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CERTIFICATE

Rajshree Institute of Management and Technology (AICTE PID No: 1-21575861) has proposed for "Implementation of Mandatory Internship Policy for Students" through the established Training & Placement Cell (TPC) and Innovation and Entrepreneurship Development Cell (IEDC) in association with Institution Industry Interaction Cell (IIIC) to supports students to undergo internship program at Industry/ Institute during their winter/summer vacation.

Reference:

1. Internship syllabus of OU-All Disciplines
2. AICTE Model Internship policy guidelines and procedures – 2019.

<https://www.aicte-india.org/sites/default/files/Aicte%20Internship%20Policy-%2002.04.2019.pdf>

Preamble:

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. AICTE has initiated various activities for promoting industrial internship at the graduate level in technical institutes. The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions. Keeping this in view, AICTE has developed this Model Internship Guidelines for organizing Internship at degree and diploma level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internships. AICTE's MoUs with various Ministries, Government/ Non-Government/ Private organizations to facilitate internship have also been included. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

Purpose:

This policy lays down the procedures for assisting the students to find an internship in the industry at the end of the semester (Summer/Winter break). The policy also highlights the Standard Operating Procedures to be followed by students passing out from Technical Institutions.

Scope:

Procedures laid down in this document are applicable to all the eligible and interested students passing out from Technical Institutions.

Objectives:

The internship program is offered to students with the following objectives:

- Will expose technical students to the industrial environment, which cannot be simulated in the classroom and hence create competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the technical/managerial skills required in real time industrial situations.
- Create conditions conducive to the quest for knowledge and its applicability on the job. Gain experience in writing technical reports/projects.
- Expose students to the engineer's responsibilities and ethics and future employers.
- Familiarize with various materials, processes, products, and their applications along with relevant aspects of quality control.
- Understand the social, economic, and administrative considerations that influence the working environment of industrial organizations.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

Benefits of Internship

The following are the benefits of Internship Program for different stakeholders:

Benefits to the students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue. Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup. Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume. Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full time position.

Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier. Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/students.
- Improvement in teaching learning process.

Benefits to the Industry:

- Availability of ready to contribute candidates for employment.
- Year round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving. Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects. Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective workforce not requiring a long-term employer commitment. Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

Training & Placement Cell and its Role in Providing Internship:

The proposed organizational structure of Training and Placement Cell for conduction of Internship for students is as follows:

The **TPO** will identify internship opportunities with different industries, NGOs, startups, outside institutes, Govt. organizations etc. and Coordinate with each Departmental coordinator; also maintain track record of internship and statistics department wise. It also issues recommendation letters to students for obtaining various external internships.

Departmental Coordinator identifies in-house/off campus internship opportunities within the department and shares the same with students through faculty mentor. It also monitors student's internship progress and updates the same to T&P Cell by assigning duties to Student Coordinators.

The **Student Coordinator** must assist departmental coordinator to monitor, track and collect the information for internships done by all the students of particular department. It also assists T&P cell in conducting campus / online selection process for internships.

Applicable to:

Undergraduate Degree Level

1. Civil Engineering
2. Computer Science and Engineering
3. Computer Science
4. Electronics and Telecommunication Engineering
5. Electronics and Communications Engineering
6. Electrical and Electronics Engineering
7. Information Technology
8. Mechanical Engineering

Post Graduate degree level

1. Civil Engineering
2. Computer Science and Engineering
3. Electronics and Communications Engineering
4. Mechanical Engineering

Diploma level

1. Civil Engineering
2. Electrical Engineering
3. Mechanical Engineering
4. Mechanical Engineering (Automobile)
5. Computer Science

How to search internship?

- Apply through company official portals.
- Search for a company near to your stay.
- Ask for company from your family/friends.
- Identify a company through Faculty Mentor/Department Faculty/Placement office.

Schedule:

| S. No. | Particulars | Date |
|--------|------------------------------|------|
| 1. | Application Form filling | |
| 2. | Taking letter for internship | |
| 3. | Getting confirmation | |
| 4. | Start of Training | |

Internship Duration and Academic Credentials:

The following framework is formulated to give academic credit for the internship Programme.

- Credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional.
- Training is necessary to be earned by student. Minimum 10 credits for students enrolled from First Year.
- Internships may be full-time or part-time; they are full-time in the summer / winter break and part-time.
- during the academic session.
- 1 credit is equivalent to 1 week of Full-time work / 40hrs. of in the Part Time Internship. (Full time means typically 8 hrs. of work per day)

Refer the following table for possibility of availing internship opportunities during semester breaks:

| S. No. | Activities | Duration |
|--------|--|--|
| 1. | Industrial/ Govt./ NGO/ MSME/ Rural Internship/ Innovation/ Entrepreneurship | Summer Vacation after 2nd Semester (3-4 Weeks) |
| 2. | Inter/Intra Institutional Activities/Project work/Seminar | 4th Semester (10-12 weeks) |

Internship Guidelines:

Step 1: Request Letter/ Email from the office of respective department of the college should go to industry to allot various slots of 4-6 weeks during vacation as internship periods for the students. Students request letter/ profile / interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through the concerned department. Based on the number of slots agreed to by the Industry, Faculty Mentor, will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by Faculty members who are particularly looking after the Final/Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email.

Step4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in the department office with the consent of Industry persons/ Trainers. (Sample Attached)

Step 5: Students will submit a training report after completion of internship.

Step 6: Training Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by Faculty Mentor and the same should be maintained by the respective department (III Coordinator).

Guidelines for the students:

Internship/ Placement are a student centric activity. Therefore, the major role is to be played by the students. TPO may also include involvement of the student in the following activities:

- Design and Printing of placement Brochure –Softcopy as well as Hard copy.
- Preparing list of potential recruiters and past recruiters. Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement including companies HR team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student would be nominated as "Student Coordinator" who would be assigned major responsibilities and would be accountable to TPO. For allotment of internship slots all the students will be required to submit "student internship programme application" before the prescribed date. The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

A student who will voluntarily give in writing that He / She do not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as-Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students, while interacting with the recruitment teams should be careful and behave responsibly.

Internship Report: After completion of Internship, the student should prepare a report to indicate what he has observed and learnt in the training period. The student may contact the Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. A daily diary will also help to a great extent in

writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor and Faculty Mentor. (*Refer: Syllabus*)

The Internship report will be evaluated based on following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

The above document is available on the institution website hyperlink:
<http://www.rajshree.ac.in/Essentials.html>



(Dr. Pankaj Kumar Sharma)

Director

Rajshree Institute of Management and Technology, Bareilly