

Dated 17/08/2024

**NOTIFICATION NO. 02/24**

Sub: Technical Education – SITTTR Kalamassery – Sixth Semester Internship –  
**Revision (2021 Scheme) Semester 6 - reg.**

Ref: 1. GO(Rt) No. 547/2024/HEdn., Thiruvananthapuram dated 09/05/2024.  
2. Minutes of the Academic Council Meeting held online on 05/08/2024

1. Notification is hereby issued for the Sixth Semester Internship in the Diploma Curriculum **Rev 21 with Internship**.
2. Eligible sixth semester students of all Polytechnic Colleges and institutions conducting 3 year Diploma programmes approved by AICTE and affiliated to SBTE in the state of Kerala shall apply for the Internship adhering to the regulations. The Director of Technical Education is empowered to make necessary changes in the selection of candidates for the Internship.
3. Interested Industries/Startups shall register in SITTTR Portal for Internships. The Director of Technical Education is empowered to select/approve industries eligible to participate in this programme.
4. The committee appointed by the Director of Technical Education shall select the final list of industries/companies from the companies registered in SITTTR portal.
5. Students shall submit the application through the respective institution to the industry empaneled in the SITTTR Portal. Consolidated list of students selected for the Internship program shall be forwarded by the head of institution to SITTTR.

**A. Instructions to the Candidates**

(i) The candidate must be a regular student enrolled in the 6th semester (except for programmes CP and TD) and must not be under suspension at the time of applying for the internship.

**(ii) The company/organization shall set the criteria for candidate selection, which shall be decided and uploaded on the website during the company registration process.**

(iii) Internship applications must be submitted to the Internship coordinator (program wise) of the respective institutions. Candidates shall submit separate applications for various industries or companies relevant to their respective disciplines. Students are permitted to submit applications to a maximum of three companies of their choice for internship opportunities.

(iv) All entries in the application shall be filled carefully by the candidate.

(v) Students who have received an offer letter or confirmation email from industries/companies must inform the Head of the Institution and obtain permission to join the organization offering the internship through the internship coordinator and the Placement officer. All communications with industries/companies shall be conducted through the Placement Officer of the respective institution. Students are not permitted to communicate directly with industries/companies.

(vi) Students with an offer letter are required to provide a declaration stating their commitment to adhere to all rules related to the internship. Furthermore, the declaration must include the student's willingness to complete the assessment for the assigned courses, including two core courses and two audit courses. The duly signed declaration form shall be submitted to the Principal of the respective institution.

vii) The attendance criteria for selected students shall be one casual leave per month in alignment with the service rules of the concerned industry / company.

viii) Interns shall attend two weeks of classes and institutional-level theory and practical exams upon publication of the notification and time table by the Joint Controller of Technical Examinations. Additionally, if an intern has multiple supplementary exams to attend, the internship shall be extended.

## **B. Instructions to the Polytechnic Colleges**

i) Each institution shall conduct one-day training /workshop for students to create awareness about the six-month internship in the fifth semester.

ii) Institutions shall inform the candidates about the internship in Semester 5 and receive applications from eligible and interested candidates in stipulated time. The Principal shall appoint an internship coordinator for each programme, and the internship coordinator shall report to the Head of the Department (HoD). The Placement officer of the respective institution shall coordinate with the Heads of various departments and communicate with the industries/companies which must be ensured by the Principal.

iii) Institutions shall properly verify the applications received from candidates and duly send to the respective industry/company.

iv) Institutions shall permit eligible candidates, to join internships for which they have received offer letters from industries/companies offering a minimum stipend of Rs. 8,000/- per month.

v) Institutions shall sign MoU on ₹200 stamp paper with SBTE/DTE-approved companies, including terms of internship, attendance, and assessment. Evaluation and institution level exams shall be completed as per SBTE norms within the internship period. Interns shall be allowed to attend two weeks of classes and institutional-level theory and practical exams upon publication of the notification and timetable by the

JCTE.

vi) Institutions shall send the consolidated list of candidates those who have selected for internship to SITTTR. Institutions shall also update the selected candidate details in TEAMS portal.

vii) The internship coordinator shall Mentor/Guide the Interns regarding all aspects of Internship including mandatory requirements of Attendance, Assessment, documentation, maintaining discipline etc. The internship coordinator shall regularly follow up and be in continuous communication with the Intern and Industry Supervisor for support and guidance.

viii) The internship coordinator shall also keep all documents related to Internship including Undertaking of Interns, schedule of Internship, assessment documents, Rubrics, Internship diary, Internship Reports, Comprehensive Internship Report etc.

ix) The internship coordinator for each program shall maintain regular contact with the internship supervisor at the industry/company and shall review the interns (online/offline) at least once a month during the internship period, in addition to continuous evaluation.

x) The internship coordinator shall ensure that the students undergo internship in their respective programme discipline.

xi) The principal shall ensure that the internship coordinator evaluates the respective interns in the stipulated interval, conducts timely assessments (CA - I, CA – II & CA – III) as per the assessment guidelines, records it accordingly and submit the same to the Controller of Technical Examinations as and when notified.

xii) The notification and the link for registering the industry/company shall be posted on the website of respective institutions.

