

Polaris School of Technology

Internship Policy (Academic Year 2025–26)

Introduction

The Internship Program at Polaris School of Technology is an integral part of our students' professional journey. It bridges academic learning with industry exposure, enabling students to gain practical insights, technical skills, and workplace readiness.

This policy outlines the eligibility, process, and code of conduct governing student participation in internship opportunities facilitated through "The Placement Cell"

The policy is designed to ensure:

- Equal opportunity for every student.
- Fair distribution of internship opportunities.
- Professional conduct and representation of Polaris School of Technology in external engagements.

Eligibility

A student shall be eligible to apply for internship opportunities if:

1. They are duly registered with The Placement Cell
2. They have successfully cleared all examinations up to the previous semester, with no active backlogs
3. They have no record of disciplinary action, warning letters, or negative remarks from faculty or warden.
4. They maintain a satisfactory record of attendance and conduct in classes

Registration & Communication

1. All students seeking internships must register with the internship cell and submit updated resumes based on the official format
2. Official communication regarding internship opportunities will be made via email and the student placement coordinators. Students are responsible for regularly checking updates.
3. Students must apply for opportunities within the deadlines. Late submissions will not be entertained.

Internship Process

1. Notification & Application

- Internship opportunities will be circulated to eligible students via email and WhatsApp group
- Students may apply after reviewing eligibility, role description, and company details.

2. Shortlisting & Interviews

- Resumes of applicants will be shared with the company.
- Shortlisted students must attend all further rounds of the process (assignments, interviews, etc.).

3. Withdrawal

- Students may withdraw only before the first round begins. Post commencement, withdrawal will be treated as misconduct.

4. Selection

- A “**One Internship per Student**” policy will apply. Once selected, the student will be considered placed for internships and cannot apply further in that cycle.
- Students securing **Pre-Placement Offers (PPOs)** from internships will be considered as placed during final placements.

Code of Conduct

Students are expected to:

1. Maintain the highest standards of discipline and decorum during all stages of the internship process.
2. Attend Pre-Placement Talks (PPTs) and sessions in formal dress code
3. Not misrepresent academic records, backlogs, or personal information. Any false declaration will be considered an **Offence** and may result in blacklisting
4. Treat company officials, faculty, coordinators, and peers with respect.

Offences & Penalties

1. **Level 1 (One Black Dot):** Absence from a drive without prior written approval, late reporting, or missing PPT without notice.
 - The student will be barred from the next 3 companies
2. **Level 2 (Two Black Dots):** Withdrawal after being shortlisted, leaving mid-process without approval.
 - The student will not be allowed to sit for any further placements for the academic year

Black dots will not be removed once awarded.

Dress Code

1. Students must attend all internship drives in formal attire.
 - **Males:** Shirt & formal trousers.
 - **Females:** Business suit/formals.
2. ID cards must be worn at all times during internship-related activities.

Reporting & Documentation

1. Selected students must submit a copy of their internship offer letter to the internship cell within 3 working days
2. Students must submit feedback and a completion certificate from the company at the end of the internship.

General Provisions

1. The Placement Cell is a **facilitator**, not a guarantor of internships.
2. Students represent Polaris School of Technology during internships; any act of misconduct may invite disciplinary action from both the company and the institute.
3. The Institute reserves the right to modify/amend this policy as required.