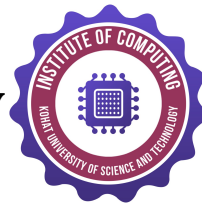




KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

Institute of Computing



Ref #: 102_KUST/CIP/IoC/25

Date: Tuesday, July 29, 2025

Internship Management & Industrial Liaison

The Director of IoC created the committee of 'Internship Management & Industrial Liaison' in July 2025. The main responsibility of this committee is to implement and oversee the Internship Program at the Institute of Computing (IoC), KUST, in alignment with the HEC Undergraduate Education Policy guidelines, ensuring effective coordination between students, academic supervisors, and host organizations. The composition of the committee members is given below.

- Dr. M. Irfan Uddin (Convenor)
- Dr. M. Hamad Hassan
- Dr. Umar Ayaz
- Dr. Rabia Khan
- Mr. Ali Zeb

The following Terms of Reference have been created to ensure the smooth functioning of the committee and provide support to students and supervisors, following university and HEC guidelines.

1. Role of the Committee

- To ensure compliance with HEC's UEP 2020 and UEP 2023 Internship Guidelines.
- To maintain liaison with departmental faculty and external organizations.
- To monitor progress, facilitate issue resolution, and ensure timely submission of internship reports and evaluations.
- To organize orientation sessions for students and supervisors regarding the internship process.
- To approve internship proposals in consultation with academic and site supervisors.
- All committee members are involved in this process.

2. Internship Eligibility Criteria

- To ensure that students have completed a minimum of 4 semesters (for BS programs) before starting internships.
- To ensure that the internship is for a minimum of 9 continuous weeks.
- To confirm that students meet institutional academic and ethical standards before placement.
- To verify that the internship is aligned with the student's academic program.
- To categorize the type of internship as paid/unpaid, on-site, or virtual as per the guidelines.

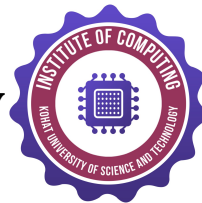
3. Criteria for Acceptable Internship Organizations

- To identify and approve organizations that offer a structured, supervised, and relevant experience.
- To ensure the organization can provide a meaningful learning environment aligned with computing disciplines.
- To establish formal agreements or MoUs (if required) with host organizations.
- To ensure that Host institutions could be local, provincial, or national government offices



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- e. To ensure that host institutions can be an autonomous body (attached department of a government agency), a business enterprise (industrial and commercial enterprises), or an academic institution (university, college, or school; public or private); or a registered NGO.

4. Role of the Academic Supervisor

- a. To guide the student in selecting a suitable organization.
- b. To collaborate with the site supervisor for aligning internship tasks with academic outcomes.
- c. To assess the learning objectives and approve the internship proposal.
- d. To maintain contact with the intern during the internship and provide academic support.
- e. To evaluate the final internship report and provide a grade/recommendation based on defined rubrics.
- f. To ensure that the internship experience contributes to the student's professional and personal development.

5. Role of the Site Supervisor (Host Organization)

- a. To assign meaningful and relevant tasks/projects to the intern.
- b. To provide professional mentoring and technical supervision during the internship period.
- c. To monitor intern attendance, discipline, and progress.
- d. To evaluate the intern using the institutional evaluation form provided at the end of the internship.
- e. To provide a certificate or letter of completion as proof of internship.

6. Responsibilities of the Intern

- a. To seek and confirm an approved internship opportunity from the committee.
- b. To follow institutional rules and maintain professional behavior at the host organization.
- c. To define clear learning outcomes in consultation with the academic and site supervisors.
- d. To complete a minimum of 9 weeks (9 weeks x 5 days/week x 8 hours/day = 360 hours in total) of supervised work experience.
- e. To maintain a daily/weekly logbook during the internship.
- f. To prepare and submit a final internship report and presentation.
- g. To obtain and submit the evaluation form from the site supervisor.

7. Internship Process

- a. Students shall submit a detailed application outlining organization details, duration, expected outcomes, and supervisors.
- b. Students may begin the internship during any semester as long as it does not affect their academic progress, but preferably it should be during a summer semester or summer break.
- c. Students are advised to secure internships themselves by going through opportunities advertised through social media platforms from time to time.
- d. In case of any unavoidable reasons, IoC can help the students in the placement.

8. Internship Report Submission and Evaluation

- a. The final internship report should follow the template and structure given by IoC.
- b. The report should include internship objectives, tasks performed, skills learned, challenges faced, and outcomes.
- c. The academic supervisor evaluates the report with input from the site supervisor.
- d. Evaluation shall be based on both supervisor evaluations and the student's presentation.



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- e. All reports and evaluations must be submitted within two weeks after the internship ends.

