

DEPARTMENT OF MATHEMATICS & STATISTICS  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
GUIDELINES FOR INTERNSHIP COURSES

Process to Register for the Courses

1. A faculty member of the Department of Mathematics and Statistics must be identified as a local supervisor for the internship course and the internship goals must align with the fields of Statistics and Data Science.
2. The student is to fill the signed Annexure I and submit it to the DUGC for approval, sufficiently before the pre-registration/registration phase, to allow enough time for the steps below.
3. On approval of the proposed Internship Course by the DUGC, the student and local supervisor must initiate the drafting of a Memorandum of Agreement (MoU) between the internship company/organization and IIT Kanpur. A template MoU is provided in Annexure II. This MoU must be agreed upon and signed by all parties involved, including the company/organization, DORD office, and local supervisor.
4. To register for credits, the students must submit a copy of the signed Annexure I, signed MoU, along with Annexure III, to the DUGC, before the pre-registration/registration deadlines.
5. Joint projects (more than one student on a project) are generally discouraged, but may be allowed under special circumstances as determined by the local supervisor. In the event of the joint project, the number of credit enrollments will be shared by the students. Furthermore, each student should sign a separate internship proposal form and MoU.

Project Evaluation

1. All internship courses will be graded on S/X. The local supervisor will be in-charge of submitting the grades for this course.
2. The student is required to submit an internship report (both hardcopy and electronic copy) exactly two weeks before the start of end-semester exams. The precise date and time will be communicated by the local supervisor. The report submitted must be approved by the industry/organization liaison, and must comply with the terms discussed

in the MoU. In the event that the report contains so much redacted information that evaluation is impossible, an X grade may be assigned to the student.

3. The student must also give an oral presentation of the work carried out in the project. This oral presentation will be held during the same time as the UGP and MSc projects of the Probability and Statistics group. The precise schedule will be shared by the local supervisor. In the case of a joint internship, each student should deliver a separate presentation and highlight their own contributions in the work done.
4. The final evaluation of internship courses will be done by a committee of faculty members on the basis of the final report, oral presentation, and opinion of the local supervisor. In the event that the student registers under multiple courses, the committee has the right to assign any combination of Xs and Ss as deemed suitable.
5. The student is expected to hold regular online/offline meetings with the local supervisor to update him/her on the progress and roadblocks of the project.
6. Internship reports should normally not exceed 40 pages of A4 size with double spacing. The report should be arranged as follows:
  - (a) a declaration from the student(s) undertaking the internships in the format of “Declaration Form”, as given in Annexure-IV, to avoid plagiarism concerns;
  - (b) Copy of the MoU;
  - (b) Abstract;
  - (c) Table of contents;
  - (d) Main Text;
  - (e) List of references.

It is recommended to arrange the main text as an introduction, the main body and conclusions.

# Annexure - I

DEPARTMENT OF MATHEMATICS & STATISTICS  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
PROJECT PRE-APPROVAL FORM

Name of the student:

Roll No.:

E-mail:

Company/Organization:

Contact Person at Organization:

Email of Contact Person:

Title of the project:

Description of the project:

Number of hours per week of work:

Is it a joint project with another student?

Signature of the student

Name of the department supervisor:

E-mail:

Signature of the supervisor

Request approved/rejected

Signature of the DUGC

# Annexure - II

## MEMORANDUM OF AGREEMENT

This Memorandum of Understanding (“MoU”) is effective as of \_\_\_\_\_ (“Effective Date”) by and between

**Indian Institute of Technology Kanpur**, a research and educational institution of national importance, established under the Institute of Technology Act, 1961, enacted by the Parliament of Republic of India registered under the Societies Registration Act 1860, having its office at P.O. IIT Kanpur, Kalyanpur, Kanpur, U.P.-208016, India, hereinafter referred to as “IITK”, of the FIRST PART.

