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# POORNIMA GROUP

## Achieving Excellence Together

# S6

### 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/ Placement during final year only in companies accredited by Poornima Group. The duration of this Industrial Internship / Training/ Apprenticeship/ Placement 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/ Placement slots available through proper notice from time to time. These companies shall be accredited by Poornima Group through a committee approved by the Director General, PG. The requirements indicated by the Company shall be clearly indicated in the notice.

A Committee approved by the Director General, PG 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, PG.

#### **Eligible Students\*:**

- a) 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.
- b) Who have no live backs till pre final year are eligible.
- c) Student having disciplinary issues (letter of warning issued by Proctor or any other PG Officer) are not eligible.
- d) 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, PG may consider relaxation of eligibility criteria in discussion with the Company where the student is going for internship/training/placement.

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: Poornima Group through an approved committee will accredit the company for the purpose of Industrial training / Internship/ Apprenticeship/Placement. 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 PG also.**



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#### The permitted students will be bound to fulfil the following obligations

1. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In the same aspect, student 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 PG 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/placement and the attendance must be sent to the Proctor with a copy to concerned HOD & TPO 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 / placement / semester drop/ debarring from exams as decided by the competent authority of the Poornima Group.

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

#### Declaration by the student

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

School ..... Course/Branch ..... Year/Sem..... hereby declare that:

1. I have read all the rules of Poornima Group, governing my internship/training/apprenticeship/placement 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 and 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.
6. I will submit my Offer Letter/LOI/Joining Letter/Internship Letter at the time of submitting this form for NOC.

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/Placement during the VIII semester.

This consent was received from mobile No.....on .....date.

(Name & Signature of concerned tutor)



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### 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/Placement Details (TPO Office):

Name of the Company/Industry / Firm:	<input checked="" type="checkbox"/> On Campus
Registered Address:	<input checked="" type="checkbox"/> Off Campus
Location of Internship/Training/ Apprenticeship/Placement:	
Date of Start of Internship/Training/Apprenticeship/Placement:	
Date of Completion of Internship/Training/Apprenticeship/Placement:	
Name of Reporting Officer/contact person during Internship/Placement:	
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.)

Offer Letter/LOI/Joining Letter/Internship Letter submitted at the time of NOC issued.

**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/placement

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/placement in your organization on (date) ..... He shall be on Internship/Training/Apprenticeship/placement from .....to.....

As per the Rules and regulation of Internship / Training/ Apprenticeship/Placement, 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)



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### 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:**

1. Performance of the Student:  Good/ satisfactory/not satisfactory
2. Punctuality:  Punctual/not punctual
3. Interest:  Showing interest/ Not showing interest
4. Any other (Please specify) \_\_\_\_\_

Signature of the RO with seal

Verified and signed by HOD, Poornima Group



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### 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.			
<b>Total Days:</b>			

#### 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.			
<b>Total Days:</b>			

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.