## **C. Instructions to the Companies**

- i) Interested companies or organizations should submit their details using the online link available on the SITTTR web portal at [www.sitttrkerala.ac.in](http://www.sitttrkerala.ac.in). Polytechnic colleges may also identify and register their Industrial Internship Partners (IIPs) for the sixth-semester internship on the SITTTR web portal. The companies or departments must operate in the products, processes, or services sectors, and must not be in the training sector. Additionally, they must have been in existence for at least three years.
- ii) The Industrial Internship Partner may include Central or State Public Sector Undertakings (PSUs), Government or Local Self-Government (LSG) Departments, private sector industries, and start-ups. For private sector industries, the business must operate exclusively in the products, processes, or services sectors.
- iii) An SBTE/DTE-approved company must sign a Memorandum of Understanding (MoU) on ₹200 stamp paper with the institution providing interns. The MoU should

include terms related to the internship, attendance, assessment, and other relevant details like evaluation and institution level exams shall be completed as per SBTE norms within the internship period. Company/industry shall allow interns to attend two weeks of classes and institutional-level theory and practical exams upon publication of the notification and timetable by the JCTE, and provide an interim performance certificate to attend the exams during this period. Additionally, if an intern has multiple supplementary exams to attend, the internship can be extended.

- iv) The student's eligibility criteria shall be determined and uploaded on the website during the company registration process.
- v) The Companies or organizations shall publish student's selection criteria while registering on [www.sitttrkerala.ac.in](http://www.sitttrkerala.ac.in) and must prepare and publish a selection list and an additional waiting list of students, and upload them to the link provided on the SITTTR website.
- vi) The Companies shall offer a minimum stipend of ₹8,000/- per month to the interns, which should be included in the MoU. The industry/company shall ensure that stipend is provided as promised and to pay additional emoluments for any overtime work.
- vii) The attendance criteria for selected students shall be one casual leave per month in alignment with the service rules of the concerned industry / company. The company shall provide an interim performance report during the evaluation period.
- viii) Companies / industries shall accept 50% of the total required interns from one institution and the remaining 50% from other institutions in cases where there are more applicants for a particular company or industry.
- ix) The verification and approval of companies on the SITTTR portal will be completed by a committee appointed by the Director of Technical Examination.

## **D. General Instructions**

- i) Students must review the portal and identify companies that match their preferences. After selecting suitable companies, they should complete the application form and submit it to the internship coordinator. Separate applications must be submitted for each company. The internship coordinator will verify the applications and forward them to the Head of the Department (HOD). Following further verification, the HOD will submit the applications in consultation with the Placement officer and to the Principal for final approval.
- ii) The college must ensure that candidates have accurately completed fields such as name, PRN, branch, phone, email, place, and the name of the applied company on their application forms. The Principal of the polytechnic college will consolidate the applications and forward them to the respective companies through the Placement Officer. The Principal shall ensure that all communications with industries/companies are handled through the Placement Officer and that students do not communicate directly with the industries/companies. The company or organization may conduct a separate test or interview for selection of interns, and final decision will be at the discretion of company.

- iii). No candidate will be allowed to change their company for the internship.
- iv). The duration of the sixth-semester internship is six months.
- v). The industry/company shall offer a minimum stipend of Rs 8000/- per month to the interns.
- vi) During the internship period, students must also successfully undergo an institution-level evaluation for the course on Entrepreneurship and Startups, the audit course on the Indian Constitution, and two program core courses.
- vii). Students opting for the sixth-semester internship will earn 10 activity points. The total credits for the sixth-semester internship will be 13.5, calculated as follows: the total credits for Semester 6 is 21.5, from which the credits for two core papers and the Entrepreneurship and Startups course are subtracted. This is calculated as  $(21.5 - (4 + 2.5 + 1.5) = 13.5)$ .

The following courses will be treated as equivalent to Sixth Semester Internship with credit of 13.5.