And

\_\_\_\_\_, Company incorporated under the Companies Act 1956 and having its registered office at \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as the “COMPANY”, of the SECOND PART,

The aforesaid institutions are hereinafter referred to individually as the “Party” and collectively as the “Parties”.

Whereas, IITK is one of the premier institutes to provide meaningful education, to conduct original research of the highest standard and to provide leadership in technological innovation for the industrial growth of the country. IITK imparts and undertakes cutting-edge research in various areas of science, engineering, design, management, and humanities.

Whereas, the COMPANY is engaged in the business of \_\_\_\_\_.

Whereas, IITK has a BS-MS program in Statistics and Data Science. In this program, up to 45 credits of internships in lieu of open electives can be taken. This can be done through the courses MTHxxxA Internship I, MTHxxxA Internship II, MTHxxxA Internship III, MTHxxxA Internship IV, MTHxxxA Internship V, of 9 credits each. A student enrolled in this program has an option to earn 45 credits of Open Electives (OEs) through internship courses by spending a full semester in an industry or by doing online internships (under one or more OEs) from industry, spread across different semesters (hereinafter referred to as the Internship).

Whereas, the process for enrolling in the Internship courses (hereinafter referred to as the Process of Enrolling in the Internship) is as follows: the student identifies a viable internship opportunity in the general realm of statistics and data science and identifies a supervisor in the Department of Mathematics and Statistics. The student, in consultation with the host

industry/organization submits a proposal to the Department Undergraduate Committee (DUGC) at IITK with the Approval of the industry liaison and the departmental supervisor. The proposal will be evaluated for conditional approval (subject to the timely signing of this MoU) by the DUGC. Once conditionally approved by the DUGC, and upon timely signing of this MoU (according to Clause 3), a requisite number of credits (in multiples of 9) will be decided by the DUGC from the information in Annexure A. The grading scheme for the internship courses will be S/X.

Whereas \_\_\_\_\_, Roll No \_\_\_\_\_, IITK (hereinafter referred to as the Intern) wishes to enroll for the Internship with the COMPANY as per the terms and conditions mentioned in Annexure A.

Whereas Prof. \_\_\_\_\_, Department of Mathematics and Statistics is the Supervisor of the Intern.

Whereas the Intern and the Supervisor may receive/disclose Confidential Information from/to the COMPANY. The Intern/the Supervisor will be responsible for the non-disclosure of the Confidential Information received from the COMPANY.

Whereas the Parties desire to record the broad terms and conditions that are jointly accepted and agreed to in this MoU as contained hereunder.

### **1. Definition:**

(a) COMPANY know-how shall mean and include all know-how of methods, material, software, designs, patterns, formats, proprietary technical literature, and information developed, owned and provided by the COMPANY, which are required for the Internship.

(b) IITK know-how shall mean and include all know-how of methods, material, software, designs, patterns, formats, proprietary technical literature, and information developed, published or otherwise owned and provided by IITK, which are required for the Internship.

(c) “Disclosing Party” shall mean the Party to the MoU, or its employees, agents and other authorized representatives disclosing the Confidential Information to the Receiving Party, or its employees, agents and other authorized representatives.

(d) “Receiving Party” shall mean the Party to the MoU, or its employees, agents and other authorized representatives, receiving the Confidential Information from the Disclosing Party, or its employees, agents and other authorized representatives.

## **2. Terms and Conditions of the Internship:**

The terms and conditions of the Internship are mentioned in Annexure A.

## **3. Duration of the Internship:**

The internship is being considered as one or more of MTHxxxA Internship I-V courses. It must be completed in a full semester (or summer term) and follow the academic calendar as announced by Dean, Academic Affairs, IITK. It must start no later than the “Adding a course” deadline (of a full semester or summer term) as set out in the academic calendar and shall continue for the duration of the entire semester (or summer term). Thus the internship will start from \_\_\_\_\_ and end on \_\_\_\_\_.

## **4. Effective Date, duration, termination of the MoU:**

The MoU shall be Effective from the Effective Date upon signatures and will be terminated at the termination of the Internship.

