INTERNSHIP POLICY

1. PREAMBLE

In alignment with the **AICTE Internship Policy**, Agni College of Technology (ACT) recognizes internships as a vital component of outcome-based technical education. Internships bridge the gap between classroom learning and real-world professional practice, enhance employability, and prepare students to meet industry expectations.

This policy provides a structured framework for planning, execution, monitoring, and evaluation of internships for all UG and PG programs offered by the institution.

2. OBJECTIVES OF THE INTERNSHIP POLICY

The objectives of this policy are to:

- Provide students with hands-on industrial exposure
- Enhance technical, professional, and soft skills
- Promote industry–institute interaction
- Improve employability and career readiness
- Enable students to apply theoretical knowledge to real-life problems
- Encourage innovation, entrepreneurship, and societal engagement

3. APPLICABILITY

This policy is applicable to:

- All UG and PG students of Agni College of Technology
- All departments and programs approved by AICTE and affiliating university
- Internships undertaken in Industry / MSMEs / Start-ups / Government / PSUs / NGOs / Research Organizations / Rural & Social sectors

4. INTERNSHIP DURATION

Internships may be undertaken for a minimum duration of fifteen (15) days or as a semester-long internship, as per program requirements. Such internships may be carried out during summer or winter vacations or during the academic semester with due approval. Depending on the nature of work, internships may be full-time or part-time and may include industry, innovation, entrepreneurship, or rural/social internships, provided they are relevant to the program outcomes and aligned with AICTE guidelines.

5. TYPES OF INTERNSHIPS RECOGNIZED

The following internships are recognized under this policy:

- Industrial Internship
- Research Internship
- Start-up / Entrepreneurship Internship
- Innovation & IPR related Internship
- Rural / Social Internship (AICTE Activity Program)
- Government / PSU / NGO Internship
- Online Internship (with prior approval)

6. ROLES AND RESPONSIBILITIES

The effective implementation of the internship program at Agni College of Technology requires coordinated efforts from the Training and Placement Cell, departments, faculty mentors, and students. The Training and Placement Cell shall act as the central coordinating body to identify internship opportunities, establish industry linkages, issue official request and confirmation letters, and maintain records of student internships. Department Internship Coordinators and Faculty Mentors shall guide students in selecting relevant internships, approve internship proposals, monitor student progress through periodic reviews or visits, and evaluate internship reports and presentations. Students are responsible for securing prior approval for internships, adhering to organizational rules and professional ethics, maintaining daily internship records, and submitting all required documents within the stipulated time.

7. INTERNSHIP PROCEDURE

The internship process shall begin with the student applying for internship approval through the concerned department and Faculty Mentor. Upon approval, the Training and Placement Cell shall issue a formal request or permission letter to the host organization. After joining the internship, the student shall submit a joining report to the department. During the internship period, the Faculty Mentor shall monitor the student's progress through periodic interactions, reviews, or industry visits (physical or virtual). On completion of the internship, the student shall submit the internship report, daily diary/logbook, attendance record, and completion certificate issued by the organization. The internship shall be completed only after successful evaluation through faculty assessment and seminar or viva-voce as prescribed by the institute.
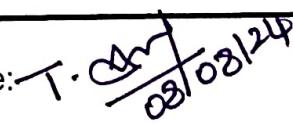
8. Monitoring and Evaluation

The internship undertaken by the students shall be monitored and evaluated to ensure meaningful learning outcomes in line with AICTE guidelines. Evaluation shall be carried out based on multiple components including attendance, punctuality, technical learning, professional behavior, quality of internship report, and feedback from the industry supervisor. Faculty Mentors may conduct surprise visits or periodic reviews to assess student performance. The final evaluation shall include a seminar presentation or viva-voce conducted at the institute, and students shall be awarded grades such as Excellent, Good, or Satisfactory based on their overall performance.

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