

# **DARJEELING HILL INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

## **Standard Operating Procedure (SOP)**

For Academic & Administrative Processes

**Title of SOP : Student Internship Policy**

Ref. No.: DHITM/ SOP/ Academic/ 2026/ 001

Version: 1.0

Effective From: January 2026

Review Cycle: Annual

Prepared By: Academic Council

Approved By: Prof. (Dr.) Mithun Chakraborty, Principal

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INDIA,

Website: [www.dhitm.co.in](http://www.dhitm.co.in)



Principal  
DHITM, Darjeeling, W.B.

## A. Purpose

To establish a structured, transparent, and outcome-oriented framework for planning, execution, monitoring, and evaluation of student internships in line with AICTE Internship Policy, NEP 2020, and industry expectations.

## B. Scope

Applicable for all UG engineering/ professional degree students of all academic departments, Industry partners, R&D organizations, MSMEs, startups, PSUs, and government bodies

## C. Definitions

**Internship:** Structured work experience related to the student's discipline, carried out under supervision in pursuance of industry exposure.

**Internship Coordinator (IC):** Faculty responsible for internship planning and monitoring.

**Industry Supervisor:** Mentor from the host organization.

**Faculty Supervisor:** Assigned faculty guide from the college.

## D. Internship Objectives

- Enhance practical and industry-ready skills
- Bridge academia–industry gap
- Promote experiential learning
- Improve employability and entrepreneurship
- Encourage research, innovation, and IPR awareness

## 5. Internship Types

- Summer Internship
- Winter Internship
- Semester-long Internship
- Industry-based Project Internship
- Research Internship (IITs/NITs/CSIR/ISRO/DRDO etc.)
- Startup / MSME Internship
- Virtual Internship (only if physical is not feasible)

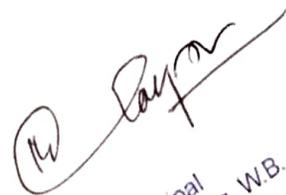
## 6. Internship Duration (AICTE Guidelines)

Minimum Duration

UG (B.Tech) : 8–12 weeks (total)

Credit : as per the norms of MAKAUT, Kolkata West Bengal.

## 7. Roles & Responsibilities

  
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### 7.1 Principal / Director

Approves internship policy and MoUs

Ensures institutional compliance

### 7.2 Internship Committee

Headed by TPIC Officer / Dean (Industry Relations)

Includes departmental coordinators

Plans, reviews, and monitors internships

### 7.3 Department Internship Coordinator

Identify industry partners

Allocate faculty supervisors

Maintain student internship records

Conduct review meetings

### 7.4 Faculty Supervisor

Guide students academically

Review reports and progress

Evaluate student performance

### 7.5 Student Responsibilities

Apply for internships proactively

Follow organization rules

Submit reports and feedback timely

Maintain discipline and ethics

## 8. Internship Planning & Process Flow

### Step 1: Industry Identification

MoUs signed with companies/organizations

Industry database maintained

### Step 2: Student Orientation

Internship briefing session

Resume writing & interview training

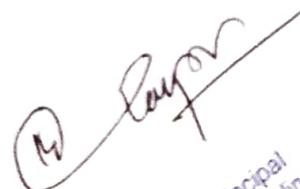
### Step 3: Internship Application

Students apply through: College portal/ Company website

Faculty reference (with approval)

### Step 4: Approval Process

Internship proposal approved by:



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Department IC  
Faculty Supervisor  
Offer letter mandatory  
Step 5: Internship Execution

Regular attendance  
Weekly progress reporting  
Faculty mentoring  
Step 6: Monitoring & Review

Mid-internship review  
Industry feedback collected  
Step 7: Completion & Evaluation

Submission of:  
Internship Report  
Attendance Certificate  
Completion Certificate  
Viva-voce / presentation  
9. Assessment & Evaluation

Evaluation shall be based on:  
Attendance & punctuality  
Learning outcomes  
Industry supervisor feedback  
Internship report  
Presentation / viva  
Grading system as per University/Autonomous norms.

10. Internship Documentation

Internship offer letter

Joining report

Weekly progress logbook

Completion certificate

Student feedback form

Industry feedback form

All records to be maintained department-wise and digitally.

11. Code of Conduct

Professional behavior mandatory

Confidentiality of company data

Zero tolerance for misconduct

Compliance with safety norms

12. Insurance & Safety



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Students must have personal accident insurance  
Host organization safety guidelines must be followed

13. Special Provisions

Internships for economically weaker students  
Internships for students with disabilities  
Credit transfer as per UGC/University rules

14. Grievance Redressal

Department-level grievance committee  
Escalation to Internship Committee if unresolved

15. Continuous Improvement

Annual review of internship outcomes  
Industry feedback incorporation  
Policy revision every 2 years



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# DARJEELING HILL INSTITUTE OF TECHNOLOGY & MANAGEMENT

## Addendum to Standard Operating Procedure (SOP) V.1.0

**Title of SOP:** Mandatory Internship Requirement for Final Year Students of DHITM

**Reference:**

**Original SOP Title:** Student Internship Policy

**Original SOP Ref. No.:** DHITM/SOP/Academic/2026/001, dated 20/01/2026

1. Purpose of Corrigendum

This corrigendum is issued to incorporate and formalize the compulsory nature of internships for all final year students of DHITM.

2. Compulsory Internship Requirement

Internship shall be compulsory for all final year students across all existing UG programs. Completion of internship is mandatory for eligibility for award of degree.

3. Duration and Type: Internship duration and type shall be as per MAKAUT norms and DHITM Internship Policy.

4. MAR Integration: Internship shall carry MAR credits and contribute towards minimum MAR requirements.

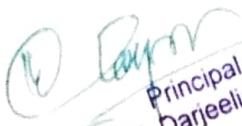
5. Assessment: As per Internship Policy.

6. Non-Compliance: Students failing to complete internship shall not be eligible for degree award.

Prepared By:  
Academic Council, DHITM

Approved By:  
Principal, DHITM

Date: 21/01/2026  
Place: Takdah, Darjeeling, West Bengal

  
Principal  
DHITM, Darjeeling, W.B.