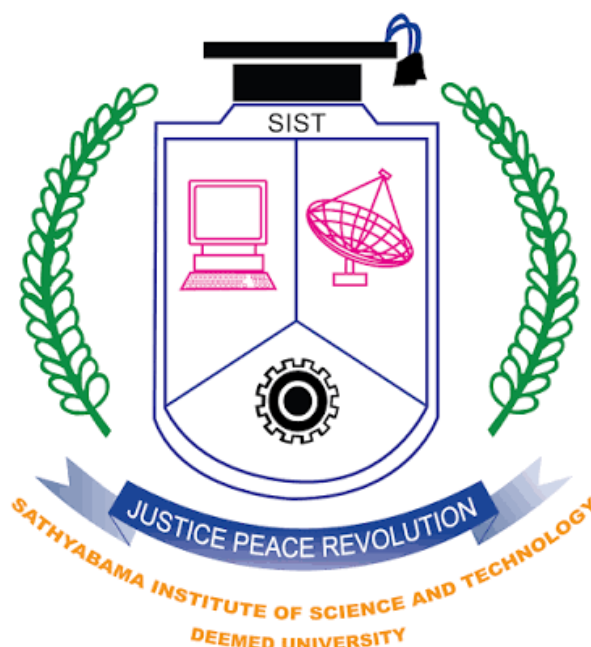


INTERNSHIP POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/ HR&SFE /2025-2026/08



Sathyabama Institute of Science and Technology

(Deemed to be University)

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Internship Policy
Policy Number	EOMS 21001: 2018/Pol/ HR&SFE /2025-2026/08
Version Number	4.0
Date of Approval	03/07/2026
Reviewed By	IQAC
Approved By	Executive Council
Review Frequency	Once every Three Years
Next Review Due	02/07/2029
Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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STUDENT INTERNSHIP POLICY

1. INTRODUCTION

The Student Internship Policy of Sathyabama Institute of Science and Technology is committed to bridge the gap between Academia and Industry for the students which help in understanding the Standard Operating Procedures in Industry, to identify the career future (Placement, Higher Studies/Entrepreneurship). This policy is drafted in alignment with the guidelines issued by the relevant statutory and regulatory bodies to ensure the physical, mental, and professional well-being of all students. Institutionalization of internships at undergraduate levels plays a pivotal role in promoting the inter disciplinary/multi-disciplinary and translational research culture embedded in NEP-2020.

2. VISION AND MISSION

2.1 Vision

To develop an industry ready graduate who understands the working of industries, Research and Development Organizations and communities at large, by inculcating industry awareness and work ethics

2.2 Mission

- To assist the students in identifying the internship opportunities and avail the internships
- To ensure that the student is ready for employability/ higher studies or entrepreneurship through his internship
- To develop an industry friendly graduate with strong ethics and problem solving capabilities

3. POLICY OBJECTIVES

The primary objectives of the Student Internship Policy are to:

- Ensure that internships undertaken by students are relevant to their academic discipline
- Establish a formal approval mechanism involving the Placement Cell and respective Departments
- Verify the authenticity of internship offers and employing organizations.

- Maintain proper documentation for attendance considerations during the internship period.
- Encourage students to pursue quality internship opportunities that provide meaningful industry exposure.
- Create a centralized record of internships undertaken by students.
- Guideline Rubrics (mapping Internship with Graduate Attributes) for assessing the Internships

4. INTERNSHIP PRACTICES

4.1. Internships in Industries

Students are encouraged to take up Internships through the various internship portals as mandated by the curriculum of the respective program. Departments also facilitate internships through MoUs with industries, collaborating Institutes and research centres. Internships are also facilitated through the placement cell of the Institution.

4.1.1 Internship through Campus Recruitment

- The internship role need not necessarily be directly related to the student's stream of study.
- There is no minimum stipend range that needs to be paid by the company.

For students securing internships through the institution's Campus Recruitment Process, the following procedure has been implemented:

- Students are required to submit the prescribed Permission Letter along with the Internship offer letter to the Director – Placement & Corporate Affairs at least five working days prior to the commencement of the internship.
- The Placement & Corporate Affairs office verifies the offer and attests the permission letter.
- The attested document is then submitted to the respective Head of the Department (HOD) for approval.
- Upon obtaining departmental approval, copies of the approved permission letter are submitted to both the Department and the Placement Cell for record maintenance.
- Students are required to retain a copy for future verification whenever required.

To ensure that the internship engagement is active and compliant with the internship offer, students are required to submit a hard copy or soft copy of the bank account statement reflecting stipend credit. This serves as supporting documentation for granting attendance permission through the respective Department Placement Coordinator.

4.1.2 Eligibility for Internship through Off-Campus Recruitment

Considering the need for additional verification in off-campus opportunities, the following eligibility criteria and approval procedures have been established: Eligibility criteria are as follows:

- The internship role must be directly related to the student's stream of study.
- The internship should provide a minimum stipend of Rs. 5,000 per month.

- In cases where no stipend is offered, students must obtain recommendations from both the Head of the Department and the Department Placement Coordinator. Such internships are further evaluated based on the credibility of the organization and the relevance of the internship domain before approval is granted.

