



Interns Policy AY 2022-2023 - Objectives of the 'Internship Program':

Following are the intended objectives of internship training:

1. Will expose our students to the industrial environment, which cannot be simulated in the classroom and hence will create competent professionals for the industry
2. Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job
3. Exposure to the current technological developments relevant to the subject area of training
4. Experience gained from the 'Industrial Internship' can be used in classroom discussions
5. Create conditions to quest for knowledge and its applicability on the job
6. Learn to apply the Technical knowledge in real industrial situations
7. Gain experience in writing Technical reports/projects
8. Promote academic, professional and/or personal development
9. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
10. Expose the students to future employers

Internship Policy:

1. Internship Policy - Credit Framework: Reference: Table: 1 Credit Framework for Internship (Page No. 6, Chapter 2, AICTE Guidelines for Organizing Internship – AICTE Internship Policy: Guidelines & Procedures)
2. Internship Policy - Guidelines: Institute Guidelines for Internship Program for Students in 8th Semester AY 2022-23

Item No.	Title	Guideline
1	Schedule of Internship (As per DBATU Guidelines)	<p>a) The internship can be in the Online/Offline mode and is to be scheduled during Saturday, Sunday & holidays only and covering the entire duration of semester. The online internships shall be of (120 hours duration) and the offline internships shall be for the entire duration of the semester.</p> <p>b) The institute will accept the attendance record for the duration of internship provided by the company HR / internship supervisor at company. The institute format for the attendance record will be used for</p>

		<p>the purpose.</p> <p>c) Internship schedule on any other working day of the DBATU academic calendar will not be granted. The institute will not grant any leave of absence to the students in lieu of their internships.</p> <p>d) The students would be required to submit the Attendance Sheet signed by their respective internship supervisors to the institute at the end of their internship.</p>
2	Theory lectures, Term-work Completion, Submission & Project Phase I	<p>a) All those students who opt for the internships during the AY 2022-23 are required to attend to their regular academic activities as per the institute and DABTU academic calendar and fulfill the mandatory requirements of minimum attendance and term-work submission.</p> <p>b) No concession in these mandatory academic requirements would be granted to any students on account of internship.</p>
3	CA 1, CA 2 & MSE	The students deputed for Internship at industry will be required to appear for the CA 1, CA 2 & MSE as per the institute and DBATU academic calendar published to them.
4	Project Phase I	<p>a) The students deputed for the internship to the industry are encouraged to base their B Tech Project work on the technical/management problems faced by the industry and suggest solutions to them for implementation.</p> <p>b) Such project work then can be submitted to the institute in accordance with the standard format.</p>
6	Assessment of Internship Report / Project Work completed by the students as part of the Internship by the institute	<p>a) All those students who will be deputed for the internship by the institute shall mandatorily submit 'Internship Report' based on their internship done at the industry in the format prescribed by the institute. The internship report is to be submitted as per the schedule decided by the institute.</p> <p>b) The assessment of the Internship Report based on the work completed by the student during internship will be done by a committee of faculty members as appointed by the concerned Head of Department and as per the schedule to be prepared and displayed to the students by them. The internship deputed students will prepare and submit a (i) Student's Diary (ii) Attendance & (iii) Internship Report to the institute and a presentation and/or viva-voce based on them will also be considered as the mechanism for the evaluation of Internship Report.</p>

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)

