

## K J Somaiya School of Engineering

### Semester Long Internship Policy: SVU 2023 Scheme (AY 2025-26)

#### Purpose:

This policy lays down the procedures for assisting and enabling the students of SVU 2023 scheme of KJSCE to get a semester long internship at the end of semester VII of LY B.Tech. in the academic year 2025-26. The policy also highlights the Standard operating procedures to be followed by students of LY B.Tech programs interested to avail this facility.

#### Scope:

Procedures laid down in this document are applicable to all the eligible and interested students of LY B.Tech under SVU 2023 scheme of KJSCE.

#### Guidelines

1. Interested students have to submit the Application Form (as per the prescribed format) to the Internship Cell (B-002) on or before **25th Sept 2025**.
2. Internship under following two categories are considered for semester long internships scheme
  - a. Case 1: Where a student is offered an internship through the college Internship cell / Placement Cell.
  - b. Case 2: Where students can avail the internship with his/ her efforts in an industry / startup or research institute.
3. Only one application will be accepted from one student (in either Case 1 or 2) in the prescribed format available with the Internship cell.
4. In case of an internship offered through the college selection process, (Case 1) the student is eligible for only one offer and cannot appear for further process once selected.
5. If students have got full time placement from college and the same company is willing to offer Semester Long Internship, it will be treated as Case 1 and students are required to mandatorily join that internship.
6. In case the company denies the internship offer at the last moment, students may apply to available opportunities On-campus or Off-campus OR may continue as a regular student in Semester VIII.
7. Submitting an application does not mean the student is permitted for Semester Long Internship. Students' applications will be scrutinized and individual interviews will be conducted by the internship approval committee at college / department level for its merit and approval / disapproval will be given. The decision of the committee will be final and further grievances will not be entertained.
8. The duration of internship may commence immediately after completion of semester VII examinations but not later than 2 weeks after the semester starts in January 2026. At least 14 weeks or as specified in the offer letter, whichever will be maximum timeframe will be considered valid duration of the internship.
9. Students can join an internship only after getting an approval from the internship-committee. An undertaking prescribed by the college signed on bond paper of Rs.500, by the student and parent needs to be submitted before joining the internship.

10. In case any student attempts to join an internship bypassing college procedure, it will not be considered for credit completion of semester VIII and for award of the B.Tech degree.
11. Any expenses towards internship within or outside Mumbai due to traveling, stay etc. must be borne by the student undertaking the internship.
12. The college will assign a mentor for each student who will monitor the students' progress throughout the duration of the internship. The students are expected to be in contact with the mentor on a regular basis.
13. During the internship duration, students are required to abide by the guidelines and adhere to the rules & regulations of the internship offering organization. If any misconduct happens during the internship, the Organization / Company reserve the right to take probable actions as per company guidelines. In such a situation, the college will not be held responsible for any action taken against the student or the delay in final evaluation and award of B.Tech degree of the student.

**Eligibility:**

1. Students who have completed semester VI can apply for the scheme.
2. Students who do not have any live KT while applying for the internship.
3. Students who have paid full fees for the academic year (including sem VII and VIII)
4. Students should have completed a minimum 10 weeks of mandatory internship (which includes at least 6 weeks of technical internship) as per the College Internship Policy.
5. DSY admitted students should have completed a minimum 8 weeks of mandatory internship (which includes at least 5 weeks of technical internship) as per the College Internship Policy.
6. Students should not have availed Student Exchange Program in any previous semesters.
7. Internship profile offered should be technical and related to their field of study.

**Academic Requirements:**

1. The student enrolled for the scheme must complete the same number of credits requirement of Semester VIII as per prescribed syllabus.
2. The student needs to complete SWAYAM NPTEL course / Coursera Course(s)/ specialization approved by the departmental committee of minimum 3 credits equivalent to the SVU 2023 scheme of KJSCE elective list or any additional course approved by the respective department.
3. If the Coursera Course(s)/specialization approved by the departmental committee is selected by the student, (a) it should be either minimum duration of 40 hours or equivalent to minimum 3 credit score and, (b) it should not be overlapped with Elective courses / OET / minor or honor courses done by the student in previous academic semesters. College / Department authority reserves the right to reject the course chosen by the student.
4. The SWAYAM-NPTEL course / Coursera Course(s)/specialization approved by the departmental committee, completed during the internship (8<sup>th</sup> Semester) will be considered for award of credits.
5. Completion of SWAYAM-NPTEL course / Coursera Course(s)/specialization approved by the departmental committee, includes regular assignments and final proctored examination if any conducted by the authorities. The registration fees for the course must be paid by students. The credits of the course completed by student will be credited in semester VIII results only after submission of final certificate to the Examination In-charge





in stipulated time. In case of failure in the course, students can take up the same or another approved course in next semester OR select a course from KJSCE elective list and appear for ESE in the next available attempt as per rules of repeat examinations. The grades obtained through SWAYAM -NPTEL course / Coursera Course(s)/specialization approved by the departmental committee, will NOT be considered for CGPA calculation or to award any kind of merit Prize.

6. Students undergoing semester-long internships need not attend any regular classes or ISE / IA evaluations throughout the semester related to theory/ practical courses as per syllabus.
7. Prior to the start of the internship, students must register on the SLI Portal and update their weekly internship report.
8. However, students will be evaluated based on interim internships progress evaluation(s) and final presentation related to the internship for a total 200 marks. The credits of internship (Total 11 credits) will be awarded only after completion of In-Semester Evaluation and Final Evaluation with submission of final report and internship completion certificate to the department in stipulated time.
9. The Final Evaluation will be conducted only after submission of Internship Report and Final Completion Certificate from the company. If the completion certificate is not ready at the time of evaluation, the Industry Mentor / Guide's email is required confirming the completion of internship with satisfactory performance of the student.
10. Students must declare any Pre-Placement Offers (PPOs) and required to submit the offer letter immediately upon receiving it from the company.
11. The students under semester long internship scheme, need to submit only Project I in Semester VII and will not continue to Project II of semester VIII. However students need to take permission from project mentors while applying for the internship.
12. In case of any unforeseen reason/s if student decide to discontinue the internship and /or the internship is discontinued by the Internship offering organization, student may be permitted to join the on-going academic programme in the college as a normal student and shall thereafter attend all lectures, practical, project, appear for tests, etc. However, this option would be valid within first 4 weeks with a prior approval from higher authority as per academic calendar. However, the portion of syllabus covered till that date will not be repeated, students need to prepare this portion on their own.
13. In the above case, if reported after the term test, students may not be allowed to join the semester. In such cases, students shall not claim any refund of fees from college. However, college may permit him/ her to appear for re-examination subject to completion of all the activities necessary for term grant.
14. The mark sheets of VIII semester students undergoing semester-long internship will be in different formats and may be delayed as compared to regular students.
15. The students undergoing the semester-long internship will not be eligible for any prizes/ awards for highest ranking or any other equivalent appreciation valid for the students of that particular batch

College authorities reserve the right to change / update the policy on a time to time basis.

In-charge, Internship Cell

Director, KJSCE