



# CAREER AND PLACEMENT CELL

STUDENT INTERNSHIP POLICY

## ABSTRACT

The document is an operational policy framework of the CnPC for the students. These include General rules, eligibility, scheduling, registration, code of conduct, etc.

- **Dr. Rahul Shreshta**

Advisor TnI

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# INTRODUCTION

The transition from a student to a professional is a milestone. Your imminent graduation and the search for your first “*real*” job mark the beginning of a new and significant stage in your life. The goal of your search should be to find a situation that supports your onward progress in life and where you feel appreciated and comfortable—in short, a job that you will find satisfying in all respects.

The Career and Placement Cell (CnPC) is fully equipped to render all the necessary assistance for you to make your career meaningful. By connecting to external organizations, the CnPC endeavors to provide a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. This policy framework governs the student’s involvement in the various aspects of the internship process.

The CnPC welcomes all eligible students to the internship season. We strive to extend all possible support to provide the right career opportunities to our students so they can fruitfully pursue their career interests.

The CnPC endeavors to achieve the best possible internship outcomes. To meet the expectations of all the stakeholders, the internship policy has evolved over the years. In order to achieve the best possible results, all students are expected to understand the internship policy and follow it strictly.

The internship policy is applicable to all students registered for the campus internship and is to be followed during the entire duration of this internship season. The CnPC only acts as a **facilitator** by calling companies to the campus for internships. Registration for the campus internship **does not guarantee** an internship. Students not interested in internships are advised not to register for internships.

**Disclaimer:**

All students are required to follow the rules laid out by the CnPC. The CnPC reserves the right to revise this Internship Policy as and when it seems fit to maximize the benefits of the student's community without incorporating or modifying the policy framework. All decisions taken by the CnPC will be final and binding on all students registering for the internship program. All disputes shall be settled jointly by the Faculty Advisors of the CnPC. Their decision shall be final and binding on all.

**REGISTRATION PROCEDURE**

To participate in the Internship, the students should register themselves with CnPC through the following procedure:

- A student under academic probation and disciplinary action are not allowed to register with CnPC.
- An email shall be sent to all eligible students, wherein students are required to register for the recruitment drive, providing their details requested

by CnPC. Students are not allowed to register after the deadline of registration, except if they have special permission from the Faculty Advisor of CnPC.

- Students must pay a one-time registration fee as communicated in the email by the Competent Authority. Any payment made to CnP is **non-refundable**.
- For PG students, please check your academic curriculum for the provision of an internship. Please note that the CnPC does not provide approval for internships. If your academic curriculum does not have provision for the same, please discuss it with your Faculty Advisor (FA) and Dean (Academics) and seek written permission. Once written permission for the internship is granted, only then you should register for an internship.
- Only registered students can avail the facilities of CnPC.

# INTERNSHIPS

The following policy framework is implemented for all the students eligible for internships. The framework will be in effect for all internships through the CnPC.

## GENERAL RULES

- All students are advised to thoroughly check the profile and background of each company before applying. Kindly make informed decisions **BEFORE** applying to any company on campus. The CnPC would **NOT** be liable for any default from the **Company's End** at any stage later.
- Once you apply to a company, all rules as per the student internship policy will apply, and you will not be allowed to leave the selection process of the company unless dictated by the rules.
- All the students who have registered with any particular company are compulsorily required to attend the complete process conducted by the company.
- If a student is appearing in the selection process of multiple companies, the student is bound to accept the offer from the company declaring the selection results earliest.
- A student must submit a medical certificate from a registered medical practitioner to the Career and Placement Cell (CnP) within five working days of becoming aware of any medical condition that may potentially result in withdrawing from or leaving a job prematurely.
- The two credits for the mandatory internship are only given at the sole judgment of the respective **Faculty Advisor**. Students are advised to get their faculty advisor's consent before applying for internships. This is particularly important for general/non-core companies. If you are going for an

off-campus internship, please make sure that it fulfills the institute's requirements, as you will be required to submit the internship certificate in the format specified by the institute. The profile of your internship needs to be verified by the **Faculty Advisor**. Only after the approval and completion of your internship you will be awarded the credits as per the criteria mentioned in **B.Tech Ordinance and Regulations**.

- The students are allowed for the 8th semester internship but only in the online/remote mode.
- If a company shares a negative feedback arising due to the underperformance or misconduct of the student throughout the internship, then the following steps would be taken:
  - The feedback form from both the company and students will be considered before validating the company's remarks.
  - A committee may be constituted, including FA, Advisor CnP/TnI, and designated members of the student's internship.
  - If any major issue from the company side is found then the company may be black listed by the Institute.

