



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



INTERNSHIP POLICY



About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

INTERNSHIP POLICY

Introduction

An effective internship policy is a cornerstone of modern engineering education, aligning academic learning with industry expectations and professional practice. In today's rapidly evolving technological landscape, classroom instruction alone is not sufficient to prepare students for real-world challenges. Internships serve as a vital bridge between theoretical knowledge and practical application, enabling students to gain hands-on experience, develop technical competencies, and understand workplace dynamics.

The Internship Policy of an engineering college is designed to provide a structured framework for facilitating, monitoring, and evaluating student internships. It outlines the objectives, guidelines, roles, and responsibilities of students, faculty, and industry partners to ensure meaningful engagement and learning outcomes. The policy emphasizes the integration of internships into the academic curriculum, encouraging students to participate in industrial training, research projects, and fieldwork relevant to their discipline. Furthermore, the policy aims to enhance students' employability by fostering essential skills such as problem-solving, teamwork, communication, and ethical responsibility. It also promotes collaboration with industries, research organizations, and startups, thereby strengthening institute–industry interaction and exposure to emerging technologies.

By implementing a well-defined Internship Policy, the Institution ensures that every student has the opportunity to gain practical experience, reflect on their learning, and prepare for a successful professional career while upholding the standards of quality education and continuous improvement.

Title

Internship / Industry Oriented Training

Rationale of Internship

The internship programme intends to bridge the gap between theoretical knowledge and practical exposure. It aims to develop professional competence, industry readiness, ethical work values and employability skills among students.

Objectives of the Internship

The internship aims to:

- Provide hands-on industry exposure.
- Develop professional skills and work ethics.
- Enhance problem-solving and decision-making abilities.
- Apply theoretical concepts in real-life organizational settings.
- Promote experiential and outcome-based learning.
- Improve communication, teamwork, and leadership skills.

Eligibility of Students

Students must have completed the previous semesters as per university regulations. Internship may be undertaken individually or in groups, as permitted by the company.

Duration of Internship

- Institutional Provision: 80 Hours preferably
- Internship may be completed during Semester break / Summer break / as notified by the Institution.

Mode of Internship

Internship may be conducted through:

- Industry / Corporate Organizations
- MSMEs / Start-ups

- NGOs / Social Organizations
- Educational Institutions
- Research Organizations
- Government / Semi-Government Organizations

Mode may be:

- Offline / On-site
- Hybrid (with prior approval)

Internship Approval Process

- Students must submit an Internship Proposal / Offer Letter for approval.
- Internship must be approved by Head of the Department / Institution.
- Organizations must be recognized and relevant to the programme.
- Students must compulsorily collect the NoC from the Institute before joining the internship.

Internship Documentation

Students need to submit:

- Internship Offer Letter
- Attendance Record / Logbook
- Internship Completion Certificate
- Internship Report (Hard & Soft Copy)
- PPT Presentation

Internship Report Guidelines

The report should include:

- Introduction of the organization(with certificates)
- Objectives and scope of internship
- Description and Analysis of work assigned
- Learning outcomes
- Skills developed
- Conclusion and reflection

Academic Integrity and Ethics

- Plagiarism in reports will lead to disqualification.
- Misrepresentation of attendance or work will attract disciplinary action.
- Students must adhere to organizational confidentiality policies.

Applicability

This Internship Policy shall be applicable to all concerned undergraduate programmes under BPPIMT from the academic session as notified by the institution.

Amendments

The institution reserves the right to modify the policy in accordance with AICTE guidelines from time to time.