

Standard Operating Procedure (SoP)

For Granting Permission to Students for Internships During the Academic Sessions

1. Objective:

To provide students with the opportunity to gain hands-on industry exposure through paid internships during inter-session breaks, while ensuring academic alignment and learning accountability.

2. Scope:

This SoP applies to all undergraduate and postgraduate students across departments who wish to undertake internships during the inter-session period.

3. Eligibility Criteria:

- The internship must be paid, with a stipend of not less than ₹20,000/- per month.
- The student must have no academic backlogs and must have secured a minimum of 75% attendance in the ongoing semester.
- Only internships with verified and recognized organizations shall be considered.

4. Procedure:

1. Step 1: Application Submission

- The student shall submit a formal application to the Head of the Department (HoD) at least 10 days prior to the start of the internship.
- The application must be accompanied by:
 - A copy of the internship offer letter clearly stating the duration, stipend amount, and job role.
 - Contact details of the organization (email, phone number, address).
 - Proof of stipend exceeding ₹20,000/month.

2. Step 2: Verification

- The department shall verify the authenticity of the offer letter directly from the organization via email or telephone.
- Upon successful verification, the Dean/HoD shall forward the application to the Dean Academics for final approval.

3. Step 3: Issuance of Permission

A formal permission letter shall be issued to the student by the Dean Academics after receiving verification and recommendation from the concerned HoD.

4. Step 4: Monthly Learning Report

- The student shall submit a Monthly Learning Report to the department on or before the 5th of each subsequent month during the internship.
- The report should be signed and verified by the internship supervisor from the host organization.
- In addition, the learning outcomes of the internship/training must align with the learning outcomes of the courses offered during the upcoming semester(s). It will be the responsibility of the student to ensure that this alignment is maintained.
- The student shall submit a Monthly Learning Report to the department on or before the 5th of each subsequent month during the internship.
The report should be signed and verified by the internship supervisor from the host organization.

5. Step 5: Mid-term Review

- The department shall conduct a review of the submitted learning reports.
If the School is not satisfied with the quality or progress of the internship learning, it reserves the right to revoke the permission immediately.
- The student will be required to rejoin the university without delay.

6. Step 6: Final Internship Evaluation

Upon completion of the internship, the student shall submit:

- A final report summarizing the experience and learnings.
- A completion certificate from the host organization.

Note: It will be the responsibility of the student to complete the preparation of the relevant academic courses using course materials available on the University LMS and other credible sources during the internship period.

Annexure: Format for Monthly Learning Report

Student Name	
Enrollment Number	
Department/Program	
Internship Organization Name	
Internship Duration	From: _____ To: _____
Report Month	_____

1. Key Responsibilities Undertaken

(Briefly describe roles, projects, and deliverables handled during this month.)

2. Skills Learned/Enhanced

(List specific technical, managerial, communication, or domain-specific skills acquired.)

3. Challenges Faced and How They Were Overcome

(Describe any obstacles encountered and the problem-solving strategies used.)

4. Value Addition to Academic Learning

(How does this internship align with or enhance your current academic curriculum?)

5. Supervisor's Remarks (To be filled by Industry Supervisor)

Name & Designation:

Contact Email/Phone:

Signature & Stamp (if applicable):

6. Student's Signature

Signature with date