


GURU NANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



Internship Policy

Guru Nanak Institute of Technology
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Gurunanak Institute of Technology

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Internship Policy

Preamble

Students' skills and practical experience are unquestionably improved by internships which ultimately increase their employability. Presently, all undergraduate students of different disciplines are encouraged to enroll for the following:

1. Industry visit or tour of less than 1 week (after 2nd semester)
2. Industrial training of 2 weeks or more (after 4th semester)
3. Internships of minimum 3 weeks (after 4th semester)

In addition to this Institute may also permit B.Tech. students to undergo paid internship cum pre-placement trainings during final year subject to fulfillment of eligibility conditions.

Key Points

1. The students who want to avail internship must not have any backlogs.
2. Students opting for internship will be allowed to appear in campus placements like all other students.
3. Students can avail internships in either in industry or in a research laboratory strictly through Department/Training and Placement cell.
4. The internships have to be strictly completed at least one week before the deadline of submitting the grades as mentioned in the academic calendar.
5. All such students who wish to undertake an internship or those who are selected for such an internship will have to give an undertaking that such internship will not affect their academic performance.

Guidelines for Enrollment of Students for Industrial trainings and Internships

The Training and Placement Cell/ Department will recommend industrial trainings and Internships for students in industries/ organization as per institutional guidelines. Institution may use Internship Portals like Internshala, AICTE or individual websites of reputed govt./private organizations. The procedure for arranging trainings and internship is given below:


Principal
Gurunanak Institute of Technology

1: Student can find and register for training/Internship

Step 1: Students can browse and apply for training/internships via Internship Portals like Internshala, AICTE or individual websites of reputed govt./private organizations. Industry will select the students based on their selection criteria and will send a provisional offer letter/provisional confirmation (by approving on the portal) to the student.

Step 2: Students need to obtain NOC (No Objection Certificate) from the HoD of their respective department and send it to the industry supervisor, who will approve and send the final offer letter to the students via Email/Post.

Step 3: Students will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.

Step 4: Students will undergo industrial training at the concerned Industry/Organization during the internship. Faculty Mentor will evaluate(s) the performance of students once/twice either by visiting the Industry/Organization or through obtaining periodic reports from students.

Step 5: On successful completion of the Internship, Industry/Organization will issue training/internship Certificate to the student.

Step 6: Student will be evaluated as per evaluation criteria as defined by Institutional policy.

2: Institutes can find and recommend training/internship for the students:

Step 1: TPO or Departmental coordinators can browse through available training/internship opportunities and nominate their students for various opportunities accordingly.

Step 2: Industry/Organization will either approve or reject the nominations put by TPO. All Students whose nomination is accepted by Industry/Organization will be eligible for training/internship. Industry will send final offer letter/email confirmation.

Step 3: Student(s) will join concerned Industry/Organization for training/Internship on the date as communicated in the final offer letter/Email Confirmation.

Step 4: Student(s) will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of student(s) once/twice either by visiting the Industry/Organization or through obtaining periodic reports from student(s).

Step 5: Industry/Organization will issue Industrial training/ internship Certificate to the student(s).

Step 6: Student(s) will be evaluated as per evaluation criteria as defined by Institutional Internship Policy.