

GANPAT UNIVERSITY- FACULTY OF ENGINEERING & TECHNOLOGY

U. V. Patel College of Engineering

Department of Computer Engineering and Information Technology

Internship Rules, Guidelines & Undertaking

Semester-VII

INTERNSHIP RULES & GUIDELINES

1. Eligibility Criteria:

- Students placed through campus recruitment are directly permitted to proceed with the internship at their respective company.
- Students not placed but interested in pursuing an internship must ensure that:
 - The selected company must have a minimum of 10 employees.
 - If opting for a start-up company, it must be well-known and experienced in the relevant domain. Prior approval is required (Refer point 2).
 - The internship must offer a minimum stipend of ₹7000.
 - The institute/organization must be of repute. (e. g. Indian Space Research Organization, Physical Research Laboratory, Institute of Plasma Research, Defense Research and Development Organizations, Hindustan Aeronautics Ltd, Bharat Electronics, Bharat Dynamics etc)

2. Company Verification:

- The departmental committee will verify:
 - Company strength and background.
 - Nature of work/project offered.
 - Supervisor credentials and internship scope.
 - Stipend and working environment.
- The committee's decision will be final and binding.

3. Internship Duration & Structure:

- Internship must be conducted for a minimum of 6–8 weeks.
- The internship must be relevant to Computer Engineering / Information Technology domains.

4. Mandatory Documents (To be submitted):

- Internship Offer/Appointment Letter.
- Weekly Progress Reports.
- Completion Certificate from the Organization.
- Final Technical Report (Project/Work summary).
- Supervisor Evaluation Form.
- Attendance Sheet signed by the Company Supervisor.

5. Code of Conduct:

- Students must behave professionally, adhere to host organization rules, and maintain confidentiality.
- Students must dress formally and represent U. V. Patel College of Engineering with integrity.
- Any misconduct or violation of organizational norms may result in withdrawal of internship credits.

6. College Coordination:

- Regular communication must be maintained with the assigned faculty coordinator/internal guide.
- Any changes in company, location, duration, or early exit must be immediately reported to the department.
- Students must be available for telephonic verification or surprise visits during the internship period.

7. Liability & Safety:

- The college is not responsible for any accidents, injuries, or losses during the internship.
- Students must comply with all safety guidelines of the host organization.

8. Post-Internship Requirements:

- Submission of final internship report within 15 days of internship completion.
- Participation in presentation, viva, and evaluation as per departmental schedule.
- Students may be invited to share their experience with junior batches.

9. Non-Compliance:

- Non-submission of documents or violation of any rule will lead to rejection of internship and may invite disciplinary action.