

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - ACADEMIC - Revising Internship Norms for B.Tech - resolution of the Syndicate - implemented - orders issued - reg.

ACADEMIC SECTION

U.O.No. 3068/2023/KTU

Thiruvananthapuram, Dated: 25.11.2023

*Read:-*1. R. 7.1 of B.Tech 2019 Regulations

2. Note dated 15/10/2023 to the Syndicate

3.Minutes of the Syndicate Standing Committee on Academics and research held on 27/10/2023, item no: SCAR - 049-A02.

4. Minutes of the 51st meeting of the Syndicate held on 16/11/2023, item no: S-051-009

ORDER

Vide paper read as (1) above, the current regulations of the B. Tech program (2019) do not explicitly address provisions for extended internships at industries. Consequently, students of APJAKTU can only undertake internships of 5-6 months by taking a Break of Study in accordance with the existing B. Tech regulations (R 7.1).

Major MNCs in the country require students to spend at least 6 months on their campus for undertaking internships that could lead to potential placements. As per U.O. No. 1568/023/KTU, the allowed duration for internships for B. Tech students is restricted to 4-8 weeks. The majority of the Universities in India have more internship-friendly policies that permit students to intern at reputed industries for one semester or more. The students of the University are therefore at a disadvantage when the MNCs consider potential candidates for recruitment.

The All India Council for Technical Education (AICTE) has undertaken various initiatives to promote industrial internships for undergraduates in technical institutes. The primary objective of these initiatives is to enhance the employability skills of students upon their graduation. Internships hold more value compared to college projects as they provide interns with practical insights into company operations, networking opportunities, and hands-on experience with real-life projects within the company.

Vide paper read as (2) above, a note regarding to address the limitations in the current B. Tech regulation (2019), amendments that enable students to undertake long-term internships without requiring a break of study was placed before the Syndicate with the following proposed amendments.

1. Students are eligible to pursue internships upon the completion of their Seventh Semester End Semester Examination (ESE). The internship should offer meaningful and beneficial experiences to



the participating students.

2. The student should have a minimum CGPA cut-off of 6.5 to be eligible to apply for a long-term internship in S8.

3. The Internship Report can be treated at a par with the Project Report as per the S8 Curriculum, in case such students do not undertake separate Project work. If the student chooses, she/he can also pursue the main project which they had started in S7 and submit its report.

4. Duration of Long-Term Internship: The internship period for the Long Term Internship should last a minimum of 4 months but not exceed six months (4 to 6 months).

5. Eligibility Criteria:

- (i) The student should not be in the status of suspension at the time of applying for an internship.
- (ii) The students can undertake projects in Central/State PSUs, Government/LSG Departments, and Private Sector industries.

The following Government sector institutions can be opted by the students.

- Internships offered by Maharatna, Navratna & Miniratna CPSEs.

<https://dpe.gov.in/about-us/policy-i-division/list-maharatna-navratna-and-miniratna-cpses>

- Internships offered by institutions of national importance

<https://www.education.gov.in/institutions-national-importance>

- Internships offered by the Department of Science and Technology (DST), Council of Scientific & Industrial Research (CSIR), and the Department of Biotechnology (DBT) laboratories.

<https://www.indiascienceandtechnology.gov.in/organisations/laboratories/dst-research-laboratories>

- Internships offered by the Indian Space Research Organization (ISRO), Defence Research and Development Organization (DRDO), Bhabha Atomic Research Centre (BARC), Hindustan Aeronautics Limited (HAL) and Tata Institute of Fundamental Research (TIFR).
- Other requests for an internship at reputed Central and State Public Sector Undertakings, Local Self Government, will be considered on a case-to-case basis. Such requests are forwarded to the University along with the scrutiny report and recommendations of the college-level Internal Quality Assurance Cell (IQAC), at least three weeks before the commencement of the Eighth Semester classes. The final approval from the University in such cases, will be based on the recommendations of the BoS concerned.



- In the case of Private sector Industries, there should be a minimum stipend of Rs 10,000/-.
- The University will consider requests from students on a case-to-case basis in instances of private sector industries that offer internship amounts less than Rs 10,000/- per month, after examining the quality of the internship proposal. Such requests are to be forwarded to the University along with the scrutiny report and recommendations of the college-level Internal Quality Assurance Cell (IQAC), at least three weeks before the commencement of the Eighth Semester classes. The final approval from the University in such cases, will be based on the recommendations of the BoS concerned/BoS for industry-driven courses.

