

Babu Banarasi Das Institute of Technology & Management

Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow

INTERNSHIP POLICY FOR STUDENTS

Internship Policy for Students

1. Purpose

This policy aims to provide students with structured industry exposure, practical learning opportunities, and professional skill development through internships. It is intended to bridge the gap between classroom learning and real-world application. Internships shall help students improve technical competence, communication skills, workplace behavior, and employability.

2. Scope

This policy applies to all students enrolled in undergraduate and, where applicable, postgraduate programs of the institution. It covers internships undertaken during summer breaks, semester breaks, or as part of the curriculum. The policy is applicable to internships arranged through the institution, university-approved organizations, or independently secured by students, subject to approval.

3. Objectives

The objectives of the internship program are to:

- Provide practical industrial and professional exposure.
- Develop problem-solving and teamwork abilities.
- Encourage application of academic concepts to real situations.
- Improve readiness for employment and higher studies.
- Support outcome-based education and skill enhancement.

4. Eligibility

Students become eligible for internship as per the academic regulations of their program and the directions issued by the university and the institution. For B.Tech programs, internship is generally undertaken after the 2nd, 4th and 6th semester, and a minimum duration of 4–6 weeks is followed as per AKTU-oriented practice. Longer internships may be permitted if they do not conflict with academic obligations. The institution may prescribe additional eligibility conditions such as minimum attendance, academic performance, and disciplinary clearance.

5. Types of Internship and Modes

The institution may allow the following types of internships:

- Industrial internship.
- Research internship.
- Virtual/online internship.
- In-house internship on institute-approved projects.
- Internship through university-approved MoU partners or recognized organizations.
- **Modes:** Offline / Online / Virtual internships approved by the institution

6. Internship Approval Process

Students must submit an internship request/application through the concerned department before joining. The application should include the organization details, internship duration, work profile, and approval of the faculty mentor or training and placement cell. If required, the student shall obtain a No Objection Certificate (NOC) from the institute before commencement.

7. Internship Duration

The duration of internship shall normally be as prescribed by the curriculum or by the training and placement policy of the institution. For AKTU-affiliated B.Tech programs, a minimum internship duration of 4–6 weeks after the 2nd, 4th and 6th semester is followed. The institution may permit longer internships if they do not adversely affect academic responsibilities.

8. Internship Guidelines

Students must:

- Attend the internship regularly and maintain professional conduct.
- Follow the rules and working hours of the host organization.
- Complete assigned tasks sincerely and ethically.
- Maintain a logbook, diary, or weekly progress record if required.
- Refrain from sharing confidential/proprietary information of the host organization.
- Inform the institute immediately in case of any issue, termination, or change in internship status.

Director
BBDITM, Lucknow

9. Faculty Mentor and Department Role

Each student or group of students shall be assigned a faculty mentor or departmental coordinator. The mentor shall guide students in selection, execution, and documentation of the internship. The department shall monitor compliance, ensure academic relevance, and verify completion reports and certificates submitted by students.

10. Evaluation and Credit

Internship assessment may include internship report, presentation, viva voce, attendance record, employer feedback, and certificate verification. Where the curriculum provides credit, the marks or grades shall be awarded only after successful completion and submission of all required documents. The institution may conduct internal evaluation through a designated committee or department board.

11. Attendance and Academic Requirements

Students must comply with all academic rules of the institution during the internship period. If internship is undertaken during semester time, prior approval is mandatory, and missed academic activities shall be compensated as per departmental norms. Students are responsible for ensuring that internship does not violate attendance or examination requirements.

12. Code of Conduct

During the internship, students shall:

- Maintain discipline, punctuality, and professional etiquette.
- Dress appropriately as required by the host organization.
- Respect workplace policies, confidentiality, and safety rules.
- Avoid misconduct, absenteeism, or misuse of company resources.
- Represent the institution responsibly.

13. Certificate and Report Submission

On completion, students must submit:

- Internship completion certificate from the host organization.
- Internship report/project summary.



- Attendance or evaluation record, if available.
- Mentor approval and feedback, if applicable.
- Submission must be made within the time limit prescribed by the department. Late or incomplete submissions may be treated as invalid.

14. Virtual Internship

Virtual internships may be permitted where suitable opportunities are available and approved by the institution. Students may undertake such internships from recognized organizations, including university-approved partners, subject to completion verification and compliance with learning outcomes.

15. Prohibited Activities

The following are not permitted:

- Submission of fake internship certificates or forged documents.
- Undisclosed parallel internships that interfere with academic work.
- Misrepresentation of work done.
- Unauthorized use of institute name or logo.
- Plagiarism in internship reports or presentations.

16. Responsibility of Students

Students shall take initiative in identifying internships, seek departmental support when needed, and ensure timely submission of documents. They are expected to treat internships as a serious academic activity and not as a formality. Successful internship completion may be considered an important indicator of professional readiness.

17. Responsibility of the Institution

The institution shall:

- Circulate internship opportunities from time to time.
- Support students through the training and placement cell.
- Maintain records of internships undertaken by students.
- Arrange review and evaluation mechanisms.
- Encourage industry interaction and MoUs for internship enhancement.

Director
BBDIM, Lucknow

18. Final Authority

Interpretation of this policy shall rest with the Head of Institution/Principal/Director in consultation with the concerned departmental committee. Any matter not covered in this policy shall be decided as per AKTU ordinances, university circulars, and institutional academic regulations.

Note:

This policy is issued for implementation with immediate effect and shall remain in force until revised or superseded by the institution or the affiliating university.

