Marri Laxman Reddy Institute of Technology and Management

(UGC Autonomous)

Dundigal, Hyderabad – 500043

INTERNSHIP POLICY

Revision No: 2, With effect from 05th July 2024

INTERNSHIP POLICY

Introduction

At Marri Laxman Reddy Institute of Engineering, Technology & Management (MLRITM)**,** industry internships are an integral part of the academic curriculum. Internships serve as a bridge between theoretical knowledge and practical applications, allowing students to gain hands-on experience in real-world settings. The objectives of the internship program include:

- Developing practical skills such as observation, research, and data analysis.
- Gaining familiarity with industry trends and sector-specific challenges.
- Enhancing employability through exposure to professional work environments.

Internships provide students with valuable industry exposure, enabling them to integrate classroom knowledge with practical applications. Additionally, they serve as a stepping stone for career opportunities and final placements.

Objectives

- Provide students with real-world industrial exposure beyond classroom simulations.
- Develop and refine technical, managerial, and problem-solving skills relevant to industry needs.
- Familiarize students with the latest technological advancements and industry trends.
- Cultivate a continuous learning mindset, enhancing knowledge application in professional environments.

Internship Framework & Academic Credit Allocation:

To ensure structured learning and academic credit recognition, the following guidelines are established:

- Internships may be full-time (during summer break) or part-time (during winter break) during the academic year.
- The Internship Cell at MLRITM collaborates with various industries, government organizations, start-ups, NGOs, and research institutes to identify internship opportunities.
- The Internship Cell facilitates both on-campus and off-campus selection processes for securing internships.
- The Internship Cell, along with departmental coordinators, maintains internship records and tracks student progress.
- Students receive a recommendation letter for securing external internships.
- On successful completion, students receive an internship completion certificate for in-house internships.

Internship Opportunities by Semester:

S. No	Schedule	Duration	Type
1	At the end of II Semester/ Before commencement of III Semester	2 Weeks	Internship
2	At the end of IV Semester/ Before commencement of V Semester	2 Weeks	Field Based projects
3	At the end of VI Semester/ Before commencement of VII Semester	2 Weeks	Internship

Guidelines for Industry Training / Internship / Mini-Project / Skill Development / Paper Presentation:

Students are required to undertake one of the following professional development activities: Industry Training, Internship, Industry-Oriented Mini Project, Skill Development Courses, or Paper Presentation in a Reputed Journal. These activities may also be conducted in collaboration with an industry relevant to the student's field of specialization.

Registration for the selected activity must be completed immediately after the completion of the II-Year II-Semester examinations. The activity should be pursued during the summer vacation, semester break, or throughout the III Year, ensuring that it does not interfere with regular coursework.

Upon completion, students are required to submit a detailed report and make a presentation before an evaluation committee. This presentation must take place during the III-Year II-Semester, before the commencement of the end-semester examinations. The evaluation shall carry a total of 100 external marks, with no provision for internal marks.

The Evaluation Committee shall consist of the following members:

- An External Examiner
- The Head of the Department
- The Supervisor (Industry-Oriented Mini Project / Internship / Skill Development / Paper Presentation)
- The Internal Supervisor
- A Senior Faculty Member from the department

This structured approach ensures that students gain meaningful industry exposure and practical skills aligned with their academic and professional goals.

Evaluation Methodology for Field-Based Projects / Internships:

The evaluation of field-based projects or internships will be conducted prior to the commencement of the subsequent semester, Students are required to submit a comprehensive report detailing their field project or internship, accompanied by geo-tagged photographs as evidence of participation and engagement.

The Department Review Committee will assess the submitted report and award marks out of a total of 100. A minimum of 40 marks is required to pass the evaluation. In case a student scores less than 40 marks, the report must be revised and resubmitted to the respective department. The evaluation process will continue until the submitted report meets the satisfactory standards set by the committee.

Eligibility Criteria for Earning Credits in Projects, Internships, and Seminars:

A student shall be considered to have fulfilled the academic requirements and earned the credits assigned to the Real-time Research Project, Field-Based Research Project, Industry-Oriented Mini Project, Internship, or Seminar upon securing a minimum of 40% marks (i.e., 40 out of 100) in each component. A student shall be deemed to have failed in any of these components if they fail to submit the required report for the industry-Oriented Mini Project or Internship, do not deliver the mandatory presentation before the Evaluation Committee as per the scheduled timeline, or secure less than 40% marks in the evaluation of the Real-time Research Project, Field-Based Research Project, Industry-Oriented Mini Project, or Internship. In such cases, the student must adhere to the re-evaluation procedures prescribed by the department in order to qualify for credit acquisition.

Internship Categories

1. In-House Internships

These internships are facilitated within the institute and may include:

- Research projects guided by faculty members.
- Science & Technology Start-Up Park (STSP) / Innovation & Incubation Centre (IIC).
- Workshops, training programs, student councils, and administrative roles.
- Any other approved activities within the institute.

2. External Internships / Field Training

These involve real-world exposure in industries and organizations such as:

- Industry Internships (with or without stipends).
- Government/PSU Internships (NSIC, CITD, C-DAC, BARC, Railways, ISRO, etc.).
- NGO / Social Internships.
- Family Business Internships.
- Internships with Research Institutes / Professors.
- Start-ups & Incubation Centers.
- Industrial Training Programs organized by external entities.

Internship Center: Roles & Responsibilities

Department Coordinator:

- Identify and share in-house internship opportunities with students.
- Track student internship progress and update the Internship Cell.
- Maintain department-wise records of in-house & external internships.
- Assign and oversee the duties of student coordinators.

Department Mentors

- Assist in tracking and collecting student internship data.
- Support the Internship Cell in organizing selection processes.
- Help in compiling internship statistics and coordinating workshops.
- Assist in creating placement brochures and maintaining recruiter databases.

Benefits of Internships

For Students

- Enhances employability and industry readiness.
- Provides real-world professional experience.
- Bridges the gap between academic knowledge and practical applications.
- Improves communication, teamwork, and time-management skills.
- Strengthens resumes and career prospects.
- Helps in networking and professional relationship building.

For the Institute

- Strengthens academia-industry relationships.
- Enhances placement opportunities and institutional credibility.
- Provides industry feedback for curriculum updates.
- Improves student retention and learning outcomes.

For the Industry

- Access to trained and motivated pre-professionals.
- Fresh perspectives on industry challenges.
- Enhanced employer branding among students.
- Cost-effective workforce for temporary or project-based work.
- Potential recruitment pipeline for full-time employment.

Rules & Regulations:

1. Students must obtain approval from the Internship Cell before commencing any internship.
2. Internship Extensions:

   ➢ Winter Break: Up to 1 additional week.

➢ Summer Break**:** Up to 2 additional weeks.
➢ Extensions are granted case-by-case with HOD and Internship Cell approval.

3. Credit Allocation for Internships:

➢ Full-time internships must mention duration (weeks/days) and work activities on the completion certificate**.**
➢ Part-time or remote internships must specify total hours worked and activities performed**.**
➢ In-house internships are validated by faculty mentors

Faculty Guidelines for Offering Internships

- Faculty members can offer internships in research projects, software/hardware training, model making, content development, and administrative roles**.**
- Faculty must inform the Internship Cell about internship details and requirements.
- Faculty will validate and approve student performance based on internship reports.

Conclusion

The Internship Program at MLRITM is designed to equip students with essential industry exposure, technical expertise, and professional competencies. By integrating classroom learning with hands-on experience, students enhance their employability, build professional networks, and gain insights into real-world challenges, paving the way for a successful career.

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