9. Internship Grading and Credit Allocation

- a. Internship will be non-credit and may not be graded; however, the performance will be evaluated based on performance and reflected in the transcript
- b. Evaluation criteria include report quality, presentation, supervisor evaluations, and learning achievement.
- c. Students failing to complete the internship satisfactorily must repeat the process in the following semester.

10. Roadmap for the Implementation of Internship

- a. Step 1: Registration of Students
 - i. The Internship Office will register all eligible undergraduate students for the internship program.
 - ii. The registration process must be completed before assigning supervisors or placements.
- b. Step 2: Assignment of Academic (Faculty) Supervisors
 - i. Each student will be assigned to a faculty member who will serve as the Academic Supervisor.
 - ii. The Academic Supervisor will guide the student throughout the internship, from planning to evaluation.
- c. Step 3: Placement of Students in Host Organizations
 - i. The Internship Office will arrange internship placements through formal MoUs with host organizations.
 - ii. Students may also propose self-found internships, subject to approval by the Internship Office.
 - iii. All placements must align with the program's academic and professional objectives.
- d. Step 4: Assignment of Site Supervisors
 - i. Once a placement is secured, the host organization will designate a Site Supervisor to oversee the intern's daily tasks.
 - ii. The Internship Office will facilitate communication between the student and the Site Supervisor.
- e. Step 5: Development of Internship Terms of Reference (ToRs)
 - i. Before the internship start, each student must develop individualized ToRs in consultation with their Academic Supervisor.
 - ii. The ToRs should clearly define the scope of work, learning objectives, expected deliverables, and timelines.
 - iii. These ToRs must be submitted to the Internship Office for formal recordkeeping and approval.
- f. Step 6: Engagement at Host Organization
 - i. The student will report to the host institution and work under the supervision of the Site Supervisor.
 - ii. The Academic Supervisor will provide academic guidance and ensure learning outcomes are being met.
 - iii. The student is expected to work for 9 weeks, 8 hours per day, totaling 360 working hours.
- g. Step 7: Performance Evaluation

- i. The intern's performance will be formally reviewed every three weeks by the Site Supervisor.
 - ii. The student will also submit self-evaluation reports.
 - iii. These evaluations will be shared with the Academic Supervisor and the Internship Office for review.
 - iv. Feedback will be used to track progress and address any challenges during the internship.
- h. Step 8: Completion and Certification
- i. Upon fulfilling all internship requirements and submission of final reports, the Internship Office will issue a Certificate of Completion.
 - ii. The successful completion of the internship will also be recorded on the student's academic transcript.
 - iii. Any incomplete or unsatisfactory participation will be handled as per university policy.

11. Documents

The following documents, prepared by HEC, the University, or IoC, are shared in the links below, which can help students during their internship program.

- Internship Guidelines by HEC for Undergraduates 2020 on the link:
 - Link: <https://www.hec.gov.pk/english/services/students/UEP/Documents/Internship%20Guidelines.pdf>
- Details of Internship maintained on:
 - Link: <https://forms.gle/xsyrQwfpc2RHgt1X7>
- All the relevant details shared on the KUST Website > Institute of Computing Page > Resources > Institute of Computing >> Internship Resources – IoC KUST [<https://www.kust.edu.pk>]
- All the documents are available on GitHub as well. [<https://github.com/mirfanud/KUST-IoC-Internship-2025>]

12. Individual Responsibilities

S.No.	Name	Responsibilities
1.	Dr. M. Irfan Uddin	<ul style="list-style-type: none">• Lead and oversee the entire Internship Program.• Chair all committee meetings and approve final decisions.• Maintain high-level liaison with industry leaders, alumni, and organizations.• Review and finalize internship policies, and guidelines.• Coordinate with the Director IoC for official communication and approvals.
2.	Dr. Hamad Hassan	<ul style="list-style-type: none">• Design and deliver orientation sessions for students.• Develop internship-related training materials, guidelines, and FAQ documents.• Review internship progress reports and ensuring academic quality standards.
3.	Dr. Rabia Khan	<ul style="list-style-type: none">• Focal person for resolving academic-supervisor-student conflicts.• Ensure that the internship meets ethical, research, and institutional standards.• Final internship evaluation process and presentations.
4.	Mr. Muhammad Ali Zeb	<ul style="list-style-type: none">• Handle official correspondence with host organizations and students.• Maintain internship database for the detail about students, host organization.• Collect and archiving all internship reports and evaluation forms.
5.	Mr. Umar Ayaz	<ul style="list-style-type: none">• Manage and maintain record-keeping of internship progress.• Follow up on timely submission of evaluation forms from site supervisors.• Compile periodic progress summaries for committee review.

In case of any questions or requiring assistance, please contact the undersigned.



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Sincerely,

Dr. M. Irfan Uddin

Assistant Professor/Coordinator Internship Program

Institute of Computing

Kohat University of Science and Technology.

Email: irfanuddin@kust.edu.pk