

Summer Internship Guidelines

During the course of the internship taken up after the first year and second year, the students will require to work with the supervisor allotted by the School to the student.

Guidelines for the Supervisor

- The HOD and the Dean of the School will allot the supervisor.
- The supervisor need to monitor the student during the internship through regular interaction.
- In case a student has some grievance during any stage of summer internship, he/she can write to their respective HOD.

Guidelines for the Student (Intern)

- The student/s must, at the time of reporting in the organization, inform the supervisor about his/her respective reporting authority and the role assigned.
- The student/s must timely inform their supervisor about the various tasks assigned to them by their heads in the organization.
- The student/s must facilitate the process of industrial feedback collection to be done by the supervisor.
- The student/s must maintain the daily diary and it must be sent to the supervisor at the end of each week during the internship.
- Students are expected to be at the best of their behavior during the internship, which includes not taking unnecessary leaves and finishing the allotted task in time.

Evaluation and Assessment

- The supervisor will evaluate the student during the course of the internship based on the timely interaction between them.
- There will also be an evaluation done by the Reporting Officer of the student. This is recommended and can only be waived off in case of the Reporting Officer indefinite delaying or denying to evaluate the student.
- The student after joining the college back will have to give a presentation sharing the internship experience. The supervisor will evaluate this.
- The final evaluation will take place during the final examination by the external examiner allotted by the University Examination Cell.