(iii) Students are required to submit the offer letter or joining confirmation email received from the Industry/Organization providing the internship, along with a declaration by the student that she/he will abide by all the rules of the University regarding the internship and that she/he will diligently attend the online/special classes arranged for all the other courses in the eighth semester. These are to be submitted well before the commencement of the eighth-semester class work. Additionally, the candidate should also submit a synopsis of the proposed work to be undertaken during the internship program.

(iv) The industry/institute/organization offering the internship should possess the necessary facilities and expertise required for conducting a B. Tech level internship. This should be verified by the IQAC Cell of the College and approved by the College Council. The internship application offer letter from the Industry, Academic records of the student, field of internship, and the synopsis of the internship should also be reviewed and approved by the IQAC Cell of the College and approved by the College Council. All such records are to be properly minuted and made available for any inspection by the University.

6. The College Principal, UG Dean, and the respective Department Head (HoD) must ensure the conduct of online/special classes for students going for internships during their eighth semester. The attendance for these online/special classes will be considered while calculating the minimum attendance required for appearing in the end-semester examination of each course.

7. Students have the option to undertake internships individually or as part of a team. If the industry permits the conduct of a project as part of the internship report that can be treated as the final year project, external and internal supervisors should be appointed. The internal supervisor must belong to the parent institution, while the external supervisor should be from the Industry/Organization where the student is working on the project. A letter of consent from the external supervisor and the industry should be obtained and submitted with the application. Both supervisors must approve the project report for acceptance.

8. It should be ensured by the students who are permitted to undergo the internships at the Industry/Organization concerned, that the joining reports/attendance statements/weekly progress reports that are signed by the Supervisor at the firm are forwarded to the Faculty Adviser and Head of the Department, by email, from the email id of the internship supervisor. A minimum of 85% attendance is to be maintained by the student at the industry where she/he is interning.



9. Each student is required to maintain an internship diary to document the periodic updates of the project work, observations, information gathered, and any suggestions provided.

10. Upon completion of the internship, students are required to submit:

- i. Internship diary and the Internship report, signed by the Internship Supervisor/Project Manager/authorized personnel. In case the student is pursuing the Main Project, she/he needs to submit the Project Report.
- ii. A copy of the Internship certificate.
- iii. Feedback from the industry/internship Supervisor.

The IQAC shall review the aforementioned documents and the Principal shall certify the same.

11. All records below pertaining to the internships done by the students will be subjected to inspection during the Academic Audit of the institution:

- (i) The Academic eligibility of the students who had undergone the internships
- (ii) Attendance statements, Internship diary, and the Internship report certified by the supervisors
- (iii) Internship certificate issued by the firm where the student interned

The above documents shall be furnished by the college for scrutiny by the University if required.

12. The student will have the option to submit a request to withdraw her/his internship and rejoin the regular classes within 2 weeks of the commencement of the internship. The IQAC of the college will review such requests and make the appropriate decision based on the reasons proffered for withdrawing from the internship. The attendance after rejoining will be considered for deciding the eligibility to write the ESEs.

Footnote:

#1: The University will consider requests from students who have not achieved the minimum CGPA cut-off of 6.5 on a case-to-case basis, depending on the merit of the proposal.

Vide paper read as (3) above, the 49th meeting of the Syndicate Standing Committee on Academics and Research recommended the proposal and instructed to place the draft regulations for long Term Internship in the Syndicate for making the appropriate resolution.

Vide paper read as (4) above, the 51st meeting of the Syndicate held on 16/11/2023, item no: S-051-009 revising Internship Norms for B.Tech is resolved to approve the recommendations of the Syndicate Standing Committee on Academics and Research to approve the proposal for long term Internship.

The Syndicate further resolved to place the draft regulations for long-term Internships before the



Board of Governors.

Considering the above sanction has been accorded by the Vice Chancellor, to implement the resolution of the Syndicate as detailed above, subject to reporting to the Board of Governors.

Orders are issued accordingly.

Sd/-

Dr. VINU THOMAS *
Dean (Academic)

Copy to:-

1. KTU affiliated Colleges.
2. PS to VC/PVC/Registrar/ COE/FO
3. JD(IT) (for publishing the website)
4. Dean (Academics)/Director(Academics)/JD(Academics)
5. Syndicate section
6. Joint Director , KSAD
7. SF/FC

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

