



EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

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## Industry Internship Policy

Industry Internship is an integral part of the academic curricula. Multiple internship modes are possible which will be an added credit for a graduate. Internship offers the students an opportunity to gain hands on industrial exposure. Sahridaya encourages all students to undergo quality internships during their course of study to gain hands on experience. Sahridaya has mandated that all the students should complete at least one week internship as per the guidelines from APJAKTU during their course of study.

### PURPOSE

This comprehensive industry internship policy ensures the quality, fairness, and educational value of internship. Adherence to the industry internship policy is expected to help strengthen the institution's relationships with industry partners, enhances student's employability, and supports their transition from education to the professional world.

### SUMMER INTERNSHIP POLICY

1. Students should submit the offer letter/joining confirmation mail received from the Industry/Organization providing Internship, along with the declaration by the student, to the Principal through the HOD
2. Students should submit the PL 09 – Internship Registration Form and AC 43 (00) – No objection form Parent to the Class advisor before going to the Internship.
3. The Period of Internship should be as follows.  
S2 - Not less than 1 week  
S4 – Not less than 2 weeks  
S6 – Not less than 4 weeks

*Approved*  
*Principals*

Managed by Irinjalakuda Diocesan Educational Trust; Approved by AICTE, New Delhi;  
Affiliated to the APJ Abdul Kalam Technological University; UGC 2f Status; NAAC Accredited;  
NBA Accredited programs (BME, BT, CSE, CE) Accredited by Institution of Engineers (India);  
ISO 9001:2015 Certified.

4. Students should contact their Staff Advisor, on a weekly basis, to communicate the progress and they need to submit the weekly report through E-mail.
5. Each student is required to keep an Internship diary, to mark the periodic update of the Project work, observations, information gathered, and suggestions given, if any.
6. In academic aspects internships also count towards course credit. As per KTU regulation, a maximum of 20 activity points will be provided for the students who had done Internship for a minimum of 5 days.
7. Students can take up Internship either individually or in teams, with a team size not exceeding 4 members.
8. The Internship must be completed within the summer vacation. The commencement date can be immediately after their respective university exam and the period of the internship can be adjusted within the date with respect to their supplementary exams if any.
9. After completion of Internship, students are required to submit
  - (a) Report of work done. The Internship report should be signed by the Internship supervisor/Project Manager/authority concerned.
  - (b) Copy of Internship certificate.
  - (c) Feedback from Industry/Internship supervisor. AC 50A(00)
  - (d) Stipend proof (Bank transaction statement)

### FINAL YEAR PROJECTS ALONG WITH INTERNSHIP

1. Students are allowed to pursue Internships, after the completion of their sixth or seventh semester University examination.
2. The period of Internship shall be at least 4 weeks but not exceeding 8 weeks (4 to 8 weeks).
3. Eligibility criteria
  - a. The candidate should have a minimum CGPA of 6.0.
  - b. There should be no pending disciplinary action
  - c. It should be a paid Internship with a minimum Internship stipend of Rs. 10,000/month
  - d. The Industry/Institute that provide an Internship should have facilities and expertise for carrying out the Internship at B. Tech level.

4. Students can take up Internship either individually or in teams, with a team size not exceeding 4 members.
5. Students should submit the offer letter/joining confirmation mail received from the Industry/Organization providing Internship, along with the declaration by the student, to the Principal through the HOD
6. Final year students can prefer to do their projects along with the internship in the Eighth semester. If so, the offer/Permission Letter should be submitted to the Principal through HOD at least one month prior to the commencement of the Eight Semester.
7. In such cases, there should be External and Internal Supervisors. The Internal Supervisor should belong to the Parent Institution and the External Supervisor should be from the Industry/Organization with which the student is associated for doing the project work. Letter of consent of the external supervisor as well as from the industry, to be obtained and submitted with the application.
8. Both the Supervisors should approve the project report for acceptance. The classes and attendance can be provided as per the KTU order(U.O.NO.2671/2022/KTU dated 20.10.2022).
9. Students should contact their Staff Advisor, on a weekly basis, to communicate the progress and they need to submit the weekly report through E-mail.
10. Students on joining Internships at the concerned Industry/Organization, shall submit the Joining Report/Letters/Email to the Head of Department.
11. Each student is required to keep an Internship diary, to mark the periodic update of the Project work, observations, information gathered, and suggestions given, if any.
12. While doing Internship, the candidate should secure a minimum 90% attendance. Industry/Educational Organization shall submit the attendance report of the students to the head of the respective department.
13. The University academic auditor (External auditor) shall verify the eligibility conditions, attendance records, academic records, progress reports, Internship certificate and stipend proof of such students undergoing Internship.
14. After completion of Internship, students are required to submit
  - (a) Report of work done. The Internship report should be signed by the Internship

supervisor/Project Manager/authority concerned.

(b) Copy of Internship certificate.

(c) Feedback from Industry/Internship supervisor. *AC SOA (CO)*

(d) Stipend proof (Bank transaction statement)

15. If the students discontinue the Internship, it should be intimated to the principal with the proper reason before re-joining the Institute.

*[Handwritten signature]*