Approval Process is as follows:

- The concerned company's HR representative is required to send the internship offer letter directly to the official email address of the Director – Placement & Corporate Affairs for verification.
- Students must submit the Permission Letter along with the internship offer letter at least five working days before the commencement of the internship.
- Following verification and attestation by the Placement & Corporate Affairs Office, students obtain approval from the respective HOD.
- Copies of the approved documents are submitted to both the Department and the Placement Cell for record purposes.
- Students retain one copy for future verification.
- To facilitate centralized tracking, students are required to scan the Internship QR Code available at the Placement Cell and submit the internship details through the designated Google Form.
- Students are also required to provide proof of stipend credit through a hard copy or soft copy of their bank statement, which serves as a prerequisite for attendance approval by the Department Placement Coordinator.

4.2 Community Internships

The Community Internships can be on any long term goal as specified by the AICTE Rural Internship Programme and CDIO version 3. Community Internships is also facilitated to the UBA villages through the Social Outreach Coordinator.

- The list is only suggestive and the internship activity is not restricted only to the below.
- Prepare and implement plan to create local job opportunities.
- Prepare and implement plan to improve education quality in village.
- Prepare an actionable Detailed Project Report (DPR) for doubling the village Income.
- Developing Sustainable Water Management system.
- Prepare and improve a plan to enhance health parameters of villagers.
- Developing and implementing of Low-Cost Sanitation facilities.
- Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- Implement/Develop Technology solutions which will improve quality of life.
- Prepare and implement solution for energy conservation.
- Prepare and implement plan to develop skills of village youth and provide employment.
- Develop localized techniques for reduction in construction Cost.
- Prepare and implement plan of sustainable growth of village.
- Setting of Information imparting club for women leading to contribution in social and economic issues.
- Developing and managing efficient garbage disposable system.

- Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.

4.3 Research Internships

From the UGC Draft Guidelines for Internship (2023) Research internship aims at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research. Apart from gaining relevant research experience, the interns are expected to learn:

- Ideation and conceptualization of a research question/problem
- Learning about new tools and handling of equipment
- Experimentation and collection of data
- Simulations and development of models
- Probable Implementation of the work
- Preparation and presentation of reports, publications, patents

Research Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields.

4.4 Additional Internship Areas

For three years Undergraduate Programs, internships can be chosen in the following areas. However, the list is indicative only (UGC Draft Guidelines for Internships, 2023).

- Trade and Agriculture Area
- Economy & Banking Financial Services and Insurance Area
- Logistics, Automotive & Capital Goods Area
- Fast Moving Consumer Goods & Retail Area
- Information Technology/Information Technology enabled Services & Electronics Area
- Handcraft, Art, Design & Music Area
- Healthcare & Life Science Area
- Sports, Wellness and Physical Education Area
- Tourism & Hospitality Area
- Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/ Machine Learning/ Deep Learning/ Augmented Reality/Virtual Reality)
- Humanitarian, Public Policy and Legal Service Area
- Communication Area
- Education Area
- Sustainable development Area
- Environment Area
- Commerce, Medium and Small-Scale Industries Area

4.5 International Internships

International and Industry Relations at Sathyabama guides students in getting Internships at renowned Universities, R&D organizations globally. Internships are identified and the students visit the Universities and R & D Organizations to facilitate Internationalization.

4.6 Evaluation of Internships

Having completed the internship, students submit the report along with the internship joining and completion letter duly signed by the concerned authority. Rubrics (Performance Indicators in alignment with the Graduate attributes, Washington Knowledge and Attribute Levels, CDIO syllabus 3.0) are formulated and are announced in advance to the students. Students are then evaluated based on the rubrics.

5. IMPLEMENTATION FRAMEWORK

Implementation of this policy is expected to:

- Improve monitoring and documentation of student internships
- Ensure only genuine and academically relevant internships are approved
- Strengthen coordination between the Placement Cell and academic departments
- Provide a transparent mechanism for attendance consideration during internship periods
- Enhance accountability through proper verification of internship offers and stipend documentation.
- Facilitate data collection and reporting on internship participation and outcomes.

6. REVIEW

This policy shall be reviewed every three years or as required by changes in statutory regulations.

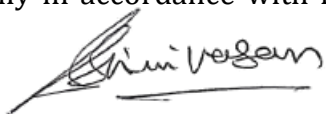
7. CONCLUSION

The internship permission and attendance approval process has been structured to balance industry exposure opportunities for students with institutional requirements for academic monitoring and compliance. This policy provides a clear approval framework for both campus and off-campus internships while ensuring adequate verification, documentation, and accountability at all stages of the process.

8. POLICY ACKNOWLEDGEMENT

This Student Internship Policy reflects the institution's commitment to bridging the gap between the Academia and Industry and thereby helping the students with the career options. All students, faculty, and staff are encouraged to familiarize themselves with and adhere to the provisions of this policy. The institution reserves the right to review and update the policy periodically in accordance with regulatory guidelines and institutional requirements.


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