



RULES AND REGULATIONS PERTAINING TO SEMESTER INTERNSHIP

In view of providing an opportunity to the final year students for working in industry and enhancing the job prospects, it has been decided to allow the selected students to undertake the Industrial Internship/ Training/ Apprenticeship during final year only in companies accredited by Poornima Foundation. The duration of this Industrial Internship / Training/ Apprenticeship will normally be from December to May every year and the tenure of such internship will be 180 days.

The TPO will inform about the details of Industrial training / Internship/ Apprenticeship slots available through proper notice from time to time. These companies shall be accredited by Poornima Foundation through a committee approved by the Director General, PF. The requirements indicated by the Company shall be clearly indicated in the notice.

A Committee approved by the Director General, PF and comprising of a minimum 3 members comprising of normally the Campus Director as Chairman, TPO, Proctor and HoD of respective department will finalize/ identify the students who will be appearing for the company's selection round. The identification of eligible students* will be based on various parameters like past record of student related to attendance, discipline, academic and other performance and the requirement of the concerned Company. In case the Company desires it can send additional members in the Committee. The recommendation of the committee shall be approved by the Director General, PF.

Eligible Students*:

- Academic performance-Department has to evaluate based on students past academic performance whether he / she will be able to balance his studies along with internship. Students with less than 50% marks in B Tech are not eligible.
- Who have no live backs till pre final year are eligible.
- Student having disciplinary issues (letter of warning issued by Proctor or any other PF Officer) are not eligible.
- Students whose industrial training was declared fake are not eligible (applicable only if required as per teaching scheme).

The Committee constituted by The Director General, PF may consider relaxation of eligibility criteria in discussion with the Company where the student is going for internship/training.

The list of selected students will be notified by TPO and a NOC will be issued by Registrar office to each selected student with copy to Campus Director, Registrar, Chief TPO, Institutional Coordinator, Proctor and HoD of respective department.

NOTE: The Poornima Foundation students are not allowed to participate in any off campus selection process for internship. If there are cases wherein because of reference of students, they have chances of selection in any company then they shall bring it to TPO's notice. Poornima Foundation through an approved committee will accredit the company for the purpose of Industrial training / Internship/ Apprenticeship. In some cases the company representative may be invited by the committee for discussion and assessing the genuineness of the Company / Case. Also, if deemed fit the company may be requested to provide opportunity to other candidates of PF also.



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The permitted students will be bound to fulfil the following obligations

1. The responsibility of going through the internship offer letter and taking actions therein such as submission of documents lies entirely with the student. In the same aspect, student who has an internship have to submit the monthly Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he/she shall not be allowed to appear for mid-term and end-term examination. He /She needs to complete all assignments given by the department from time to time.
2. He /She shall remain in touch with his/her department and check the mail regularly. It will be the responsibility of the student to gather the information related to any PF activity/ Exams (MAIN/BACK) and the student shall make his/ her arrangements for participation.
3. It will be the responsibility of the student to ensure that his/ her attendance at the industry during Industrial training / Internship and the attendance must be sent to the TPO with a copy to concerned HOD on fortnightly basis.
4. In case the student is absent from training / internship for more than three days continuously he/ she must inform the TPO with a copy to concerned HOD immediately.
5. Failing in any of the guidelines may result in the termination of training / internship /semester drop/ debarring from exams as decided by the competent authority of the Poornima Foundation.

The guidelines are subject to change as per future requirements of Poornima Foundation

Declaration by the student

I..... S/o, D/o. Sh.....

SchoolCourse/Branch.....Year/Sem..... hereby declare that:

1. I have read all the rules of Poornima Foundation, governing my internship/training/apprenticeship in the company. I hereby confirm that I will fulfil all the norms of this Scheme.
2. I have filled the request form after thoroughly understanding the rules and the information filled by me in the request form is correct and true to best of my knowledge and belief.
3. I shall submit the Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, I shall not be allowed to appear for mid-term and end-term examination.
4. I shall submit the online assignments given by the concerned subject faculty as & when required.
5. I am joining the company at my own cost & risk and that management shall not be liable towards me in any case.

