



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/AA/18/1309  
Date: 02.02/2018

**NOTIFICATION**

**Subject: Policy with respect to Internship by B.Tech. Students.**

As decided in the 9<sup>th</sup> Meeting of BARC, the following Policy with respect to Internship by B.Tech. Students is hereby notified for the information of all concerned for information.

- a. B.Tech. Students will be allowed for Internship offered only in IITs/Industry.
- b. AAC of the School will examine the request of the student(s) and accord approval accordingly. Option for doing the Internship at PSUs will be given preference by the AAC.
- c. The request of the student must be accompanied with the following:
  - i. Official Letter for award of Internship.
  - ii. Project details.
  - iii. Details of Internal Supervisor and his consent.
- d. The Internal Supervisor is required to visit at-least once, the place where student is doing Internship and check the progress of the student and submit a report accordingly. The concerned Faculty Members will be provided with 2nd Class AC fair OR Air Fare, whichever is less.

The relevant format is attached.

Further, it may also be noted that any request of the student for the above mentioned tasks, shall only be entertained if submitted in the attached notified formats.

  
**Assistant Registrar  
(Academic Affairs)**

Copy to:

1. All Deans, for information.
2. Registrar, for information.
3. All Heads/I/c Heads for information and circulation of the same among students.
4. I/c Associate Dean (AA), for information.
5. All Faculty, for information.
6. PS to VC for the information of Hon'ble Vice Chancellor.
7. I/c Website for information and uploading the same on the University Website.
8. I/c Networking for information and uploading the same on the Intranet.
9. Concerned file.



**Application for Grant of Permission for Internship by B.Tech. Students**

The Dean,  
 Faculty of Engineering,  
 Shri Mata Vaishno Devi University.

**Sub: Request for grant of permission for doing Internship.**

Sir/Madam,

I \_\_\_\_\_, Entry No. \_\_\_\_\_, student of B.Tech. \_\_\_\_\_ Program, \_\_\_\_\_ semester, require grant of permission for doing Internship at \_\_\_\_\_ under the guidance of \_\_\_\_\_ (Internal Supervisor) and \_\_\_\_\_ (External Supervisor) of \_\_\_\_\_.

I am also attaching the following documents as required under rules:

1. Official Letter for award of Internship.
2. Project details.
3. Details of Internal Supervisor and his consent.

Signature of student      Name: \_\_\_\_\_ Entry No. \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: \_\_\_\_\_

Recommended & Forwarded (Internal Supervisor) Remarks: \_\_\_\_\_  
 \_\_\_\_\_

(Signature of Internal Supervisor)

Forwarded to Member Secretary of AAC of School of \_\_\_\_\_

No & Date : \_\_\_\_\_ (Signature of Head of School)

Recommendations (Permitted / Not Permitted) of AAC of School of \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(Signature of Member Secretary of AAC)

Forwarded to Head of School

No & Date : \_\_\_\_\_ (Signature of Head of School)

Copy forwarded to I/c AD(AA) & Dean of Student Welfare for information.