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No. 2057/Exam

Date: March 29, 2022

CIRCULAR

This is to inform that the policy and implementation modalities for Internship of Undergraduate Students of other Institutions 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. 2057/1(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 THE STUDENTS OF OTHER INSTITUTIONS

On various occasions, students from other institutions express their desire to undertake internship under the faculty members of IEST, Shibpur. Sometimes the institute is mandated to offer internship to the students of other institutions; as was necessary for TEQIP III or MoU between two institutions etc. A specific norm for the smooth running of such internship, as finalized in the 31st Meeting of the Senate, is given below.

1. When there is an MoU between an Institution and IEST, Shibpur, the competent authority of that institute may send the list of such students with required detail to HRM Department. In other cases, a student may apply through the competent authority of his/her institute to the HRM department.
2. The HRM department shall forward the applications/lists of students to the Head of the concerned academic unit.
3. The respective Head shall allot the students to the respective faculty members after recommendations of DTPC / DUGC / DPGC / DFC as necessary.
4. It would be the prerogative of the faculty member whether he/she shall agree to supervise any student. However, when the institute is mandated to provide internship to any group of students the faculty members of the respective academic unit shall be required to supervise a minimum number of students. The number shall be decided by the competent authority.
5. The Head shall forward the names of the students with the names and email ids of the allotted respective faculty members to the HRM Department.
6. If any student directly requests any faculty member for internship, the faculty member shall forward it to the Head with his/her recommendation. Such applications are required to be essentially routed through the competent authority of the respective institutes of the students. The Head may permit it and send it to the HRM Department for allotment letters to the respective students/institutes.
7. The students shall join in the internship to the respective supervisors with the intimation to the HRM Department.
8. A report shall be prepared by the student encompassing the work done in the internship. This report shall be approved by the supervisor. A copy of that report shall be given to the student and another copy shall be kept with the supervisor for any future reference.
9. At the end of the internship period a certificate shall be issued to the students. The certificate shall have a specific format. The certificate shall be signed first by the supervisor and shall be forwarded to the concerned Head. The Head shall sign and send it to the HRM department. The Head, HRM shall sign and issue it to the students.
10. The draft of all above formats shall be proposed by Head, HRM and approved by the Competent Authority and may be revised as necessary.