

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY
(AUTONOMOUS), HYDERABAD-75**

Date: 02.08.2022

GUIDELINES FOR B.E. / B.TECH. – VII - SEMESTER INTERNSHIPS

1. Students of B.E. / B.Tech. – VII - Semester are allowed to pursue internships if they have applied through proper channel and are selected through ON/OFF campus.
2. The candidates are permitted to undergo internships only after submission of an affidavit in the specified format. The parents shall sign on the affidavit in presence of concerned Head of the Department. The internship affidavit format can be downloaded from the Institute Website.
3. The student selected for internships either ON / OFF Campus shall attach official email communication from the concerned company addressed to HOD and Director-CDC to the affidavit.
4. The student shall be considered for permission with the recommendations of the concerned Head of the department and Director-CDC. The Heads of the Departments and Director-CDC are expected to thoroughly verify the cases before making their recommendations.
5. Heads the Department shall maintain the records of the following:
 - a. Internships through TPO (Minimum and Maximum period of Internships)
 - b. Off campus internships (Minimum and Maximum period of Internships)
 - c. Internships converted into Full Time Employment (FTE)
 - d. List of companies/ organizations offered internships (off and on campus separately)
 - e. Outcomes (Projects / Products / Start-ups / Publications / Special Appreciations, etc.)
6. Heads of the departments shall submit the required data to the Principal / Director-Academics whenever required.
7. The student is responsible to get the evaluation of CIE of Lab Courses and Assignments & Slip Tests of Theory Courses from the respective faculty.
8. Students are responsible to get the weekly attendance of the Internships attended and submit the same to the concerned HoD on every Saturday.
9. Students shall apply for permission through the concerned Head of the Department at least 6 working days prior to the commencement of internship.


PRINCIPAL

Encl: Affidavit by the Student and Parent.