- 1) Program Elective course -Theory of credit 4
- 2) Open Elective course -Theory of credit 4.
- 3) Program Elective course -Practical of credit 1.5.
- 4) Major Project -with credit of 4

- viii). Students who opt for the sixth-semester internship will be exempted from SBTE evaluation for these four subjects.
- ix). There is an option to cancel the Sixth Semester Internship program (internship pathway) and return to the normal pathway within two weeks after the commencement of the sixth semester, with the loss of attendance for that period.
- x). **However, no facility will be provided to switch pathways after the initial two weeks of the commencement of the sixth semester.**

*Note: Students who do not successfully complete the internship and its evaluation will not be allowed to redo the same internship or pursue another one. They will be required to seek readmission to the sixth semester when it is offered by the institution.*

- xi). Formats for company information registration, student applications, and other related documents are provided in the Annexures.

### **SCHEDULE FOR SIXTH SEMESTER INTERNSHIP**

<b>Sl No</b>	<b>Item</b>	<b>Tentative dates</b>
1	Registration of IIPs in portal of SITTTTR	21/08/2024 to 13/09/2024
2	Finalization of IIP by SITTTTR(Committee at DTE)	23/09/2024
3	Last Date of application submission by students	03/10/2024
4	Last date of publication of select list by the industry/company	20/11/2024
5	Commencement of internship	01/12/2024
6	Completion of Internship	31/05/2025
7	Completion of Assessment of two core papers, Entrepreneurship and Startup and Indian constitution	before 31/05/2025

Joint Director in-charge

## Appendix 1

### Format for Student's Daily Log Book

Day-1	Date:
Time of Arrival	Time of Departure
Dept/Division	Nature of work
Name of the Supervisor With designation and email ID	
Remarks of the Internship supervisor:	
Record Main actives of the day (including observation, sketches, discussions, etc)	
<b>Signature of Industry Supervisor</b>	

**Note:** Prepare an A4 size hard bound Intern work book using this format with college and student details

## Appendix 2

### Internship Report template

The student, after the completion of internship shall submit a comprehensive Internship report, The contents of the report shall be arranged in the following order:

1. Cover Page
2. Inside Title Page
3. Internship Certificate issued by the organization
4. Acknowledgements
5. Executive Summary
6. Table of Contents
7. List of Figures
8. List of Tables
9. Abbreviations/ Notations/ Nomenclature
10. Text of the Report
  - **Chapter 1:** Company Profile
  - **Chapter 2:** Describe in as much detail as possible intern's role and responsibilities while on internship. List duties, project completed, etc. Describe How interns' technical knowledge can be applied at the site of the internship and how they can create value to the organization through internship
  - **Chapter 3:** Demonstration of the work done as intern.
11. Student Profile/Resume
12. Photo Gallery
13. Appendices



## **Appendix 3**

### **CERTIFICATE**

**There will be no distinction in the TC, or Conduct Certificate of both pathway students.**

There will be no distinction in the Diploma Certificates issued by the State Board of Technical Education (SBTE) for students who complete the SIXTH SEMESTER INTERNSHIP and those following the regular pathway. Both certificates will remain unchanged. Additionally, the mark sheet will allocate equal credits for students in both normal and internship pathways.

## ANNEXURE 1

### Details of company information to be furnished to portal of SITTTR

Legal Name of company	
Address	
District	
State	
Contact information Name Phone Email	
Website	
Type of business (product/process/service)	
Type of company : public/private/...	
Year in which established	
No of students that can be admitted as intern	
Branches of students that can be admitted as intern	
Student's eligibility criteria	
Amount of stipend offered	
Additional facilities to offer	
Brief description of company (attach pdf/doc....) file	

## ANNEXURE 2

### APPLICATION FOR INTERNSHIP (Complete and submit to the internship coordinator)

1. Name of Company/Industry which candidate seek Internship :
2. Name of Polytechnic College :
3. Name of Diploma Program :
4. Name of Candidate (In BLOCK letters) :
5. Communication Address :
  
6. City :
7. District :
8. E-mail Address :
9. Mobile :
10. PRN :
11. Gender :  Male  Female  Transgender
12. Name of Parent :
13. Phone/Mobile of Parent :
14. Semester I : SGPA: Back Papers:
15. Semester II : SGPA: Back Papers:
16. Semester III : SGPA: Back Papers:
17. Semester IV : SGPA: Back Papers:
18. Project Work/Seminar/Paper Presentation done :
  
19. Area of Interest :

20. Extra-curricular/Co-curricular activities :  
done
21. Willing to work anywhere in Kerala :
22. Willing to work anywhere in India :
23. Languages known :
24. Remarks :

I here by declare that, I have carefully read various instructions regarding the internship and I agree to abide by them. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the internship, action can be taken against me.

Place: Signature of the Parent

Signature of the Candidate

Date:

Name & Signature of the internship coordinator

Name & Signature of HoD

Verified and countersigned by Head of the Institution