


Guidelines for Internship

1. The Internship Nodal Officer shall collect and maintain proper records of students completing internships.
2. Maintain the following documents of each student:
 - Student name and roll number
 - Class/Semester and department
 - Name of organization/institute
 - Internship duration
 - Offer/Joining letter
 - Internship completion certificate
 - Internship report/logbook
 - Photographs and feedback
2. Prepare and maintain year-wise and department-wise Excel records of all internship students.
- 3.. Keep both hard copy and soft copy records.
4. Verify that internship certificates and documents are genuine and relevant to the student's programme.
5. Maintain proper files/folders for easy access during NAAC inspection.
6. Submit internship data and reports to IQAC regularly.
7. Preserve all internship records safely for future academic and NAAC purposes.

To
Dr. Akhishet
Shenkar

8.5.26.