

RISE KRISHNA SAI GANDHI GROUP OF
INSTITUTIONS::ONGOLE



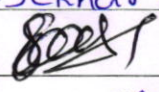
POLICY ON INTERNSHIPS

VERSION 1.0

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Prepared By

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1. Aim:

To provide students with real-world industrial and research experiences that complement their academic learning, fostering a more holistic understanding of engineering principles and practices.

2. Objectives:

- Offer students practical experience in professional environments.
- Enhance the employability of students by providing them industry-relevant skills.
- Build collaborations with industries, research institutions, and other organizations.
- Promote industry-academia relationships beneficial for curriculum development and research.

3. Procedures:

- Identification: College's placement cell will identify potential organizations for internships in consultation with the departments.
- Notification: All internship opportunities will be listed on the college's official portal or through social media, with details like duration, stipend (if any), location, and requirements.
- Application: Students interested will apply, attaching necessary documents like resumes, recommendation letters, etc.
- Selection: The respective organizations will shortlist and conduct interviews/tests as required. The placement cell will facilitate this process.
- Agreement: Once selected, an Internship Agreement will be signed between the student, college, and organization, outlining roles, responsibilities, and expectations.

4. Guidelines to Students:

- Preparation: Students are advised to attend workshops conducted by the placement cell on CV writing, interview skills, and other related topics.
- Professional Conduct: Students must behave professionally, respecting all rules and policies of the organization where they intern.
- Regular Reporting: Students should maintain an internship journal, detailing their weekly activities and learning. This should be submitted to their respective department mentors.

- **Feedback:** At the end of the internship, students must fill out a feedback form regarding their experiences. This will help the college assess the quality and relevance of the internship for future batches.

5. Internship Program Discipline Procedures:

- **Attendance:** Interns must maintain a minimum of 95% attendance during the internship period unless there are legitimate reasons.
- **Breach of Conduct:** Any unprofessional behavior or breach of organization rules can result in immediate termination of the internship. In such cases, the student might not be eligible for future internship opportunities through the college.
- **Disputes:** In case of any disputes or grievances during the internship, the placement cell, along with the concerned department, will intervene to mediate and find a solution.
- **Confidentiality:** Students are expected to maintain strict confidentiality regarding any proprietary information of the organization they intern with.

6. Review and Updates

Periodically review and update the policy as and when required to align with evolving technological advancements, and institutional goals.