Long-Term Internship Policy

1. Objective

The long-term internship program at Sahrdaya College of Engineering and Technology aims to enhance students' industry exposure, practical knowledge, and employability by providing extended hands-on experience in relevant industries. This policy is aligned with the revised norms set forth by **APJ Abdul Kalam Technological University (APJAKTU)** and aims to create a structured framework for student internships.

2. Eligibility and Recommendation

- Students must be in their final year of the B.Tech program.
- A list of eligible students will be prepared with industry details, nature of work, and justification for the recommendation. ·
- Approval must be obtained from the Department-level scrutiny committee, which includes the HOD, Department Placement Coordinator, and Department IIIC Coordinator.
- The IIIC Coordinator of the Department will act as the Internship Coordinator.
- The **minimum CGPA requirement is 6.5**. However, relaxation may be granted on a case-to-case basis based on the recommendation of IQAC and the approval of the Principal.
- Students must be in their final year of the B.Tech program.
- A list of eligible students will be prepared with industry details, nature of work, and justification for the recommendation.
- Approval must be obtained from the Department-level scrutiny committee, which includes the HOD, Department Placement Coordinator, and Department IIIC Coordinator.
- The IIIC Coordinator of the Department will act as the Internship Coordinator.

3. Duration of Internship

- The **minimum duration** for a long-term internship is **4 months.**
- The **maximum duration** for a long-term internship is **6 months.** .

4. Recommendation Criteria

- Students must be able to complete their S8 coursework through online classes..
- Students with minimal backlogs will be given preference.
- The internship should not interfere with the student's ongoing project work.

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ISO 9001:2015 Certified.

- The internship should have the potential to lead to full-time employment with a competitive salary package.

5. Internship Scrutiny Process

- For private-sector internships offering less than Rs 10,000/- per month, the Department will forward the scrutiny report to IQAC as per University norms.
- For internships offering Rs 10,000/- and above, the list of students will be forwarded to companies only after IQAC-level approval.
- For internships below Rs 10,000/-, the list of students will be sent to companies after approval by the respective university BOS.

6. Registration and Approval

- Students must register for the internship using Form AC 50A (01) along with the required documents, including:
    o Internship offer letter
    o Parent consent form (AC 43(01))
    o Declaration form
    o Grade card (up to the last announced results)
- The registration process will be completed only after IQAC review and Principal approval.

7. Monitoring and Attendance

- The course faculty will conduct online/special classes for eighth-semester interns.
- The HOD will monitor the online/special classes for interns.
- Students must maintain a minimum of 85% attendance in the industry where they are interning.

8. Internship Diary and Documentation

- Each student must maintain an internship diary in the prescribed format, recording project updates, observations, and feedback.
- Attendance statements, weekly progress reports, and joining reports signed by the internship supervisor must be emailed to the Faculty Adviser and HOD.

9. Completion and Submission Requirements

Upon completion, students must submit the following documents to the Department:

- Internship diary and final report, signed by the Internship Supervisor/Project Manager.
- A copy of the Internship Certificate.
- Industry feedback in the prescribed format (AC50B(01)).
- Student feedback on the internship experience (AC50C(01)).

- The Department will collectively forward these documents to IQAC for review and Principal approval.

10. Withdrawal and Re-joining

- Students may submit a withdrawal request within two weeks of starting the internship.
- IQAC will review withdrawal requests based on the reasons provided.
- Attendance after re-joining will determine eligibility for End Semester Exams (ESEs).

11. General Guidelines

- Internal exams during the internship period will be conducted as per University guidelines.
- This policy is subject to periodic review and updates based on University regulations.

Short-Term Internship Policy

1. Objective

The short-term internship program at Sahrdaya College of Engineering and Technology is designed to provide students with industry exposure and practical skills during semester breaks. These internships help students bridge the gap between academic learning and real-world industry applications.

2. Duration of Internship

- The **minimum duration** for a short-term internship is **5 days.**
- The **maximum duration** for a short-term internship is **one month.**
- These internships are typically undertaken **during semester breaks** to ensure minimal disruption to academic schedules.

3. Eligibility and Recommendation

- Open to all students from **second year onwards** across all departments.
- Students must obtain prior approval from their **HOD.**
- The internship should be relevant to the student's academic program and career aspirations.

4. Internship Registration and Approval

- Students must submit a formal internship request along with the following documents:
  - o Internship offer letter from the company/organization.

- o Parent consent form.
- o Declaration form.
- The internship request must be approved by the **HOD and Department IIIC Coordinator** before commencement.
- Registration must be completed with the **Internship Coordinator of the Department**.

5. Attendance and Monitoring

- Students are required to **maintain attendance** and follow the guidelines set by the hosting industry/organization.
- A faculty mentor may be assigned to monitor the progress of the internship.
- Attendance and performance reports from the industry supervisor must be submitted to the department.

6. Documentation

- Students must submit a **final internship report** to the department upon completion.

7. Completion and Certification

Upon completion of the internship, students must submit the following to the department:
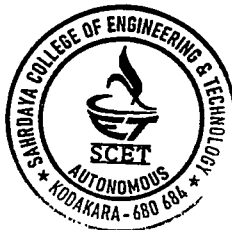
- Internship completion certificate from the organization.
- Internship final report.
- Feedback from the industry supervisor in the prescribed format.
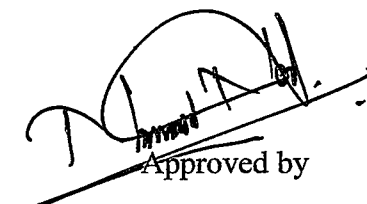- The department will review and approve these documents.

8. General Guidelines

- Short-term internships are encouraged to help students gain practical exposure, networking opportunities, and skill development.
- Students must adhere to the rules and regulations of the hosting organization during their internship.
- The policy will be reviewed periodically to ensure compliance with Institute and industry requirements.

Prepared by

IQAC

Approved by

Principal