

## **Policy for Internship**

Participants enrolled in undergraduate programs shall complete an internship in order to graduate. Following shall be followed in compliance to subject policy:

1. The internship shall be of minimum 6 weeks duration.
2. Participants shall do internships related to their field of study, so as to provide them an opportunity to apply theoretical skills learned during the degree program.
3. The internship shall either be completed during the enrollment period, or immediately on completion of the last semester of study.
4. Department of Skills Development shall assess internship reports (submitted by participants once their internship is complete) and conduct viva. The viva shall be conducted by a full time faculty member of the Department. Following shall be evaluated through internship assessment:
  - a. Compliance of all rules defined for internship
  - b. Relevance of theoretical knowledge and practical work
  - c. Pathway for future career development
  - d. Critical thinking and analytical skills
5. After the viva has been conducted the Department shall submit the result to the Controller of Examinations. The student shall either get a Pass or a Fail grade in internship.
6. Placement of participants shall be responsibility of Office of Career Service (OCS). OCS shall nominate dedicated staff members to assist SBE participants.
7. Internship reports shall be prepared on the prescribed format by Skills Development Department.