



## **INTERNSHIP POLICY AND PROCESS**

**2024-2025**

### **Objective:**

To provide students with industry exposure and practical experience aligned with their academic learning, enhancing their employability skills.

### **Policy Guidelines**

#### **1. Eligibility:**

- Students must be bonafied
- A minimum academic performance threshold may apply, as determined by the institution.

#### **2. Duration and Type:**

- Internships can be full-time or part-time, ranging from 1 to 6 months.
- Remote, hybrid, or on-site internships are allowed, depending on the company's requirements.

#### **3. Approval Process:**

- All internships must be approved by the HoD, TPO, and the Principal.
- Students must submit a formal application with **internship details** (offer letter, company profile, role description, and duration).

#### **4. Academic Considerations:**

- Students must balance academic responsibilities and internships.
- Attendance relaxations, if any, must be approved by the department head and the Principal.
- 60% attendance and participation in initiatives and activities conducted by the T&P Cell.

#### **5. Compliance:**

- Internships must align with the academic curriculum and NEP 2020 guidelines.
- Companies must provide structured learning opportunities with defined roles and deliverables.
- Internship type has been specified in **Annexure 'A'** approved by AICTE



## **Process for Internship Approval and Coordination**

### **1. Internship Application Submission:**

- Students must submit their internship details to the TPO keeping a copy marked to the department coordinator incharge of internship as well as their respective HoD.

### **2. Review and Approval:**

- The TPO and Internship Incharge reviews the application for compliance with the policy.
- The Principal provides final approval.

### **3. Documentation:**

- Maintain a record of all internships, including the student's name, PID, company details, role, stipend, duration, and start/end dates.

### **4. Monitoring:**

- Students must submit periodic progress reports (weekly) during the internship.
- Faculty coordinator incharge of internship of respective department must pay a visit to the site/company atleast once.

### **5. Completion and Evaluation:**

- Students must submit to the TPO and Internship Incharge a completion certificate, internship report, and feedback from the employer.
- Internship performance may contribute to academic credits, as applicable.