

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - ACADEMIC - Revising the provision for internship of B.Tech- Resolution of the Academic Council - Implemented -orders issued -Reg.

ACADEMIC SECTION

U.O.No. 1568/2023/KTU

Thiruvananthapuram, Dated: 27.06.2023

- Read:-*1. U.O. No. 2671/2022/KTU dated 20/10/2022
2. U.O. No. 1165/2023/KTU dated 16/05/2023
3. Report submitted by the subcommittee of the Academic Council
4. Minutes of the 23rd meeting of the Academic Council held on 9/06/2023, item no: 023.3.23

ORDER

Vide paper read (1) above, the university order regarding provisions for internship in the B.Tech regulations was issued.

Vide paper read (2) above, a subcommittee of the Academic Council was constituted under the convenorship of Dr. Libish T M, based on the resolution of the 22nd meeting of the Academic Council. The subcommittee of the Academic Council was entrusted to scrutiny and submit a report on whether any modification is needed regarding University Regulations for Internships.

Vide paper read (3) above, the subcommittee of the Academic Council submitted the following recommendations regarding modification of the existing regulation of Internships.

- a)** Students are allowed to pursue internships after the completion of their **Fifth Semester** University examination. The internship has to be meaningful and beneficial to the intern.
- b)** Period: The period of the Internship shall be at least 4 weeks but not exceeding 8 weeks **(4 to 8 weeks)**.
- c)** Eligibility criteria are:
 - (i) The candidate should have a minimum **CGPA of 6.0** without any active backlogs at the time of taking up the internship.
 - (ii) There should be no pending disciplinary action
 - (iii) It should be a **paid internship** with a minimum internship stipend of **Rs. 5,000** (Five Thousand)/month. The industry/institute that provides an internship should have facilities and expertise for carrying out the internship at B. Tech Level.
- d)** The students can also opt to join unpaid internships offered by the following institutions/organizations.
 - i. Internships offered by Maharatna, Navratna & Miniratna CPSEs.

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



ii. Internships offered by institutions of national importance

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

iii. 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>

iv. 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).

v. Other genuine requests for an unpaid internship at reputed Central and State Public Sector Undertakings will be considered on a case-to-case basis. Such requests can be forwarded to the University along with the scrutiny report and recommendations of the college-level Internal Quality Assurance Cell (IQAC). The final approval will be based on the quality check and further recommendations of the University level IQAC/Academic Council/BoS

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 before 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) The internship application form, offer letter, academic records, field of internship and synopsis received should be examined and approved by the college-level IQAC.

g) The College Principal, UG Dean and the Head of the respective Department(HoD) must ensure that **online/special classes** are arranged for those students who are going for an internship. **The attendance of online/special classes can be considered while calculating the minimum attendance required for appearing in the End Semester Examination of each course.**

h) Students can take up Internships either individually, or in teams. Students can also do an 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 supervisors shall approve the Project report for acceptance

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

j) 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.

k) 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.

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

m) After the completion of the 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 the industry/internship Supervisor

iv. Stipend proof (Bank Transaction Statement)

n) The Head of the Department should verify the above-mentioned documents and submit his/her recommendation to the IQAC along with stipend proof for final approval.

o) 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 the Internship.

p) If the student feels that the Internship work is not meeting the standards/not related to their field of interest, then he/she should apply to the department within 5 days from the date of joining and can rejoin the Institute.

q) 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.

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

The above recommendations submitted by the subcommittee of the Academic Council were placed before the 23rd meeting of the Academic Council.

Vide paper read (3) above, the 23rd meeting of the Academic Council resolved to approve the report of the subcommittee for students who are undergoing internships and claim attendance.

Sanction has been accorded by the Vice Chancellor, to implement the resolution of the Academic Council as detailed above. Accordingly, the University order read as (1) above, containing provisions for the internship for B.Tech stands modified to the above extent.



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.AD(IT)
4. Dean (Academics)/JD (Academics)
5. Joint Director, KSAD
6. SF/FC

Forwarded / By Order

Section Officer

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

