



MALLA REDDY (MR)

Deemed to be University

Recognized Under Section 3 of the UGC Act, 1956

Approved by AICTE, New Delhi, Accredited by NAAC with 'A++' Grade
(Cycle- III)

INTERNSHIP POLICY

MRDU INTERNSHIP POLICY

(Guidelines and Procedures)

1. INTRODUCTION

An industry internship is an indispensable component of the academic curriculum, and its successful completion is mandatory for the University to award the degree. The typical structure of an internship involves students engaging in an immersive assignment within designated organizations for a limited period. This internship provides an invaluable opportunity for students to gain practical exposure to industrial or organizational settings, enabling them to integrate the knowledge and skills acquired during coursework. Furthermore, it facilitates interaction with professionals and fellow interns, aiding in the enhancement of presentation, writing, and communication skills. For many students, the internship serves as a gateway to securing a final placement."

2. OBJECTIVES

Internships offer valuable educational and career advancement prospects by providing hands-on experience in a specific field or discipline. Typically, these structured and short-term placements are overseen by supervisors and revolve around specific tasks or projects with well-defined timelines. Internships may be compensated, non-compensated, or partially paid. Crucially, an internship must be meaningful and mutually advantageous for both the intern and the hosting organization. To ensure a successful experience, it is essential to have clear and comprehensible objectives and activities outlined within the internship program.

Following are the intended objectives:

- Expose technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Understand the social, environmental, economic and administrative considerations that influence the working environment of industrial organizations **[PO 6 & PO7]**
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the technical knowledge in real industrial situations.
- Gain experience in writing technical reports/projects.
- Expose students to the engineer's responsibilities and ethics. **[PO8]**
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team **[PO 9]**
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.

- Gain experience in all types of professional communications (viz. pre-internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills) [PO 10]
- Promote academic, professional and/or personal development with life-long learning [PO 12]
- Expose the students to future employers.

3. INTERNSHIP BENEFITS

To the Industry	To Students	To the Institution
Availability of ready to contribute candidates for employment	An opportunity to get hired by the Industry/ organization	Build industrial relations.
Year-round source of highly motivated pre-professionals	Practical experience in an organizational setting.	Makes the placement process easier.
Students bring new perspectives to problem solving.	Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world.	Improve institutional credibility & branding.
Quality candidate's availability for temporary or seasonal positions and projects.	On-floor experience provides much more professional experience which is often worth more than classroom teaching.	Helps in retention of the students.
Freedom for industrial staff to pursue more creative projects	Opportunity to learn new skills and supplement knowledge	Curriculum revision can be made based on feedback from Industry/ students.
Availability of flexible, cost-effective work force not requiring a long-term employer commitment	Opportunity to practice communication and teamwork skills.	Improvement in teaching learning process.
Proven, cost-effective way to recruit and evaluate potential employees.	Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup	
Enhancement of employer's image in the community by contributing to the educational enterprise.	Creating network and social circle and developing relationships with industry people.	
	Provides opportunity to evaluate the organization before committing to a full time position	

4. OVERALL COMPILATION OF INTERNSHIP ACTIVITIES

S.No.	Schedule	Activities	Sub Activities	Proposed document as evidence	Evaluated by	Performance appraisal/ Maximum points/ activity
1	Summer vacation after 2nd Semester	Inter/ Intra Institutional Activities	Workshop/ Training	Certificate & Report	Programme Head	Satisfactory/ Good / Excellent
			Consultancy/ research project	Certificate & Report	Programme Head	Satisfactory/ Good / Excellent
			Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council	Certificate & Report	Cell In-charge	Satisfactory/ Good / Excellent
2	Summer vacation after 4 th Semester.	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	Industry (Micro/ Small/ Medium enterprise/ Online Internship)	Certificate & Evaluating Report	Faculty Mentor/ TPO/ Industry supervisor	Satisfactory/ Good / Excellent
			Participation in innovation related completions for eg. Hackathons etc.	Certificate & Report	Faculty Mentor, Cell In-Charge	
			Development of new product/ Business Plan/ registration of start-up	Certificate & Report	Programme Head	
	Summer vacation after 6 th Semester		Participation in all the activities of Institute's Innovation Council for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc	Certificate & Report	Convener of ICC	

5. INTERNSHIP PROCEDURE

The T&P cell / University Internship Coordinator(s) will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/affiliating University guidelines. The general procedure for arranging internship is given below:

Step-1	Request Letter/ Email from the office of Training & Placement cell or Internship Coordinator of the University should go to industry to allot various slots during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.
Step - 2	Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO/ Internship coordinator will allocate the students to the industry.
Step - 3	Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.
Step - 4	Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO/Internship coordinator with the consent of Industry persons/ Trainers.
Step – 5	Students will submit training report after completion of internship.
Step – 6	Training Certificate to be obtained from industry.
Step – 7	List of students who have completed their internship successfully will be issued by Training and Placement Cell / Internship coordinator

6. GUIDELINES FOR STUDENTS

1. All the students need to go for internship for a minimum period as declared by the academic cell of the University every academic year.
2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
5. Student should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Student should contact his/her academic guide from University on weekly basis to communicate the progress.

