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No. 2056/Exam

Date: March 29, 2022

CIRCULAR

This is to inform that the policy and implementation modalities for Internship of Undergraduate Students of this Institute has been framed and approved in the Senate in its 31st meeting held on February 03, 2022. The said policy is attached with the circular.

This is issued with the approval of the Competent Authority.

Sd/-
Dr.Nirmalya Kumar Bhattacharyya
Deputy Registrar (Academic)

No. 2056/1(10) Exam

Date: March 29, 2022

Copy forwarded for information and necessary action to:

1. Office of the Director
2. The Dean(Student Welfare)
3. All Heads of the Departments/Schools/Centers
4. The Chairman-SUGC & SPGC
5. The HOD-HRM
6. The Registrar
7. The Chief Warden
8. The Student Senate
9. The Academic Section-File
10. Institute Website

Deputy Registrar (Academic)
IIEST, Shibpur

Policy and Implementation Modalities for Internship of undergraduate students of IEST, Shibpur

The policy and implementation modalities for the Internship of the undergraduate students of IEST, Shibpur, as finalized in the 31st Meeting of the Senate, is given below

1. Prevailing Status of Allocation of Internship

- 1.1 A large number of industries are approached through HRM department every year for the internship of students but not even 5% of such organisations would respond positively.
- 1.2 In some cases, the companies are interested only in a longer duration internship (6 Months) for which there is no provision. Sometimes the internship period offered by the companies does not match with the Institute vacation period.
- 1.3 There are many organisations (including some of the Government organisations) that organise internship for students at a cost. The students are required to bear the cost. When there is a substantial financial implication for undertaking internship, it naturally becomes the prerogative of the students.
- 1.4 Since the companies/ organisations/Institutions do not declare the final selection of students for an internship well in advance, students have no option but to apply for multiple opportunities, in anticipation. This sometimes leads to multiple offers for a single student leaving many others without any offer at all.
- 1.5 In some cases, the Company / Institution asks for the payment of fees to be paid by the Institute for all the applicants together and also to sign the indemnity bond on behalf of the students – for which there is no provision in the institute.
- 1.6 The different ways of getting an internship are
 - i) Companies taking interns through the formal selection process and paying stipends (ranging from Rs. 1,50,000- Rs. 25,000 per month): These generally are organised through the formal selection process by the recruiting companies, facilitated by HRM Department, which in many cases lead to PPOs. However, the scopes are limited only for selected departments and intake is very few.
 - ii) Companies organising events and competitions and selecting interns: Students need to participate on their own initiative: It is generally facilitated by HRM department which in many cases lead to PPOs. Scopes are limited for selected departments and intake is very few.
 - iii) Students applying for internships both in various organisations and academic institutions (in-country and abroad) as per their choice: On the basis of the requests from the students, the applications are endorsed and forwarded by DTPCs and HRM Department. In some cases, students are required to pay some fees.
 - iv) Organisations like Internshala are providing both free and chargeable Internships: The approach is similar to 1.3; however, students need to apply online.

- v) Students undertaking Internship under faculty members of IEST, Shibpur. The students are either required to approach the respective teachers or to the Head. Finally, Department allocates the students to the concerned teacher for internship.

1.7 As such, it is noted that in spite of all best efforts, ensuring placements of all students in industries for internship might be a very difficult proposition. The scope for such a suitable industry internship would vary for different disciplines and in different years based on varying market dynamics.

2. Proposed Policy

- 2.1 Internship being a credit-bearing integral part of the curriculum, assigning an internship to each undergraduate student and their evaluation is an academic mandate for respective departments.
- 2.2 The said internship shall take place preferably in the break between the 6th & 7th semesters (summer break) for a period of 8 weeks approximately. Internship can also be taken during the break between the 4th & 5th semesters.
- 2.3 It is recommended that the student should undertake at least one internship in the industry.
- 2.4 DTPCs with the help of HRM Department are required to put their best efforts to ensure the placement of a maximum number of students for internship in different relevant industries.
- 2.5 DTPCs, as well as HRM Department, are also required to facilitate the students joining internship in industries / academic institutions at their individual initiative.
- 2.6 There could be some options for in-house scopes of internship with the Institute to be explored. It is suggested that such in-house options within IEST may be attempted so as to ensure internship assignment to the remaining students who cannot be assigned internships at external industries/institutions. Various possible options could be:
 - i) Different departments / Centres/ Schools may organize different summer training programs (6 - 8 weeks duration) on various disciplines / interdisciplinary areas for the pre-final year students that would be construed as their internships. Tagore Centre for Green Technology Business Incubation may organize a similar course to promote innovation and entrepreneurship among the students. Financial support either from TEQIP/ Institute as admissible may be considered for such events based on specific proposals. Such training programs may also be open for candidates/students from other institutes, who can join against the registration fee and will receive certificates following successful completion of the training program.
 - ii) Students can consider internship under any faculty member of any other department (other than his own department) on an individual subject of interest.
- 2.7 DTPCs of each department would prepare a department-wise list of students, left out without any internship even after exploring all above avenues and respective departments

