



**Bharath Institute of Higher Education and Research  
(Deemed to be University)**

**Office of the Dean of Engineering,**

**Sree Balaji Institute of Science and Technology (SBIST),**

**7, Works Road, Chromepet, Chennai – 600044**

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SBIST/PLAC/ORD/2025-26/002

Date: 01 October 2025

## **OFFICE ORDER**

### **INTERNSHIP MADE COMPULSORY FOR ALL FINAL YEAR STUDENTS**

*(Comprehensive Institutional Policy – AICTE Compliance Format)*

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#### **1. PREAMBLE**

In alignment with AICTE Internship Guidelines, the Outcome-Based Education (OBE) framework, NBA/NAAC quality benchmarks, and evolving Industry 4.0 competency standards, the Institution hereby mandates compulsory internship for all Final Year students.

Industry Internship forms an integral component of the academic curriculum and experiential learning process. It provides structured industrial exposure and immersive organizational assignments for a defined duration, enabling students to:

- Gain hands-on industrial experience
- Integrate academic knowledge with practical applications
- Interact with industry professionals
- Develop presentation, documentation, and communication skills
- Understand corporate culture and professional ethics
- Enhance employability and industry readiness

Internships often serve as a gateway to final placements and Pre-Placement Offers (PPOs).

This policy shall be applicable from the Academic Year 2025–2026 onwards.

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## 2. DEFINITIONS

For the purpose of this policy:

- **Internship:** Structured industrial, research, or entrepreneurial training undertaken for academic credit.
- **Industrial Training:** Short-term exposure (minimum two weeks) during vacation periods.
- **Research Internship:** Internship at recognized R&D institutions or universities.
- **Industry-Sponsored Project:** Major project executed under direct industry supervision.
- **Faculty Mentor:** Department faculty assigned for academic supervision.
- **Industry Supervisor:** Official representative of host organization.
- **Host Organization:** Industry/PSU/Startup/R&D/University approved by the Institution.

## 3. POLICY STATEMENT

Internship is declared mandatory for all Final Year Undergraduate Engineering students.

Successful completion of internship requirements is compulsory for:

- Academic progression
- Eligibility for final semester examinations
- Award of Degree
- Eligibility for placement assistance

No exemption shall be granted except under extraordinary circumstances approved by the Academic Council.

## 4. VISION ALIGNMENT

This initiative supports the institutional vision of producing:

- Industry-ready engineers
- Ethical professionals
- Research-oriented graduates
- Entrepreneurial innovators

- Globally competent technocrats

## **5. OBJECTIVES**

The compulsory internship aims to:

1. Provide real-world industry exposure.
2. Strengthen practical implementation of theoretical knowledge.
3. Develop technical competencies and domain specialization.
4. Enhance teamwork, leadership, and communication skills.
5. Promote research, innovation, and product development.
6. Facilitate industry–academia collaboration.
7. Improve placement outcomes and employability.
8. Provide networking opportunities with industry professionals.
9. Enable feasibility of Pre-Placement Offers (PPOs).

## **6. INTERNSHIP LEARNING OUTCOMES (ILO)**

Upon completion, students shall be able to:

- Apply engineering principles in real workplace scenarios.
- Use industry-standard tools and methodologies.
- Demonstrate professional ethics and workplace discipline.
- Prepare technical documentation and reports.
- Communicate effectively in professional settings.
- Work collaboratively in multidisciplinary teams.

These outcomes shall be mapped to Program Outcomes (POs) and Course Outcomes (COs).

## **7. SCOPE & APPLICABILITY**

This policy applies to:

- All Final Year B.E./B.Tech students
- All AICTE-approved programs
- All Departments

## **8. INTERNSHIP STRUCTURE & DURATION**

### **8.1 Minimum Duration**

Students shall undergo:

- Minimum **8–12 Weeks Full-Time Internship**  
OR
- Industry-Based Major Project  
OR
- Research Internship

Additionally:

- 2–4 Weeks Industrial Training during vacation
- Minimum continuous two-week period (as prescribed)

Extension requires prior written approval.

## **8.2 Modes of Internship**

- Onsite (Preferred)
- Hybrid
- Online (Allowed only with verifiable supervision, structured deliverables, and periodic review)

## **8.3 Credit Allocation**

- Internship carries academic credits.
- Mapped to PO/CO.
- Evaluated under OBE framework.
- If 3 credits earned → One Professional Elective may be dropped.
- Credits less than 3 not counted for degree classification.

Completion certificate forwarded to COE.

## **9. ELIGIBILITY CRITERIA**

Students must:

- Maintain minimum 80% attendance in coursework.
- Meet eligibility criteria of host organization.

Failure to apply for three consecutive eligible internship postings may lead to withdrawal of institutional assistance.

## **10. GOVERNANCE & ADMINISTRATIVE STRUCTURE**

### **10.1 Institutional Internship Committee**

- Dean – Chairperson
- Internship Coordinator
- Heads of Departments

- Training & Placement Officer
- Faculty Mentors

## **10.2 Roles & Responsibilities**

**Dean** – Policy oversight

**Internship Coordinator** – Monitoring & liaison

**HoD** – Approval & mentor allocation

**Faculty Mentor** – Academic guidance

**Training & Placement Cell** – Industry MoUs

**Students** – Professional conduct

## **11. INTERNSHIP PROCEDURE**

### **11.1 Pre-Internship**

Students must:

- Secure Offer Letter
- Submit Application Form
- Obtain Approval
- Be assigned Faculty Mentor

### **11.2 During Internship**

Students shall:

- Maintain Daily Logbook
- Follow safety norms
- Participate in mid-term review
- Maintain minimum 90% internship attendance

### **11.3 Post-Internship Deliverables**

Students must submit:

- Completion Certificate
- Internship Report
- Logbook
- Industry Supervisor Feedback
- Presentation

## **12. ASSESSMENT & EVALUATION**

<b>Component</b>	<b>Weightage</b>
Industry Feedback	30%
Internship Report	30%
Presentation & Viva	20%
Innovation/Contribution	20%

Assessment based on:

- Technical competence
- Problem-solving ability
- Innovation
- Professional ethics
- Communication skills

### **13. STUDENT SAFETY, ETHICS & COMPLIANCE**

Students must:

- Follow workplace safety rules
- Adhere to confidentiality agreements
- Respect intellectual property rights
- Comply with anti-harassment and ICC regulations
- Uphold institutional reputation

### **14. DISCIPLINARY PROVISIONS**

Serious misconduct includes:

- Absenteeism
- Abandonment
- False documentation
- Workplace misconduct

Actions may include:

- Cancellation
- Academic ineligibility
- Withdrawal of placement support

### **15. GRIEVANCE REDRESSAL**

Escalation Matrix:

Student → Faculty Mentor → HoD → Internship Coordinator → Dean → Academic Council

## 16. QUALITY ASSURANCE & DOCUMENTATION

- Digital archiving of records
- Industry feedback analysis
- Annual policy review
- Audit compliance for AICTE/NAAC/NBA

## 17. RISK MITIGATION & ALTERNATE ARRANGEMENTS

If internship opportunities are unavailable:

- Institution shall provide Industry Projects
- Research Projects
- Incubation-based projects
- Approved virtual internships

No eligible student shall be deprived of internship opportunity.

## 18. REVIEW & AMENDMENT

This policy is approved by the Governing Body and shall be periodically reviewed in alignment with AICTE and University regulations.

*J. Indumathi*

