

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - Academic - Provision for Internship in the B.Tech Regulations - report of the sub-committee of the Academic Council approved - resolution of the Academic Council implemented - Orders issued.

ACADEMIC SECTION

U.O.No. 2671/2022/KTU

Thiruvananthapuram, Dated: 20.10.2022

*Read:-*Minutes of the 19th meeting of the Academic Council held on 01/09/2022, item no. 019.3.22

ORDER

The 19th meeting of the Academic Council held on 01/09/2022 resolved to approve the reports its sub-committee on incorporating changes in the B Tech Regulations related to internship.

The approved provisions of Internship in the B.Tech Regulations are the following:

- a) Students are allowed to pursue Internships, after the completion of their sixth or seventh semester University examination. The internship has to be meaningful and beneficial to the intern.
- b) The period of Internship shall be at least 4 weeks but not exceeding 8 weeks (4 to 8 weeks).
- c) Eligibility criteria
 - i) The candidate should have a minimum CGPA of 6.0.
 - ii) There should be no pending disciplinary action .
 - iii) It should be a paid Internship with a minimum Internship stipend of ₹ 10,000 (Rupees Ten thousand only)/month. The Industry/Institute that provide an Internship should have facilities and expertise for carrying out the Internship at B.Tech level.
- d) The College Principal, UG Dean and the Head of respective Department(HoD) must ensure that online/special classes are arranged for those students who are going for Internship during 8th semester. The attendance of online/special classes can be considered while calculating the minimum attendance requirement for the End Semester Examination of each course.
- e) Students should submit the offer letter/joining confirmation mail received from the Industry/Organization providing Internship, along with the declaration by the student, to the principal. This shall be submitted at least one month prior to the commencement of the respective semester, in which he/she is proceeding for Internship. The candidate should also submit a synopsis of the proposed work to be done during the Internship programme.
- f) Students can take up Internships either individually, or in teams. Students can also do Internship as part of their final year Project. In such cases, there should be External and Internal supervisors.



The Internal supervisor should belong to the parent institution and the External supervisor should be from the Industry/Organization with which the student is associated for doing the Project work. Letter of consent of the External supervisor as well as from the Industry, to be obtained and submitted with the application. Both the supervisors shall approve the Project report for acceptance.

g) Students on joining Internships at the concerned Industry/Organization, shall submit the Joining Report/Letters/Email to the Head of Department.

h) Each student is required to keep an Internship diary, to mark the periodic update of the Project work, observations, information gathered, and suggestions given, if any.

i) Students should contact their Staff Advisor, on a weekly basis, to communicate the progress and they need to submit the weekly report through E-mail.

j) While doing Internship, the candidate should secure a minimum 90% attendance. Industry/Educational Organization shall submit the attendance report of the students to the head of the respective department.

k) After completion of Internship, students are required to submit

- i. Report of work done. The Internship report should be signed by the Internship supervisor/Project Manager/authority concerned.
- ii. Copy of Internship certificate.
- iii. Feedback from Industry/Internship supervisor.
- iv. Stipend proof(Bank transaction statement)

l) The University academic auditor(External auditor) shall verify the eligibility conditions, attendance records, academic records, progress reports, Internship certificate and stipend proof of such students undergoing Internship.

m) If the student feels that the Internship work is not meeting the standards/not related to their field of interest, then he/she should submit the application to the department within 5 days from the date of joining and can re-join the Institute.

n) The Internship may be cancelled / discontinued at any time if the performance of the intern is not found satisfactory or the intern is absent without the authorization of the Internship supervisor / College.

o) The early termination of the Internship (earlier than the stipulated time period) or the extension of the stipulated tenure is required to be discussed from time to time, with Internship supervisor / Project Manager and Principal /IAC.

p) Students who are going abroad, under a Student Exchange programme, can avail the Break of Study option. The students can avail this facility only with the prior approval of the University.



q) Necessary arrangements shall be made for these students to complete their Honours/Minor degrees, if other eligibility conditions specified by the University are met.

Sanction has been accorded by the Hon'ble Vice Chancellor, for implementing the resolution of the Academic Council, regarding provision for Internship in the B.Tech Regulations, subject to reporting to the Syndicate.

Orders are issued accordingly.

Sd/-

Dr. Shalij P.R *
Dean (Academic) in Charge

Copy to:-

1. PS to VC, PS to PVC, PA to Registrar, Controller of Examinations, Dean(Academic), IQAC Coordinator, IAC Coordinator, AD(IT)
2. Principals of all affiliated colleges.
3. SF/FC

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