The Parties may extend the term by written agreement signed by both the Parties.

The MoU may be terminated by either Party by giving the other Party a written notice of 2 weeks, mentioning sufficient cause for such termination. Clauses relating to Intellectual Property Rights, clause 87, No Liability, clause 1612 shall survive the termination or expiration of this MoU.

## **5. Role of the COMPANY:**

Role of the Company is mentioned in Annexure A.

## **6. Role of the Intern:**

The Roles of Intern is mentioned in Annexure A.

## **7. Intellectual Property Rights:**

Ownership of any Intellectual Property (including but not limited to confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) developed during the Internship shall be vested in both the Parties to this MoU.

Protection and commercialisation of such Intellectual Property developed during the course of this MoU shall be decided through a separate agreement.

## **8. Report related to the Internship:**

The Intern is required to submit a Report of the Internship as and when required by IITK in order to evaluate the same and giving credits. The report is meant to provide evidence and summary of the work done during the Internship. Copies of the draft Report will be provided by the Intern to the COMPANY \_\_\_\_\_ ( ) days prior to submission of the same to IITK, for its review and verification. Any comments and/or changes will be communicated by the COMPANY to the Intern within \_\_\_\_ ( ) days of submission, failing of which such report shall be deemed approved. Redactions imposed by the Company should not result in a report which cannot be adequately evaluated by IITK. The copyright of such Report prepared by the Intern during the Internship shall rest with the Intern. As per the norms of IITK, the Report will be kept in the public domain.

## **9. Role of IITK:**

After submission of the Report to IITK, the Supervisor shall evaluate the same and submit the appropriate grade.

## **10. Publications:**

Each Party shall seek approval of the other Party by using reasonable endeavour to notify the other Party, in writing; at least thirty (30) days prior to submission of a publication, or before any agreement is entered into to make an oral or written presentation, and the Party intending to publish or present must promptly provide a copy of the publication or presentation proposal for submission to the other Party. If any Party considers that the proposal includes a disclosure that could jeopardize measures to protect Intellectual Property rights of that Party, then a written request for a delay in submission of the publication for a further sixty (60) days, to allow Intellectual Property protection to be procured, shall be granted by the Party intending to publish. A delay imposed on submission for publication shall not last longer than is absolutely necessary to seek the required protection and shall not exceed 3 months from the date of receipt of the material. If no response is received within thirty (30) days then it shall be assumed that approval has been granted by the other Party and the Party intending to publish shall be free to do so.

## **11. Confidentiality:**

- a. Confidential Information includes all communication of information disclosed in documentary or tangible form between the Parties, including oral, written and machine-readable form, pertaining to the above which is indicated as confidential. In the case of such information disclosed orally or visually, the Disclosing Party shall

confirm in writing the fact and general nature of each disclosure within (30) days after it is made.

- b. The Confidential Information includes information:
  - 1. Disclosed by or on behalf of the Disclosing Party to the Receiving Party,
  - 2. Otherwise learned or ascertained by the Receiving Party from inspection and/or evaluation of sample(s) identified by the Disclosing Party as confidential and provided to the receiving party by or on behalf of the Disclosing Party (sample(s)) and/or,
  - 3. Otherwise learned or ascertained by the Receiving Party from the Disclosing Party.
- c. The Receiving Party will not disclose Confidential Information of Disclosing Party to any other person and use at least the same degree of care to maintain the Information confidential as the Receiving Party uses in maintaining as confidential, its own confidential information, but always at least a reasonable degree of care; due diligence will be taken by both Parties in maintenance of the Confidential Information.
- d. The Receiving Party will use the Confidential Information only for the above mentioned purpose.
- e. The Receiving Party will restrict disclosure of the Confidential Information of the Disclosing Party solely to those employees, subsidiaries, parent and affiliated companies of Receiving Party having a need to know such Information in order to accomplish the purpose stated above.
- f. This MoU imposes no obligations on the Receiving Party with respect to any portion of the Confidential Information received from the Disclosing Party which:
  - 1. was known to the Receiving Party prior to disclosure by the Disclosing Party,
  - 2. is lawfully obtained by the Receiving Party from a third party under no obligation of confidentiality,
  - 3. is or becomes generally known or publicly available other than by unauthorized disclosure,
  - 4. is independently developed by Receiving Party or
  - 5. is disclosed by Disclosing Party to a third party without a duty of confidentiality on the third party.
  - 6. is required by law or decree.
- g. The Confidential Information shall remain the sole property of the Disclosing Party.



