

3. Internship Policy - Mechanism/Procedure for the implementation for deputing students for internship as per DBATU academic requirements:

For the effective implementation of the 'Internship Policy', the following procedure/mechanism is proposed to be implemented: Once, the student is offered 'Internship' to a student, he/she will be required to complete the following process:

(I) Prior to Joining the 'Internship Program':

- (a) Submit the completed and signed Format 1 – Student Application for Internship Program
- (b) Submit the copy of the communication from the company regarding offer of internship
- (c) Submit the undertaking in the Institute prescribed format – (i) Student Undertaking & (ii) Undertaking by his/her Parent – Format 3 & 4
- (d) Obtain the 'Internship Deputation Letter' letter from the institute specifying (i) the name and location details of the company (ii) start, end date and duration of Internship and (iii) list of documents to be submitted by the student to the institute after the completion of internship

(II) After the completion of 'Internship Program':

- (a) Authenticated attendance record: Format 5
- (b) Student Diary: Format 6
- (c) Internship Report prepared by the students and signed by their industry supervisor: Format 7
- (d) Internship completion Certificate/letter signed by industry mentor/advisor (Industry format)

