



**GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION**

KARNATAKA (GOVT.) POLYTECHNIC, MANGALURU

Kadri Hills, Mangaluru— 575004, Dakshina Kannada, Karnataka



Internship Roadmap for Final Year Students

Purpose:

To provide a structured roadmap for final year students to secure and complete internships relevant to their field of study, ensuring quality and compliance with institutional guidelines.

Introduction:

Final year students will undertake internships during their 6th semester. This roadmap outlines the steps to be followed, beginning in the 5th semester, to identify suitable industries and secure internship positions with proper approvals.

1. Identification of Industries:

- **Timeline:** During the 5th semester
- **Action:** Students must identify three different industries in and around their institute.
- **Criteria:** The selected industries must have work relevant to the subjects studied in the 5th semester.

2. Relevance to Pathway Subjects:

- Ensure that the work offered by the identified industries aligns with the core subjects and skills learned in the 5th semester.

3. Informing the Cohort Owner:

- **Action:** Once industries are identified, students must inform their cohort owner.
- **Responsibility:** The cohort owner will perform a preliminary background verification of the companies to ensure they meet all necessary terms and conditions.
- **Outcome:** If satisfactory, the cohort owner will recommend the selected companies and forward the information to the concerned Heads of Department (HODs).

4. Verification by HODs:

- **Action:** Concerned HODs will double-verify the recommended company.

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- **Responsibility:** HODs will ensure the company meets the department's standards and requirements.
- **Outcome:** If satisfactory, HODs will sign off on the recommendation and forward it to the Placement Cell.

5. Final Verification by Placement Cell:

- **Action:** The Placement Cell will conduct a thorough background verification of the company.
- **Outcome:** The Placement Cell can either recommend or reject the company, providing suitable reasons for their decision.
- **Criteria:** Only the company deemed satisfactory will be recommended for internships.

6. Approval from the Principal:

- **Action:** Upon receiving a recommendation from the Placement Cell, the Principal will sign on the acceptance letter and issue a request letter to the company.
- **Purpose:** The letter will formally request the company to provide internship opportunities for the students.

7. Adherence to the Process:

- **Requirement:** All students must adhere to the above process and secure a permission letter from the principal before commencing their internship.
- **Consequence:** Students who do not follow the above path and undertake internships without a prior permission letter from the principal will not be considered for evaluation, and their examinations will not be conducted.

Conclusion:

Adhering to this roadmap ensures that the internship process is streamlined, transparent, and beneficial for both the students and the institution.

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