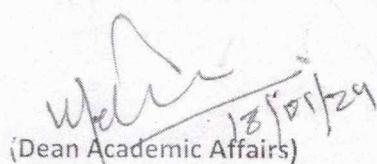


 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College (Since 2014) Accredited by UGC</small>	<b>Policy for Internship in Final Semester</b> <small>18.01.2024</small>	<b>Office of the Dean Academic Affairs</b>
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The students studying in final semester (other than training semester) of any degree programme offered by AGC Amritsar, shall be allowed to join the recruiting company/organization or to undertake stipend-based internship with a reputed company/organization through the following procedure:

1. The company/organization shall offer the job/stipend-based internship to the student through an offer letter, mentioning the salary/ monthly-stipend along with other terms and conditions of the organization.
2. The student shall request (in writing) to his/her head of department for the exemption from attending the semester classes and to permit to join the job/internship at the offering company/organization.
3. On recommendations of the concerned head of department, Student's request shall be forwarded to Dean (Training and Placements) for verification of the offer letter.
4. After satisfactory verification, the Dean (Training and Placements) shall recommend the student for joining the job/internship. Otherwise, the student's request shall be declined.
5. The office of Dean Academic Affairs shall issue a conditional permission letter, on the basis of which, the concerned head of department shall permit the student for joining the internship during that semester. The conditions are as follows:
  - a. The student shall pay all the dues applicable for that semester and obtain a no-dues slip from the accounts section.
  - b. The student shall be exempted from attending the semester classes only and he/she shall appear in person, in all the MSTs/Practical Viva-Voce conducted by department as per the academic calendar. No separate schedule of MSTs/Practical Viva-Voce shall be made for such students.
  - c. The student shall timely submit all the assignments, Practical/Project files to the concerned subject teachers.
  - d. After evaluation, the awards of MSTs, assignments and Practical/Project files shall be uploaded by the subject teachers along with rest of the class, on or before the deadlines mentioned in academic calendar.
  - e. The attendance component of internal assessment for all the subjects shall be computed on the basis of student's attendance at the internship, which shall be obtained through Dean (Training and Placements).
  - f. The student shall appear in the End-Semester-Examination as per the date-sheet released by examination branch.
6. The Head of department shall obtain an undertaking from the student to abide by all the conditions mentioned above in point no. 5 (a to f).

This policy, after approval, shall be effective from semester session Jan-June 2024 and onwards.

  
 18.01.2024  
 (Dean Academic Affairs)