8. Each student has to prepare internship report in consultation with the academic guide.

7. INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report as per the format released by IQAC to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. The student should also prepare a daily activity report which will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily activity report. The training report should be signed by the Internship Supervisor, TPO/Internship coordinator and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria.

- a. Originality.
- b. Adequacy and purposeful write-up.
- c. Organization, format, drawings, sketches, style, language etc.
- d. Variety and relevance of learning experience.
- e. Practical applications, relationships with basic theory and concepts taught in the course

8. MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students will be evaluated in two stages for 15 Marks

A) EVALUATION BY INDUSTRY.

The industry will evaluate the students based on their Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks

B) MONITORING/ SURPRISE VISIT BY TPO/ STAFF/ FACULTY MENTOR

TPO/Internship coordinator/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, the entire training will be cancelled. Students should inform the TPO, faculty mentor as well as industry supervisor at least one day prior to availing leave by email.

C) EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE.

- The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:
- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.

- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

Sl.No.	Evaluation Criteria	Marks
1	Evaluation by Industry	7
2	Evaluation Through Seminar Presentation/Viva-Voce at The Institute	8
	Total	15

9. PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

Annexures

- A. STUDENT INTERNSHIP PROGRAM APPLICATION
- B. REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER
- C. RELIEVING LETTER OF STUDENT
- D. WEEKLY PROGRESS OF INTERNSHIP ACTIVITY
- E. SUPERVISOR EVALUATION OF INTERN
- F. STUDENT FEEDBACK OF INTERNSHIP
- G. PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE
- H. INTERNSHIP EVALUATION REPORT
- I. ATTENDANCE SHEET

Registrar

STUDENT INTERNSHIP PROGRAM APPLICATION FORMAT

Complete and submit to the ACR/ Internship Program Coordinator. Type or write clearly

1. Student Name:			
2. Current Address			
3. Residence Address			
4. Email id			
5. Mobile Nos.			
6. Overall GPA			
7. Mode of Internship			
8. Internship Preferences			
	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program Student Signature: _____ Date _____ I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her guide/supervisor. Sign of Departmental Internship Coordinator _____ Date _____			

**FORMAT FOR REQUEST LETTER FROM INSTITUTE TO
INTERNSHIP PROVIDER**

To,
The General Manager (HR)
.....
.....

Subject: Request for _____ weeks industrial training of B. Tech. in _____ Engineering,

Dear Sir,

Malla Reddy (MR) Deemed-to-be University is a multi-disciplinary, innovation-driven higher education institution located in Secunderabad, Telangana. Established with a vision to impart high-quality education and contribute to nation-building, the University has evolved into an emerging hub for professional education, research, and societal engagement. The University attained Deemed-to-be University status under Section 3 of the UGC Act, 1956, in 2025, marking a significant milestone in its academic journey and institutional transformation.

MRDU offers a broad spectrum of academic programs spanning Engineering, Management, Computer Applications, Sciences, Allied Health Sciences, and Humanities, delivered through well-structured Schools and Departments. The University follows a learner-centric academic framework aligned with the National Education Policy (NEP) 2020, promoting multidisciplinary learning, outcome-based education, skill integration, industry engagement, and research-driven pedagogy. MRDU emphasizes holistic student development through structured curricular, co-curricular, and extracurricular interventions.

You may be aware that AICTE has made internship mandatory for all technical education students. In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for _____ batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

**FORMAT FOR REQUEST LETTER FROM INSTITUTE TO
INTERNSHIP PROVIDER**

To
The General Manager (HR)
.....
.....

Subject: Request for_____ weeks industrial training of B. Tech. in _____
Engineering,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for_____ batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

STUDENT RELIEVING LETTER FORMAT

To,

.....
.....

Subject: Relieving letter of student.

Dear Sir,

Kindly refer your letter/e-mail dated. on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr. No.	Name of Student	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, you are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Sr. No.	Name of Student	Evaluation Ranking
1	Attendance and general behaviour	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated..... along with a copy of this letter.

Yours sincerely,

Dean (Alumni and Corporate Relations)

WEEKLY PROGRESS OF INTERNSHIP ACTIVITY**WEEK – ()**

Date	Day	Details of the Internship Activity Performed/ Completed

Organization Seal

Signature of the Supervisor

FORMAT FOR SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviours:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviour				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

STUDENT FEEDBACK OF INTERNSHIP**(To be Filled by Students after Internship Completion)**

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: Paid / Unpaid

Company/Organization: _____

Internship

Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Tick one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I)

1. Name of Student _____ Mob. No. _____
2. University Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In- charge _____
8. Type of Work _____
9. Date of Evaluation _____
 - a. Attendance: _ (Satisfactory/ Good/ Excellent)
 - b. Practical Work: (Satisfactory/ Good/ Excellent)
 - c. Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
 - d. Evaluation of Industry: __ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor (Industry)

With date and stamp

***Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.**

INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme. / M.Tech. & MBA)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			VER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

Annexure- I

ATTENDANCE SHEET

(For 4 years Degree Programme. / M.Tech. & MBA)

Name & Address of Organization

Name of Student		
Roll. No		
Name of Course		
Date of Commencement of Trg.:		
Date of Completion of Training:		

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as '**A**' in **Red Ink**.

Signature of Company internship supervisor with company stamp/ seal

(Name _____) Contact No.