will arrange to put such students under departmental faculty members for internship and evaluation.

- 2.8 HRM Department will maintain a detailed final record of such internship placements of students based on the inputs to be provided by the student / respective departments.

3. Proposed Norms to Administer Internship

- 3.1 When the internship is arranged through HRM department, DTPC shall be duly informed.
- 3.2 When the students undertake internship with their own initiative, the students shall apply to the industry/institute individually. Prior to making each application, a formal intimation to the respective DTPC shall be made. Students may join in any summer trailing course as mentioned in 2.6(i).
- 3.3 DTPC can recommend and the Head shall approve the application as deemed necessary. In case the above applications are mandated to be routed through the institute, the department shall recommend and forward the same to HRM department for onward transmission to the industry/institute through the student concerned. If the endorsement is needed from any particular authority (Registrar / Dean etc.) of the Institute, HRM department shall forward the same to the respective concerned authority.
- 3.4 HRM department would keep a record of such recommended/approved applications received from all academic departments.
- 3.5 Each 6th Semester student would require intimating the details of Internship that he/she intends to take, to his / her respective DTPC for approval within a fixed date.
- 3.6 After the deadline, DTPCs of each department would prepare a department-wise list of students, left out without any internship even after exploring all above avenues and respective departments will arrange to put such students under faculty members for internship and evaluation to comply with the mandated evaluation requirements in 7th semester.
- 3.7 The DTPC in consultation with Head / DUGC shall assign all such students to any faculty member (regular/contractual/temporary / visiting) of the Institute within or outside the department.
- 3.8 In case the internship is proposed abroad, the Head of the concerned Department with the recommendation would send the application to Director (or his authorised nominee) for necessary approval. Then such approved applications may be sent to HRM Department for necessary records and onward transmission to the industry/institute through the student concerned.
- 3.9 A student may apply to more than one organisation or institute for internship till he/she gets a confirmed offer for internship. The student is required to intimate the respective DTPCs as soon as he/she receives an offer of Internship that he is willing to undertake. For all such cases requiring endorsement/approval at various levels (Department / HRM

Department / Director etc.) students are advised to submit the applications well in advance so that each of the offices gets at least 5 working days' time for necessary processing.

3.10 HRM Department will maintain a detailed final record of such internship placements of students based on the inputs to be provided by the student / respective departments.

4. Other Issues

4.1 If the duration of the internship exceeds beyond the designated vacation period, the respective department may like to recommend the application based on the merit of the individual case with a written undertaking from the student that his or her absence in attending classes shall be marked as absent. It is to be ensured that the total attendance of the semester shall be within the stipulated limit which is presently 75%. The opinion of DUGC shall be taken in such cases.

4.2 Students are advised to send applications well in advance since the procedural formalities within the institute, as mentioned above, may take 10 to 15 working days for approval/endorsement/issuance of No Objection.

4.3 After completion of the internship the student shall submit a brief report and the certificate received from the authority of the organization where internship has been undertaken to their respective DTPCs. There shall be a specific format for such a certificate. HoD HRM shall propose the format of that certificate to the Director for necessary approval.

4.4 HRM Department will maintain a detailed final record of such internship placements of students based on the inputs to be provided by the student / respective departments.

4.5 Departments would be required to evaluate all 7th-semester students undertaking an internship in different modes in and award of marks/grades, as per requirement.

4.6 The Policy and Implementation Modalities proposed should be reviewed on a periodical basis involving HRM department, DTPC members of all departments etc., to accommodate any changes that may be required to be incorporated.

4.7 This Policy is proposed only for the UG Engineering students. There is no official provision for internship for post-graduate students.