Signature & Name of the Student

Consent by tutor on behalf of Parent

Telephonic consent must be taken from the parent by Tutor before granting permission to participate in the Scheme. (Please indicate time/Date and Mobile No. for the above said consent)

I have received the telephonic consent of Mr./Ms.....

F/M/O.....a student of B.Tech. final year..... branch for proceeding for Internship / Training/ Apprenticeship during the VIII semester.

This consent was received from mobile No.....ondate.

(Name & Signature of concerned tutor)



REQUEST FORM FOR NO OBJECTION CERTIFICATE FOR SEMESTER INTERNSHIP

Student's Details (to be filled by the Student):

Name of Student: _____	Registration No.: _____
Campus: _____ Course: _____	Year: _____ Branch: _____
Email ID: _____	Mobile No.: _____
Name of Company for which NOC required _____	Date of Joining: _____

Signature of Student

Internship / Training/ Apprenticeship Details (TPO Office):

Name of the Company/Industry / Firm: _____
Registered Address: _____
Location of Internship / Training/ Apprenticeship: _____
Date of Start of Internship / Training/ Apprenticeship: _____
Date of Completion of Internship / Training/ Apprenticeship: _____
Name of Reporting Officer/contact person during Internship: _____
Email ID: _____ Mobile No.: _____

Signature & Seal of T & P

Information from Department (By HOD):

Period of Mid-term Examination: From _____ To _____
Period of II Mid-term and End-term Examination: From _____ To _____
Date of submission of Project: _____

Signature of HOD

Forwarded by Campus Director to Registrar office for issue of NOC(Campus Director Sign.)

Registrar office: NOC issued on date:..... Authorize Signature.....

FORMAT OF NO OBJECTION CERTIFICATE TO BE GIVEN TO STUDENT ON COLLEGE LETTER HEAD

To be addressed to the concerned officer of the Company where the student is proceeding for internship

This is to certify that we have no objection in permitting **(Name of Student)** S/o/D/o **(Father's name)** student of **Course**.....**semester**.....to join internship in your organization on (date) He shall be on Internship / Training/ Apprenticeship fromto.....

As per the Rules and regulation of Internship / Training/ Apprenticeship, the student, on joining shall submit the joining report duly recommended by the Reporting officer and subsequently submit the Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he shall not be allowed to appear for mid-term and end-term examination.

(Authorized Signatory)



MONTHLY ATTENDANCE LOG SHEET

Name of Student: _____ Registration No.: _____

Campus: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Name and Address of the Company/Industry / Firm: _____

Log Sheet Compiled From _____ to _____

Date	Day	Signature of the Student	Date	Day	Signature of the Student
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		
			31		

Comments of the Reporting officer: Please tick one or more of the following whichever is most appropriate for the intern:

- Performance of the Student: Good/ satisfactory/not satisfactory
- Punctuality: Punctual/not punctual
- Interest: Showing interest/ Not showing interest
- Any other (Please specify) _____

Signature of the RO with seal

Verified and signed by HOD, Poornima Foundation



REQUEST FORM FOR HOSTEL STAY

For Registrar office only (to be filled before issue of admit card of ESE)

For Hosteller's Only/Registrar office

Name of Student: _____ Registration No.: _____

Campus: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Details of Hostel Stay during Even Semester:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Calculation of Variable Fees against stay during Even Semester:

Variable Cost of Even Semester (25% of total annual hostel fees) divided by 180 and multiplied by No. of Days of stay = Rs. _____

Signature & Seal of Registrar

Forwarded to Accounts Dept.

Fee due done in SHARP..... Signature of Accounts dept.....

ORDER OF APPROVAL FOR VACATING HOSTEL

For Hosteller's Only/Hostel office copy

Name of Student: _____ Registration No.: _____

Campus: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Name and Address of the Company/Industry / Firm: _____

Duration of Internship: _____

Tentative date of End Semester Examination: _____

Signature & Seal of Registrar

Details of Hostel Stay during Even Semester:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Signature of Warden

The above stay details must be communicated by hostel authorities to Registrar office before issue of admit card of End Semester Examination of the student.