## **ELIGIBILITY**

Students will be allowed to sit for a company if he/she fulfills the below criteria:

- The student has **NOT** received any internship offer approved by CnP Cell.
- The student fulfills the eligibility criteria outlined by the company.
- The student has not been disqualified or penalized for any infringement of **CnPC regulations**.

## DURATION

- A student can do an internship for 2 Months or 6 Months only after the **5th Semester (B.Tech)**. PG students can do 6 months or 11 months, according to their academic curriculum.
- The Internship can be done anywhere **In** India or **Outside** India.
- Once selected, a student cannot decline an on-campus Internship offer, regardless of location and duration.
- Upon completion of an Internship during the **Summer/Winter break** (a minimum of 6 weeks), which is required for the course (IC-010), students will receive **2 credits**.
- The timeline for a **two-months** on-campus Internship -
  - **Winter Internship:** 2nd week of December 2024 to January End 2025
  - **Summer Internship:** 1st week of June 2025 to July End 2025
- Upon completion of an **Offline/Onsite Internship** during the **Semester** (a minimum of 14 weeks, **excluding** the 6 weeks of summer/winter break), students will receive **9 credits**.
- Upon completion of an **Online/Remote Internship** during the semester (a minimum of 14 weeks, excluding the 6 weeks of summer/winter break), students will receive **7 credits**.
- Furthermore, during **Online/Remote Internships**, the student can opt for a **maximum of 9 credits** from courses.
- The timeline for a **six-months** on-campus Internship -
  - **Even Semester:** 1st week of January 2025 to 1st week of July 2024
  - **Odd Semester:** 1st week of June 2025 to 1st week of December 2025
- Apart from above timelines, if a student wishes to avail credits for an off-campus internship done during the semester, he/she is solely responsible for management of their ongoing course credits.



## PERMISSIONS

- **Industrial Internships**

- **On-campus:**

- **Semester Long Internship (DP-399P):** Students shall inform and take permission from the Faculty Advisor, followed by the Advisor for Training and Internship ([TnI](#)) and the Career and Placement ([CnP](#)) Cell (in cc). Then seek formal approval from the AD Courses, within five working days.
- **Semester Break Internship (IC-010):** Students shall inform their Faculty Advisor.

- **Off-campus:**

- **Semester Long Internship (DP-399P):** Students shall inform the Faculty Advisor, followed by the Advisor for Training and Internship ([TnI](#)) and the Career and Placement ([CnP](#)) Cell (in cc) and permission should be obtained from FA and AD Courses within five working days.
- **Semester Break Internship (IC-010):** Students shall inform the Faculty Advisor, followed by the Advisor for Training and Internship ([TnI](#)) and the Career and Placement ([CnP](#)) Cell (in cc) and permission should be obtained from the respective FA within five working days.

- **Academic Internships:**

- For Academic internships permission should be taken from the FA, followed by Academic Section with Career and Placement ([CnP](#)) Cell (in cc).

- The offer letter for the same should be shared with the CnP cell within 5 working days of obtaining the offer letter from the respective institution or company.

## **NOC PROCUREMENT PROCEDURE**

- **Semester Long Internship (DP-399P):** The Non-Objection Certificate should be procured (if needed by the company) from the Academic Section after taking permission from FA, Advisor TnI ([TnI](#)) and CnP Cell ([CnP](#)) (cc).
- For the procurement of the “Bonafide Certificate”, the student should obtain permission from FA, Advisor TnI ([TnI](#)) while keeping [CnP Office](#) in cc, followed by approval of Academic Office in case of on-campus internships whereas in case of off-campus internships permission should be taken from FA and Academic Office.
- The student is responsible for the procurement of hostel leave, mess-off, and all other relevant modalities/documents at least 2 weeks before leaving for the 6-month internship. CnP Cell will not be liable for any of these issues.
- **Semester Break Internship (IC-010)**
  - The Non-Objection Certificate should be procured from the CnP Cell for B Tech. (after the 5th semester).
  - If a student has already received an internship from CnP, they will not get an NOC for any other internship during the same timeline from CnP or the Institute.
- A PG internship NOC should be obtained from the Academic Office after approval from the Mentor.

## SEMESTER INTERNSHIP

- Students interested in applying for a semester internship have to get **permission** as per institute rules and submit the same to the CnPC.
- The semester internship must be completed with a single company. The semester internship cannot be fractalized.
- The semester-long internship done in the Final Semester will be considered as **One Job Offer**.
- **Minimum Credits Requirement**
  - For **6th Semester Online Internship** a student is required to complete a minimum of **98 credits** before starting the Internship.
  - For **6th Semester Offline Internship** a student is required to complete a minimum of **105 credits** before starting the Internship.
  - For **7th Semester Online Internship** a student is required to complete a minimum of **120 credits** before starting the Internship.
  - For **7th Semester Offline Internship** a student is required to complete a minimum of **127 credits** before starting the Internship.
  - For **8th Semester Online Internship** a student is required to complete a minimum of **142 credits** before starting the Internship.

