



KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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Internship Policy Manual

1. PREAMBLE

Karpaga Vinayaga College of Engineering and Technology (KVCET) recognizes internships as a vital component of outcome-based education, enabling students to bridge the gap between theoretical knowledge and real-world industrial practices. The Internship Policy is framed to provide structured industrial exposure, enhance employability, promote experiential learning, and support career readiness in alignment with AICTE, Anna University, NAAC, and NBA guidelines.

2. OBJECTIVES

The objectives of the Internship Policy are to:

- Expose students to real-time industrial and professional environments.
- Enable application of engineering knowledge in practical situations.
- Enhance technical, managerial, professional, and soft skills aligned with career pathways.
- Familiarize students with organizational structure, ethics, and work culture.
- Encourage lifelong learning and professional development.
- Establish linkages for future employment, entrepreneurship, or research opportunities.

3. SCOPE AND APPLICABILITY

- This policy is applicable to **all UG and PG students** of KVCET across departments.
- Internship shall be undertaken during **summer and/or winter vacations only**.
- Internships during regular academic sessions are **not permitted**.

4. GOVERNANCE AND RESPONSIBILITIES

4.1 Institutional Oversight

- The Internship program shall be governed by the **Internal Quality Assurance Cell (IQAC)**.

4.2 Roles and Responsibilities

Head of the Department (HoD):

- Appoint Department Internship Coordinator.
- Identify relevant industries aligned with departmental programs.
- Monitor and approve internship activities.

Internship Coordinator:

- Coordinate with industries and Training & Placement Cell (TPC).
- Guide students throughout the internship process.
- Collect reports, certificates, and conduct evaluations.

Training & Placement Cell (TPC):

- Official communication with industries.
- Facilitate MoUs and industry permissions.

Students:

- Adhere to industry and institutional rules.
- Complete internship sincerely and submit all required documents on time.

5. INTERNSHIP DURATION AND ELIGIBILITY

- Internship is **mandatory** for all students.
- Minimum duration: **14 days (2 weeks)**.
- A student is permitted to undertake **a maximum of two internships per academic year** (Summer & Winter).
- Internship must be **aligned with the student's career path and program outcomes**.

6. INTERNSHIP PROCESS

6.1 Identification of Industry

- Departments shall identify suitable industries, organizations, startups, R&D labs, or government agencies.

6.2 Industry Permission

- Formal request letters shall be sent through TPC.
- Internship shall commence only after obtaining **written permission** from the industry.

6.3 Internship Execution

- Students must strictly follow:
 - Industry rules and regulations
 - Safety norms and ethical practices
 - Confidentiality requirements

6.4 Monitoring

- Students shall maintain regular communication with the Internship Coordinator during the internship period.

7. ASSESSMENT AND EVALUATION

- On completion of internship, students shall:
 - Submit **Internship Certificate** issued by the industry
 - Submit a **detailed Internship Report**
 - Make an **internship presentation** (maximum 15 minutes)
- Evaluation shall be carried out by:
 - Internship Coordinator
 - Head of the Department
- Evaluation shall be based on approved **rubrics** and **evaluation sheets**.

8. DOCUMENTATION REQUIREMENTS

Students shall submit the following documents:

1. Training requisition letter
2. Industry permission letter
3. Internship certificate
4. Internship report
5. Internship evaluation sheet
6. Internship evaluation rubrics

All documents shall be uploaded to the **MOODLE platform** as per the prescribed timeline.

9. TIMELINES

- Internship reports and certificates must be submitted **within two weeks of semester reopening**.
- Evaluation shall be completed during the **third week of semester reopening** (Odd/Even).

10. ETHICS, SAFETY, AND DISCIPLINE

- Students shall maintain professional conduct and discipline.
- Usage of industrial data, drawings, or photographs requires prior approval from the industry.
- Any misconduct may result in cancellation of internship and disciplinary action.

11. OUTCOMES OF INTERNSHIP

- Enhanced employability and industry readiness
- Improved technical and professional competencies
- Exposure to real-world problem-solving
- Strengthened industry–institute interaction

12. POLICY REVIEW

- This Internship Policy shall be reviewed periodically by **IQAC** to ensure continuous improvement and compliance with regulatory requirements.