of internship should be half a month. Internship period would be allowed in the multiples of minimum period up to the maximum permitted duration.

iii. Faculty will have to meet their annual core load as detailed in CMRIT Research Protocols and Incentives Policy Document.

iv. For annual performance evaluation, 4 months internship will be considered equivalent to Mega project, MOOC, mandatory research paper and mandatory research patents i.e., 20% performance evaluation would be based on continuous performance during internship as well as on company's feedback during the four months of internship.

v. For shorter internship, pro-rata performance would be considered for which approval on the criteria-to-be-considered should be taken from the head of the institution prior to start of the internship. In case the internship doesn't

materialize due to any reason, faculty members have to produce the additional outcomes to earn the points for annual performance evaluation.

vi. The faculty members are expected to come to CMRIT on Saturdays and on days of company holidays, provided it is a working day for the institute to support the departmental and institutional activities including mentoring.

5. Process

The following are the steps to be undertaken and pre-conditions in the Faculty Internship Process.

i. A MoU is in place between CMRIT and the Company that is offering Faculty Internships with the requisite indemnity and liability clauses.

ii. The company communicates the scope of the Faculty Internship.

iii. CMRIT validates that the scope of Faculty Internship on offer is in line with the policy objectives.

iv. Communicate the details of Faculty Internship Positions to faculty members who are interested and likely to meet the requirements of specific engagement.

v. The resumes of prospective candidates are sent to the company for selection, after preliminary approval by Head of Department and Principal.

vi. Company communicates the names of shortlisted/selected candidates to CMRIT

vii. CMRIT and the Company agree on the terms of engagement

viii. Selected Faculty Members agree to the terms of engagement and provide the required undertakings.

ix. Final approval is given by CMRIT and CMRIT Faculty Internship Project Id is assigned to the project.

x. Faculty Members engage in internship as per the plan and terms agreed to.

6. Financials

Each engagement will have different terms depending on the company, duration, scope of internship, etc. However, some common expectations are outlined below.

a) Payment towards the Internship will be done by the Company to CMRIT.

b) CMRIT will pay the salary of employees during the internship period.

c) Salary paid during internship has to be compensated by the faculty.

d) The compensation can be done through internship amount received from the company, vacation leaves, working on Saturdays or company holidays during internship, incentives amount on RCPIE, additional revenue generated through consultancy, or other means with prior approval from the head of the institution.

e) Any additional expenses during internship such as travel are to be borne by the faculty member

f) In the event, internship payment is more than salary due to employee, CMRIT can choose to share part of the excess payment with employee towards Consultancy Core Load.

g) In the event, internship payment is less than the salary paid to employee the compensation can be done as per the clause “d” above.

h) The faculty members who participate in internships are expected to sign undertakings which are detailed in the next section.

7. Undertakings

a) Faculty members who participate in internships should undertake to serve CMRIT for not less than a year after the completion of internship.

b) Faculty members should undertake to transfer the knowledge gained during the internship to CMRIT faculty members and students, without violating any non-disclosure agreements if any.

c) Faculty members should undertake to apply the knowledge gained during intership for RCPIE, projects and other technical deliverables.

d) Faculty members should undertake to compensate the salary paid during the internship within a year after the completion of the internship.

e) Faculty Members who participate in internships should undertake to conduct themselves in a professional manner where they not only meet expected deliverables but also standards of conduct expected by the company. They also should undertake to ensure that the reputation of CMRIT does not suffer in the process.

f) Faculty should undertake that they complete the internship as per the expectation of CMRIT and the company.

g) The company is expected to undertake that they give at least a month's notice, if they would like to terminate internship of any faculty member on any consideration, failing which they have to pay for the notice period.

8. Conflict of Interest

The faculty members are required to disclose any conflict of interest or potential conflict of interest,

If the faculty members and/or their immediate family have a stake in a Company, then they are required to disclose the stake they and/or

their immediate family has in the company.

9. Dispute Resolution

In case of any dispute between CMRIT and the Company it will be handled as per the terms of the MoU. The indemnity clauses of MoU will be invoked to protect CMRIT from any legal disputes.

10. Jurisdiction

As a policy, all agreements to be signed by CMRIT will have the jurisdiction of the courts in Bengaluru and shall be governed by appropriate laws in India.

Annexure 1: Application by Employees for participating in Faculty Internship Program

The following letter should be addressed to Principal.

Dear Sir,

Subject: Application for Faculty Internship

Faculty Internship Project Id No:

I would like to participate in an internship with company "---------- ---------- _____" in the technical field of "----------". Planned duration of internship is from ----------to in full/part time mode and I will be away from duty on following days in a week: ----------……

I understand that during the time of the internship I need to conduct myself in professional manner as per standards of conduct laid by the company and any terms conditions thereon. I undertake that I will take care to ensure that the reputation of CMRIT does not suffer in anyway because of my conduct during the tenure of CMRIT

On grant of my request, I undertake to adhere to all the applicable terms and conditions laid out in CMRIT Faculty Internship Policy and compensate fully the salary paid during the internship within one year after the internship.

I undertake to serve CMRIT for not less than a year, impart the knowhow to students and use the knowledge gained to participate in consulting engagements, related research and projects.

I once again thank CMRIT for extending to me the opportunity.

Name of the Employee	Institution	Staff ID	Signature

Approval by Head of the Department:

Date: Signature

Approval by Head of CMRIT, Bengaluru: Comments:

Date: Signature

Revision History

1	**Version 1.0**	**23-05-2022**	**Initial Version**