



SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES, INDORE

(Established by Govt. of M.P. vide Act No. 23 of 2016 & Recognized by UGC u/s 2(f) of 1956 Act)

Ref No: SUAS/RO/2019/125


September 20, 2019

NOTIFICATION

Subject: Revised Internship Policy for SUAS Students.

It is hereby notified for information to all concerned that the University Authorities have approved the Revised Internship Policy for SUAS Students.

The Revised Internship Policy for SUAS students is attached herewith.


Dr. Peeyush Pandey
Registrar
SUAS, Indore

Encl. - 1. Copy of Policy
2. Undertaking

Copy to:-

- Honorable Pro-Chancellor through PA
- Honorable Vice Chancellor through PA
- Head of Schools
- Head, Admission Cell
- Head, Placement Cell
- Controller of Examinations
- School Coordinators

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Internship Policy

1. Purpose of the policy

The purpose of the Internship policy is to define the structure, processes, roles and responsibilities of various schools of the University for smooth conduction of related activities. Internship is mandatory for all students as per the formats and duration of the programs.

2. Structure of the Internship Committee at School level and its Terms of Reference for smooth operations

2.1 Structure of the committee:

The composition of School wise Internship Committee shall be as under:-

- Director of respective School - Chairperson
- All Faculty mentors from respective school - Member
- Person designated by COE- Member
- Training and Placement Coordinator (TPC) from each School – Member Secretary

2.2 Terms of Reference

- To recommend strategy for internship to Training and Placement Cell and support in all its activities
- To scrutinize the internship proposal to avoid possible duplication and check relevance of topic
- Review and approve list of eligible students and topics for internships as proposed by Member Secretary
- To approve equivalent work as an alternative to industry internship to be carried out during the internship period
- To verify the internship reports for possible plagiarism and compliance with necessary formats.
- To prepare and propose criteria, schedule, list of examiners for assessment of Internship

3. Roles and Responsibilities of Training and Placement Cell at University Level

Training and placement cell shall be established at University Level. This cell will be headed by Training and Placement officer. TPC from each school will be part of this cell. Training and Placement Cell shall be responsible for

- 3.1 Overall functioning of Training and Placement Cell and ensuring that every eligible student gets internship
- 3.2 Preparing SOPs and formats for smooth conduct of internship programs of the University
- 3.3 Coordinating with respective School Directors for list of eligible students (prepared as per clause 6 of this policy) for participating in internship process
- 3.4 Coordination with respective Schools for conduct of internships and placements
- 3.5 Continuous interaction with companies for internship of students
- 3.6 Preparing a database of companies in an MIS and regularly updating the same



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- 3.7 Seeking time from companies for internships, follow-ups and finalizing the dates of interview
- 3.8 Co-ordinating with students for the Interview date, receiving Corporate HR and organizing interview on the day
- 3.9 Maintaining discipline and attendance of students on the interview day
- 3.10. Taking care of pick up and drop, refreshments for delegates of the company
- 3.11 Updating the management regarding the company's response on visiting the campus and submission of monthly progress report
- 3.12 Organizing a fortnightly review (or as when required) with HODs/Directors of respective Schools
- 3.13 Print and punch student's profile in students file
- 3.14 T and P cell shall send formal proposal to prospective company willing to offer internship to the students

4. Roles and Responsibilities of HODs/Directors of Schools

- 4.1 The HODs/Directors of School shall devise the strategy for internship for their respective Schools
- 4.2 Directors/HODs of Schools shall be responsible for ensuring internship of the eligible students of their School and shall extend all necessary support to the T and P Cell for achieving the same
- 4.3 Directors / HOD shall verify topics, titles and areas of internship
- 4.4 The HODs/Directors shall develop corporate connects for internships and share the same with T and P Cell
- 4.5 HODs/Directors will attend review meetings being organized by T and P Cell
- 4.6 HODs/Directors shall ensure that a list of eligible students for participation in Internship process as per clause 6 of this policy is prepared and shared with the Training and Placement Department, before commencement of internship activities.

5. Roles and Responsibilities of School wise Training and Placement Co-Ordinator

- 5.1 to collect the resume from eligible students in prescribed format (provided by Training and Placement Cell)
- 5.2 to review profile of the students and make necessary corrections (if any)
- 5.3 to work as channel of communication between students and T and P Cell.
- 5.4 to collect company references from students and share with T and P Cell.
- 5.5 to inform students regarding the schedule of company visits and interviews
- 5.6 to collect information of the students who were absent in Pre Internship Talk delivered by the company as well as names of the students who did not attend the interview after getting registered for the interview process.
- 5.7 to inform the students about their selection result

6. Eligibility of Students

All the students shall be permitted to receive Internship assistance who shall fulfill following eligibility criteria:

1. Overall attendance more than 75%
2. No breach of discipline/University code of conduct or any other violation of University policies
3. Has no outstanding dues/payment of fees.
4. Completion of earlier internship/other academic requirements
5. Has not found to have engaged in misconduct or has not tried to publicly damage the repute of university or has not been found to disturb the decorum of the University in any manner.
6. Shall not have any criminal proceedings pending in any court in India or abroad
7. Shall not have accepted any other internship during the same period
8. Shall have satisfactory feedback from the industry in the earlier internships

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7. Registration Process

- 7.1 Students eligible as per clause 6 of this policy shall be allowed to register for Internship process
- 7.2 The student has to complete formalities on student's portal to generate resume
- 7.3 The resume has to be checked and verified by the respective mentors
- 7.4 All eligible students shall be required to submit an undertaking in the format prescribed by the Training and Placement Cell as given in the "Formats and Procedure Section" of this document
- 7.5 Students are advised to keep enough copies of resume, passport size photos, etc. ready to submit it as per the requirement of company. No requests for taking the printouts of resumes from the T and P department will be entertained.
- 7.6 Once confirmation is received from the company, internship evaluation strategies will be shared with the company for assessment.

Training and Placement cell shall assist students to get internships based on the criteria and other description of the companies/ organization

In addition to the T and P cell efforts, every student is expected to find internship opportunities on their own according to his / her area of specialization and internship objectives prescribed for their program of study. Once a student accepts internship offer in one organization, he / she cannot apply to other company

8. Selection Process

- 8.1 It is mandatory for students to attend all activities pertaining to the internship opportunity he/she has registered for
- 8.2 The list of the students will be shared with the companies as and when requested and will be subjected to selection process based on their policy
- 8.3 Companies may visit the campus for interview or the student will be required to report at the address mentioned on his own
- 8.4 The said internship will be considered final when communication of confirmation is received from the organization
- 8.5 Once the student has been selected by a company for internship, offer of the internship will be sent by the company to the Training and Placement Cell, no offer letter shall be issued to the students directly
- 8.6 Student has to give the location preference while submitting the profile to TPC. In case of non-availability of preferred location, the students are expected to be flexible and open to take up internship elsewhere
- 8.7 Stipend may or may not be provided which totally depends on Company policy
- 8.8 In case of students who have to undertake alternative assignments as allotted by competent authority in lieu of internship, shall be required to work on the said task under the supervision of faculty mentor during the internship period
- 8.9 It is mandatory for the student to undertake internship/alternative assignment allotted by the University failing to which term will not be granted and he / she may end up losing the academic year

9. Training for interviews

It is mandatory for students to attend the training / IDSC Sessions which will help in grooming, interview preparation, aptitude, technical tests, mock interview, GD and PI, written test preparation etc.



10. Interview Mandate

10.1 Interview schedules published by the T and P Cell shall be final.

10.2 Students shall-

- a) Keep record of organizations and positions for which they apply
- b) Keep notes on the job details announced. These are useful at the time of interview
- c) Prepare completely for attending the various Written Tests, Group Discussions, Aptitude Tests and Interviews, particularly in respect of the specific company for which they are appearing
- d) Study the website of the company and their competitors
- e) While attending interviews, students must be punctual and dressed in formal clothes only

11. Norms for the students during internship

11.1 Student must report at the place as per the date and time communicated by the respective company/Industry

11.2 Student must follow all rules and regulation set by the said industry

11.3 Student must not behave in a way which will hamper the daily functioning of the said industry

11.4 Student must send weekly progress report to the respective mentor

11.5 Student must present a report on his/her learning post Internship for assessment.

11.6 Student can coordinate with faculty mentor as and when required for guidance through mail or personal meeting as per his/her convenience.

11.7 The students must endeavor to utilize this opportunity to obtain placement offer from the company

11.8 The students should follow the stated policies of the company

11.9 Students shall comply by the norms set for the evaluation of the internship set by the University

11.10 Students will be responsible for their own safety on and off work location during the internship period

12. Post Internship

Students shall comply by the norms set for the evaluation of the internship set by the University

13. Miscellaneous

13.1 Students must bear all expenses of travel/accommodation and food

13.2 In case of any dispute with the Internships/ problems at organisation level, the students should approach the Training and Placement Cell

13.3 In case any industry cancels a student's internship due to poor performance, negligence, disciplinary issues, the university shall not be responsible to provide further assistance for internship to the student

13.4 The existing Internship policy is not absolute and may change, if deemed so, on the University's discretion. However, the students will be informed about the suggested changes by the Training and Placement Cell in advance

13.5 Faculty mentor shall interact with industry supervisor at least once in fortnight may be through e-mail, phone call, skype call, in person visit or any other digital means of communications. It is expected that faculty mentor will visit industry / company in person at least once during the internship period



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14. Credit and Hours of Internship for B. Tech/BBA/B.Sc. and B. Arch.

Symbiosis University of Applied Sciences		
Credit and Hours of Internship for BBA/B.Tech/MBA		
BBA Credits and hours for Internship Program		
Duration	Credits	Semester
Eight weeks	8	II
Eight weeks	8	IV
One semester	16	VI
Total	32	
B. Tech Credits and hours for Internship Program		
Duration	Credits	Semester
Eight weeks	8	II
Eight weeks	8	IV
Eight weeks	8	VI
One semester	16	VII
Total	40	
MBA Credits and hours for Internship Program		
Duration	Credits	Semester
Eight weeks	8	II
One Semester	16	IV
Total	24	

Arch



Weekly Progress Report (To be filled by student)

Week Number -	Start Date -	End Date -
Name of HOD/ Supervisor		
Contact Number		
E-Mail ID		
Learning outcomes of the week		

Signature of Industry Supervisor

Name & Signature of Faculty Mentor

Date:

Date:



SUPERVISOR EVALUATION OF INTERNSHIP

(To be done at the end of internship)

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one): (Needs improvement/ Satisfactory/ Good/ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

Name & Signature of Faculty Mentor:

Date:



PROFORMA FOR EVALUATION OF INTERNSHIP EXAMINATION

Ph. _____ Fax _____ Email _____

Evaluation (I) _____

1. Name of Student _____ Mob.No. _____
2. PRN No _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In-charge _____
8. Type of Work _____
9. Date of Evaluation _____

- a) Attendance: _ (Satisfactory/ Good/Excellent)
- b) Practical Work: (Satisfactory/ Good/ Excellent)
- c) Faculty's Evaluation: _ (Satisfactory/ Good/Excellent)
- d) Evaluation of Industry: ____ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Name & Signature of Faculty Mentor

Name & Signature of External Examiner

Date:

***Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.**



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ATTENDANCE SHEET

Name and Address of Organization

Name of Student		
PRN. No		
Name of Course		
Date of Commencement of Trg.:		
Date of Completion of Training:		

Initials of the student

Month and Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **'A' in Red Ink.**

Signature of Company internship supervisor with company stamp/ seal

(Name _____) Contact No.



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STUDENT FEEDBACK OF INTERNSHIP

(TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____
 Industrial Supervisor: _____ Title: _____
 Supervisor Email: _____ Internship is: _____ Paid ___ Unpaid _____
 Company/Organization: _____
 Internship Address: _____
 Faculty Coordinator: _____ Department: _____
 Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					

Handwritten signature



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Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Name & Signature of Student

Date:



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Undertaking by the Student Regarding Internship

I _____ Student; PRN No _____ of
.....program of Semester _____ of Academic Year _____ hereby
declare that I am aware of the Internship Policy of the University.

I hereby declare that:

1. I have fully read and understood the Internship Policy of the University and I am aware of the eligibility criteria prescribed by the University for Internship.
2. I understand that internship is a mandatory component of the program and failing to do internship will lead to term not being granted by the University.
3. I understand that the University is facilitator in providing internship and I must put full efforts to search for appropriate industry for internship
4. If I find internship, I will ensure that offer letter from the company is received by Training and Placement Cell within one week of the confirmation of internship. No offer letter shall be issued to me directly.
5. I understand that, I will receive/offer letter only after clearance of all dues. I am also aware that if university fees/dues are not paid in time, then I shall be disqualified from appearing in any further internship activities/exams/classes/any other academic/non-academic activities of the university.
6. I understand that the university maintains record of behavior during the tenure and that is available through student portal and parent login. Same will be shared with the company during Internship interviews.
7. In case if industry cancels internship due to improper behavior, negligence, discipline issues, I shall be disqualified from further internship.
8. I will not publicly or privately damage the repute of university in print or social media.
9. I also understand that, I will appear for all the internship drives till the time I get internship without any refusal. However, I will not appear for any internship drive once I get internship. I understand that, I cannot reject more than two interview calls. Failing to comply with this will automatically disqualify me from internship process.
10. I understand that I need to complete internship or an equivalent task assigned by competent authority during the period of internship failing to which will result in term not granted.
11. I am required to follow all guidelines, procedures, processes, instruction as issued by the university from time to time.

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Website : www.suas.ac.in

Name of Student: Signature of the Student:.....

Name of the Course: PRN No.

Signature and Name of the Parent/Guardian.....

Date:

Place:

COUNTER SIGNED BY Head of School:

Placement Co-Ordinator

Faculty Co-Ordinator (Mentor)

OPTIONS AVAILABLE AS SUBSTITUTE TO INDUSTRY INTERNSHIP

1. The students who does not get internship with any company/industry shall be required to undertake projects under the supervisor of faculty mentor during the period of internship,
2. The nature of such assignments can be as under:-
 - a) Problem statements in line with learning objectives of the Internship.
 - b) Participation in competitions such as Baha, Hackathon etc. relevant to the area of specialization.
 - c) On site work, outsourced work from companies, on campus projects as relevant to the program.
 - d) Research work/project related to area of specialization as assigned by the faculty mentor and approved by the internship committee.
 - e) Projects with NGO's, Community service and other social awareness programs relevant to the program of study.

Note: All substitute activities undertaken by the student in lieu of the industry internship shall be approved by internship committee of the school.