- h. The obligation of non-disclosure of the Confidential Information shall survive for 2 years after expiry/termination of this MoU.

**12. No Liability:**

Neither Party, nor any of their affiliates nor their or their affiliates respective directors, officers, employees, subcontractors or agents shall be liable to the other Party for any special, incidental, indirect or consequential damages (including, but not limited to, contract, negligence and tort liability) in connection with or arising out of this MoU.

**13. Publicity:**

Neither Party shall use the name of the other Party or its employees in any advertisement, press release or publicity with reference to this MoU without prior written approval of the other Party, except for necessary governmental disclosures.

**14. Independent Contractors:**

For the purposes of this MoU, the Parties hereto are independent contractors and nothing contained in this MoU shall be construed to place them in the relationship of partners, principal and agent, employer/employee or joint ventures.

**15. Amendment:**

Any amendment or variation to this MoU shall be made by a written MoU between the Parties.

**16. Governing Laws & Conflict Resolution:**

This MoU shall be constructed, governed, interpreted and applied in accordance with the laws of India. The Parties shall attempt in good faith to resolve promptly any dispute arising out of or relating to this MoU by negotiation. If the matter cannot be resolved in the normal course of business, within ten (10) days after the dispute arises, any interested Party shall give the other Party written notice of any such dispute not resolved, after which the dispute shall be referred to Director, IITK and \_\_\_\_\_ who will jointly resolve the dispute in a spirit of independence, mutual respect, and shared responsibility. In case an amicable settlement of any disputes arising out of or relating to this MoU is not achieved within thirty (30) days after written notice is received, such dispute shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended from time to time), by one (1)/sole arbitrator appointed in accordance with said Act. The seat of the arbitration shall be Kanpur. The arbitration shall be conducted in the English language and the award shall be final and binding upon the Parties. Each Party shall bear its own costs of the arbitration unless the arbitrator otherwise directs.

**17. Force Majeure:**

Each Party shall be excused from performance of the MoU only to the extent that the performance is prevented by conditions beyond reasonable control of the affected Party. The Party claiming excuse for the delayed performance will promptly notify the other Party and will resume its performance as soon as performance is possible.

In witness thereof, the Parties hereto have signed this MoU on the Effective Date mentioned hereinbefore.

For and on behalf of \_\_\_\_\_

For and on behalf of IITK

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Date:

Date:

In the presence of

In the presence of

Witness:

Witness:

Supervisor

Intern

The terms and conditions of the Internship:

Role of the Company:

Role of the Intern:

Weekly Time Commitment of the Intern:

# Annexure - III

DEPARTMENT OF MATHEMATICS & STATISTICS  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
PROJECT REGISTRATION FORM

Name of the student:

Roll No.:

Course No.:

(write all course numbers if more than 1)

E-mail:

Title of the project:

Is it a joint project with another student?

Signature of the student

Name of the department supervisor:

E-mail:

Signature of the supervisor

Request approved/rejected

Signature of the DUGC

# **Annexure - IV**

## DECLARATION

I/We hereby declare that the work presented in the project report entitled ..... contains my own ideas in my own words. At places, where ideas and words are borrowed from other sources, proper references, as applicable, have been cited. To the best of our knowledge this work does not emanate from or resemble other work created by person(s) other than mentioned herein.

Name and Signature

Date: