



No: 399/AEC/IC/2024

31.08.2024

CIRCULAR

All the students of B.E / B.Tech. (VII & VIII Semesters), MCA (III & IV Semesters) and MBA (III & IV Semesters) are hereby informed to note that the permission for the internships will be accorded as per the Industry Internship Policy guidelines recommended by the committee constituted by the office order No: CBIT/156/Admn./2024 dated 05.08.2024.

I. Industry Internship through CDC:

1. The approved list of students who are selected for the industry internship shall be communicated to the respective departments by CDC.
2. The student shall approach the respective HoD along with the prescribed affidavit duly signed by the student and the parent.
3. On approval of the HoD, the respective student shall submit the affidavit to the Internship In-charge or the faculty authorized by the HoD.
4. Department Internship In-charge shall maintain the students' database who are doing internships in the following format:

Name of the Program:						
S. No.	Roll. No.	Name of the Student	Semester of Study	Duration with specific dates	Internship offering Organization	Stipend in Rs. (if any)
1.						
2.						

5. Students who are attending internships offered through CDC shall be considered for the attendance for their absence in the college.
6. The internship In-charge of the department shall communicate the students' details who are attending Industry internship to all the concerned faculty members.
7. Faculty have to mark absent, 'A' in the attendance registers during the internship period and entire internship attendance is considered under event attendance as campus placement attendance.
8. Internship attendance will also be considered for awarding CIE.
9. After the completion of the Internship, the students must submit the following to the Internship In-charge of the department.
 - a) Internship report in a prescribed format, not less than 20 pages.
 - b) Internship completion certificate duly signed by the internship offering authority.



II. Industry / Research / Academic Internship through Off Campus:

1. Students whoever gets the internship offers through off campus shall approach the respective HoD along with a prescribed affidavit duly signed by the student and the parent.
2. The off campus Industry Internships shall be approved by the concerned Head of the Department for the following organizations only:
 - a. Public Sector Units / Research Labs/ Academic Institutes of National Interests
(IITs/ NITs /IIITs/ National Laboratories like IICT/ CCMB/ NGRI, etc.)
 - b. MNCs/ NCs visiting CBIT for placements.
 - c. Reputed Multinational Companies.
3. On approval of the HoD, the respective students shall submit the affidavit to the Internship In-charge or the faculty authorized by the HoD.
4. Department Internship In-charge shall maintain the students' database who are doing internships in the following format:

Name of the Program:						
S. No.	Roll. No.	Name of the Student	Semester of Study	Duration with specific dates	Internship offering Organization	Stipend in Rs. (if any)
1.						
2.						

5. Students who are attending internships offered through off campus shall be considered for the attendance for their absence in the college.
6. The internship In-charge of the department shall communicate the student details who are attending Industry internship to all the concerned faculty members.
7. Faculty have to mark absent 'A' in the attendance register during the internship period and entire internship attendance is considered under event attendance as campus placement attendance.
8. Attendance for the students during the internship period shall be communicated by the authorities of the internship offering organization to the respective departments.
9. Internship attendance will also be considered for awarding CIE.
10. After the completion of the Internship, the students must submit the following documents to the Internship In-charge of the department:
 - a) Internship report in a prescribed format, not less than 20 pages.
 - b) Internship completion certificate duly signed by the internship offering authority.



III. Research / Academic Internship – within the Institute:

1. Students who have got the internship offers approved by the concerned faculty shall approach the respective HoD along with a prescribed affidavit duly signed by the student and parent.
2. Department Internship In-charge shall maintain the students' database who are doing internships in the following format:

Name of the Program:						
S. No.	Roll. No.	Name of the Student	Semester of Study	Duration with specific dates	Internship offering Organization	Stipend in Rs. (if any)
1.						
2.						

3. Students shall carry out their internships without detrimental to their classwork.
4. After the completion of the Internship, the students must submit the following documents to the Internship In-charge of the department:
 - a) Internship report in a prescribed format, not less than 20 pages.
 - b) Internship completion certificate duly signed by the internship offering authority.

Note:

1. Students are allowed to undergo only one internship during VII (six months internship) or VIII (six months internship) or VII & VIII (one year internship) semesters only.
2. If student completes his/her internship in the VII semester he/she will not be permitted for another internship unless it is offered by the organization/company that provides campus placement.




Prof. C. V. Narasimhulu
Principal

Copy to:

- All Heads of the Departments for information and with a request to arrange for circulation among all the concerned students and faculty under the supervision of the Principal, Hyderabad-500 075.
- Advisors, Directors, Joint, Associate & Assistant Directors, CoE, Librarian, Head - HR, Asst. Physical Director for Information.
- WBC to upload the same on our website.



To be filled by Internship Incharge

A.Y. _____ Sem: _____ Dept: _____ Section: _____ Internship Type _____
Count: _____ Dept. Cumulative Count: _____

AFFIDAVIT BY THE STUDENT and PARENT

For VII Semester students, who wants to attend Internship Program during VII Semester of their class work and who have been selected through Training and Placement Office of CBIT(A).

I _____, Roll.No _____, of
B.E/B.Tech() VII-Semester, S/o / D/o _____,
R/o _____, hereby solemnly declare that I have
been selected for _____ (Company name) through campus
placements held on _____, which is offering internship from
_____ to _____. I am willing to attend the Internship program and I
do hereby accept the following conditions:

- i. I shall attend and interact with the Department as and when it is required either online or offline.

- ii. I shall interact with the respective Course faculty to clear my doubts, if any and submit all CIE related documents well within stipulated time frame.
- iii. I submit that if I don't interact and submit CIE related documents well within stipulated time frame and fail to attend all examinations, I will be detained for want of attendance and marks.
- iv. I shall update the progress of the VIII - Semester project to my supervisor/guide/co-ordinator/Head of the department, from time to time.
- v. I shall submit that it is my sole responsibility to study and pass the courses on my own for the following courses which are missed in the regular class work during the internship period. I shall not blame the Institute otherwise.

S. No.	Course Code	Title of the Course
1		
2		
3		
4		
5		
6		
7		
8		
9		

- vi. I shall attend the Class tests and Semester End Examinations as per the schedules notified by the Institute.

- vii. I shall attend the Internship program as per the schedule specified by the industry/company and I shall update in case of discontinuing the internship I shall bring to the notice of my Internship Incharge with cc to placements@cbit.ac.in if the internship is through oncampus.

- viii. I shall attend the internship program regularly in the industry.

VERIFICATION

Verified that the contents of this affidavit are true to the best of our knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (Month) (Year) _____

Signature of Student

I understood the contents of this affidavit and promise to see that my ward abides by them.

Signature of the Parent



To be filled by Internship Incharge

A.Y. _____ Sem: _____ Dept: _____ Section: _____ Internship Type _____
Count: _____ Dept. Cumulative Count: _____

AFFIDAVIT BY THE STUDENT and PARENT

For VIII Semester students, who want to attend Internship Program during VIII Semester of their class work and who have been selected through on or off campus.

I _____, Roll.No _____, of B.E. / B.Tech. () VIII-Semester, S/o / D/o _____, R/o _____, hereby solemnly declare that I have been selected for _____ (Company name) which is offering internship from _____ to _____. I am willing to attend the Internship program and I do hereby accept the following conditions:

- i. I shall attend and interact with the Department as and when it is required either online or offline.

- ii. I shall interact with the respective Course faculty to clear my doubts, if any and submit all CIE related documents well within stipulated time frame.
- iii. I submit that if I don't interact and submit CIE related documents well within stipulated time frame and fail to attend all examinations, I will be detained for want of attendance and marks.
- iv. I shall update the progress of the VIII - Semester project to my supervisor/guide/co-ordinator/Head of the department, from time to time.
- v. I shall submit that it is my sole responsibility to study and pass the courses on my own for the following courses which are missed in the regular class work during the internship period. I shall not blame the Institute otherwise.

S. No.	Course Code	Title of the Course
1		
2		
3		
4		
5		
6		
7		
8		
9		

- vi. It is my sole responsibility to complete the practical experiments of lab courses/project work either in my own Institute or in an

institute/organization near to my internship workplace (the approval letter from the other Institute/organization shall be submitted).

vii. I shall attend the Class tests and Semester End Examinations as per the schedules notified by the Institute.

viii. I shall attend the Internship program as per the schedule specified by the industry/company and I shall update in case of discontinuing the internship I shall bring to the notice of my Internship In charge with cc to placements@cbit.ac.in if the internship is through on campus.

ix. I shall attend the Internship program regularly in the industry.

VERIFICATION

Verified that the contents of this affidavit are true to the best of our knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (Month) (Year) _____

Signature of Student

I understood the contents of this affidavit and promise to see that my ward abides by them.

Signature of the Parent