## OFFER OF INTERNSHIP

- The CnPC enforces a **one-student one-internship policy**. Therefore, once a student is offered a legible internship approved by the Institute, he/she will be debarred from all CnPC drives.
- If you wish to avail credits for an off-campus industrial internship, it is mandatory to inform and send a copy of the offer letter to the CnP Cell within **5 working days** of receiving the off-campus offer letter.

- If a student drops an on-campus internship offer, strict action would be taken against the student depending upon the reason, including but not limited to the student getting debarred from CnPC.

# CODE OF CONDUCT

- **Students are NOT allowed to leave a selection process by a company after being shortlisted unless dictated by the policy. Such actions or not joining a company for internship after accepting or at the very last moment will result in strict actions including but not limited to debarring from the test/interview, de-registering from internship process, disciplinary actions and monetary fine.**
- A student must submit a medical certificate to CnP within 5 days of learning about any medical condition that might lead to leaving an internship early. CnP will notify the respective company regarding students affected by such medical conditions.
- The student can drop the offer only with medically valid reasons communicated in advance. Failure to adhere to this protocol will result in strict actions including but not limited to debarring from the test/interview, de-registering from the placement process, disciplinary actions and monetary fine.
- Students registered with CnPC shall prepare a resume. It is expected that a student shall **NOT** add any ambiguous, wrong, fraudulent, or misleading information to his/ her resume. Resume checks will continue throughout the internship process through the CnPC. If any discrepancies are found, the student will be debarred from CnPC. This may also attract **strict disciplinary action.**
- Students are always required to carry their Identity Cards during the selection process, including PPT, written or online tests, group discussions, personal interviews etc.
- It is mandatory for students to attend the complete process of the companies they wish to apply. Students are expected to come on time and in proper

attire and maintain a proper decorum throughout the presentation. Students will not be allowed to leave the room before the complete process is over. Failing to comply with any of these requirements, the student will be liable to strict penalties as defined in the policy.

- **Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, and Tests etc. The dress code to appear in any activity of the placement process and at the time of personal interview shall be business formals, unless specified otherwise.**
- During the screening tests and interviews, no form of cheating would be tolerated. Cheating and using unfair means would lead to severe actions including but not limited to debarring from the test/interview, debarring from internship process and disciplinary actions.
- Students are expected to maintain professionalism while interacting with any of the company officials. Students are by no means allowed to negotiate with the officials regarding any matters included but not limited to stipend, location, mode of work for the entirety of the process. They are expected to arrive in time. Any student violating any of these norms would be penalized.
- The CnPC will try its best to convince companies in every aspect related to the maximum benefit for the majority of students; however, the final decisions in these matters will be at the discretion of the company. No objections from any student will be entertained in this regard.
- All scheduling matters will be decided by the CnPC and the company on mutual agreement, as per the available time slot. No objections from any student will be entertained in this regard.
- No form of disorderly conduct with the Career and Placement Cell Team will be tolerated from the students. Any student found to misbehave with the CnP

Team will be debarred from the next two eligible companies and fine may be imposed as decided by the CnP Cell.

## **PENALTY**

If a student defaults after registration, the following penalties are liable to be imposed:

- If a student registered for the placement drive of a company fails to attend the Pre-Placement Talk or the Assessment rounds (if conducted), the student will be debarred from the placement drives for 2 months.
- If a student registered for internship drive of a company fails to attend the Interviews, the student will be debarred from the internship drive 2024-25 and will be subjected to a monetary fine.
- If a student is found directly interacting /negotiating with company officials, he/she will have to face severe disciplinary actions as well as monetary fines. The student shall also be debarred from CnP.
- In extreme cases, the penalties shall be decided by the CnP team on a case to case basis.
- If any student is found contacting the CnP Office Team, Advisor TnI, or Advisor after office hours, they will face a monetary penalty. In case of any emergency situation, the students can contact the student volunteers; they will be the ones to take care of the situation.

# HIERARCHY TO APPROACH

In case of any queries or clarifications, students must follow the following hierarchy and defaulters will be debarred from CnPC and subjected to monetary fine.

- Student Point of Contact (SPOC) of the company (their contact details will be given in the registration email)
- Branch Coordinator of your respective branches
- The overall internship coordinators (UG/PG)
- CnP Office Team
- Training and Internship Advisor (The final authority to be mailed regarding any issues with Internships)