



Note submitted to the Principal for approval with reference to O.O No. / CBIT / 162 / Admn / 2023 dated 19.08.2023 for the revision of present Internship Affidavit

INTERNSHIP GUIDELINES

1. Student must take prior permission to attend internship from Head of the Department, well before the start of Internship. Concerned HoD shall ensure that daily attendance is marked as 'I' in the course attendance registers as well as CAMU before end of day.
2. Students doing internships offered by companies through campus placement during summer, seventh or eighth semesters shall be considered for the attendance.
3. Students with an off-campus internship offer shall be allowed at the discretion of the respective HoD. In this regard, HoD should sign a proforma attached to the policy document and submit to the Principal for approval.
4. Students doing Academic Internships: I Internship - after 2nd or during 3rd Semester, II Internship: after 4th or during 5th Semester, complying the Academic curriculum shall not be considered for Attendance.
5. Types of Internships are as follows:
 - a. Industry On Campus through CDC
 - b. Industry Off Campus
 - c. Research Internship beyond campus
 - d. Research internship within Institute
 - e. Research Internship under research or consultancy project received by (PI/CO-PI) faculty of the college.
 - f. Internship within curriculum
 - g. Any other approved Internship
6. Students after receiving the internship offers through on campus or off campus shall submit a prescribed affidavit attaching the mail copy received from the company domain mail to the Department Internship In charge.
7. Student submits affidavit in the parent Department alone to the mentor / Internship In charge
Note: Attestation by AEC and CDC are not required.
8. Department Internship In charge will allot a unique identifier in the below format and affix the same to the Affidavit.
<A.Y.>-<Sem>-<Dept>-<Section>-<Internship Type>-<Count>-<Dept. Cumulative Count>

<A.Y.>	-<Sem>	-<Dept>	-<Section>	-<Internship Type><Count>	-<Dept. Cumulative Count>
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9. An Internship register shall be maintained in the Department for acknowledging affidavit receipt from the student with the below fields:
 - a. S. No
 - b. Date
 - c. Roll No
 - d. Semester of study
 - e. Internship No as mentioned in point #4
 - f. Duration
 - g. Stipend
 - h. Semester
 - i. Signature of the concerned Student with date and time




10. Internship In charges of the departments update all details with proofs in CAMU or Cloud as and when they receive an internship request from students.
 11. College shall maintain internships dashboard based on the data entered by the Internship In charges. This will enable the consolidated data to be available for all accreditations, inspecting bodies and ranking agencies. View access to be given all Departments.
 12. Departments should maintain database of internship offered organisations which can be shared with subsequent batch students for obtaining internships in those organisations:
 - a. Name of the Organisation
 - b. Mail ID of SPOC / HR
 - c. Contact details of SPOC / HR
 - d. Stipend per month
 - e. Duration
 - f. Nature of the Internship
 13. For any internship to be considered for due credits justification report for 90H / 130 H must be given by concerned mentor.
 14. Faculty will mark as absent in the attendance register during the internship period and entire internship attendance is added during the attendance consolidation by the departments.
 15. No. of internships permitted beyond curriculum for each student is two.
 16. End of Internship students must submit spiral bind / soft bind copy with below documents to Internship In charge:
 - a. Title page duly signed by student, Mentor and HoD
 - b. Internship application form / mail received from company domain.
 - c. Internship completion certificate signed by offering authority.
 - d. Internship report with minimum 10 pages
 17. Companies will not give any feedback to any internship selected students.
 18. Evaluator or Auditor nominated by the Principal must submit a report on the Internship of Departments with below mentioned details to Director, AEC:
 - a. No. of students in each Internship type
 - b. Details of companies that offered Internships as mentioned in point#8
 - c. Quality of the internships
 - d. Individual students' marks
 - e. Individual students' Stipend amount per month
 - f. Individual students' duration of internship
- Director-AEC must in turn forward to Director-IQAC, Director-Academics, Advisor-CDC
19. CDC will share all on campus internship selected students list to FPC of respective departments and FPC's inturn must share the details of selected students to Internship In charge of respective department.
 20. Students are responsible to get the CIE related to Lab and Theory courses from the respective faculty.
 21. Internal Marks for Attendance must be considered based on the students' timely interaction with course faculty for CIE related submissions and for attending Internal Class Tests.
 22. An Institute level Internship Committee is to be constituted with representation from all Program Internship Incharges. Further, roles and responsibilities of the committee should be defined clearly.


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I/c HoD-CSE


Prof. D Krishna
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Prof A
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Dr NLN Reddy,
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Prof. Suresh
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Off Campus Internship proforma to be Certified by Head of the Department

Name of the Department: _____

1. Name of the Student :
2. Roll No :
3. Semester of Study :
4. Name of the Company :
5. Stipend per month in Rupees if any :
6. Whether offer received from company domain : Yes / No If yes attach the mail
email id copy
7. Internship Start Date (DD/MM/YYYY) :
8. Internship End Date (DD/MM/YYYY) :
9. Total Duration in Weeks :
10. Percentage of ongoing Semester attendance till :
date

I am convinced that this internship will help the student in developing his / her professional career. I strongly recommend this internship. Student shall maintain a minimum of a 75% attendance as per academic regulations.

Signature of the Student

Signature of Head of the Department with Date

NOTE:

This proforma is not applicable for

1. Internship by the students who are placed through campus placements.
2. Summer Internship offered by the companies which offer PPO