Vel Tech
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R&D Institute of Science and Technology
DEEMED TO BE
University
(Estd. u/s 3 of UGC Act, 1956)
Avadi, Chennai

Office of the Academics

Standard Operating Procedure

For

Internship Program

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Standard Operating Procedure (SOP) For Internship

1 Scope

This SOP applies to all Undergraduate and Postgraduate students of Vel Tech participating in Twinning and Collaborative Program/ Abroad Semester Exchange Program /Abroad Research Internship /Industry Internship/Summer School.

2 Types of Internship Programs

2.1 Twinning and Collaboration Programme (TCP)

A Twinning and Collaborative Program is an academic collaboration between Vel Tech and a partner Indian/Foreign Higher Education Institution, where students complete a part of their degree at Vel Tech and the remaining part at the partner institution. Credits earned at the partner institution shall be considered towards the award of the degree, subject to approval of the regulating authorities and credit transfer norm. However, the credits earned from the partner institution shall not exceed a maximum of 40% of the total credits prescribed for the degree programme.

Under the Twinning and Collaborative Program, students may study at the partner university for a duration ranging from 1 to 3 semesters. The student shall visit and pursue studies at the partner university only once during the approved duration of the programme.

2.2 Abroad Semester Exchange Program

The Abroad Semester Exchange Program enables students to pursue one to two semesters of study at a foreign university/partner institution as part of their regular curriculum. During the exchange semester, students generally register for courses at the host institution based on the academic structure and regulations of the partner university. Credits earned in the partner university may be considered for course mapping and credit transfer according to Vel Tech guidelines.

The Course Equivalence Committee shall verify the course content, learning outcomes, and equivalence of the courses undertaken at the host institution. The verified course mapping recommendations shall be forwarded to the Credit Mapping Committee for approval and further academic processing.

1. **Eligibility Requirements :**
    a. Minimum CGPA of 7.5
    b. No standing arrears
2. **Course Equivalence Committee (Institute Level)**

    Purpose : The Credit Mapping Committee is constituted to review, verify, and approve the credit mapping and equivalence recommendations for courses undertaken through semester exchange, internships, twinning programmes, and other international academic activities. The committee ensures compliance with University regulations, academic standards, and approved credit transfer norms.
3. **Committee Composition**

* Dean Academics- Chairperson
* Dean - International Relations/Industry Relations/Campus to Corporate
* CoE
* Respective School Deans & Heads

Review recommendations submitted by the Course Equivalence Committee and concerned departments.

2.3 Abroad Research Internship

An Abroad Research Internship undertaken by the student may be mapped to the Internship/Minor Project/Major Project course based on the duration, scope, and academic outcomes of the internship.

2.4 Industry Internship (Project-Based)

An industry internship involving project work may be mapped to the Internship/Minor Project/Major Project course, provided the work demonstrates application of domain knowledge, problem-solving ability, and technical depth. The student shall submit a comprehensive project report along with supporting documents such as internship certificate and supervisor feedback.

2.5 Summer School

Students may participate in short-term Summer School programs (1 Week –3 Months) conducted by partner universities throughout the year.

3 Credit Mapping and Equivalence

* When the content equivalence is greater than or equal to 60 percentage , course mapping shall be approved based on learning outcomes and course content, irrespective of differences in host institution credits. In all such cases, the corresponding Vel Tech credit shall be awarded, and any excess host institution credits shall not be carried forward.
* Courses undertaken at the host institution without direct equivalence to the Vel Tech curriculum may be mapped under the Elective category, subject to the approval of the Course Equivalence Committee, ratification in the Board of Studies (BoS), and recording in the Department Advisory Committee (DAC) proceedings.

4 Academic Flexibility and Credit Requirements

* In cases where students earn fewer credits during the abroad program, they may be permitted to register additional credits in the consecutive semester, subject to academic approval.

5 Grade Mapping

* Grades obtained by students at the host institution shall be converted and mapped to the corresponding Vel Tech grading system as per guidelines.
* The Course Equivalence Committee shall review the grading pattern of the host institution and recommend the appropriate grade conversion wherever required.
* The approved grade conversion shall be processed and recorded by the Office of Academics and Controller of Examinations.

Note:

1 Students undertaking any internship must complete semester registration

2 The course registration can be done at Vel Tech for academic mapping and credit consideration.

3 Students undertaking international internships voluntarily for exposure purposes may be permitted with/without credit transfer.

6 Roles and Responsibilities

6.1 Dean International Relations (DINT)

1. **Role :** To coordinate and guide students with partner/non-partner universities and Research organizations.
2. **Responsibilities :** Interact with partner and non-partner universities/ Research organizations to facilitate student opportunities.
    - Inform the concerned Deans, Heads, and students regarding shortlisted and selected candidates.
    - Share course details, timelines, and important instructions with students.
    - Conduct orientation and awareness sessions for students.
    - Coordinate with partner institutes/organizations for:
        - o Nomination
        - o Admission processing
        - o Student documentation
        - o VISA and travel support
    - Collect passport, visa, and travel details from students.
    - Update departments and concerned authorities regularly regarding student status.
    - Support students until completion of joining formalities abroad.

6.2 Department / School

1. **Role :** To ensure academic suitability and monitoring of students' progress before and after travel.
2. **Responsibilities :**
    - Verify the academic eligibility of students.
    - Recommend suitable courses from the host institute in coordination with DINT.
    - Map foreign university courses to the Vel Tech curriculum.
    - Guide students regarding academic preparation before departure.
    - Ensure completion of semester and course registration.
    - Mentors should monitor student's progress during the exchange period.
    - Communicate academic issues to DINT and Office of Academics.
    - DAC should recommend course equivalence, grade mapping, and credit transfer based on approved norms.

6.3 Dean Academics (DA Office)

1. **Role :** To ensure academic and administrative compliance.
2. **Responsibilities :**
    - Verify student fee clearance.
    - Ensure semester registration is completed as per University rules.
    - Process registration exemption, wherever applicable.
    - Ensure students are excluded from examination lists for unregistered subjects.
    - Verify hostel vacation formalities for hostel students.
    - Verify graduation eligibility of final-year students.
    - Process credit transfer after submission of official transcript/result copy from the host university.
    - Ensure implementation of approved credit equivalence and grade conversion norms.

6.4 Controller of Examinations (COE)

1. **Role :** To ensure examination compliance, records validation, and result processing.
2. **Responsibilities :**
    - Ensure there are no examination-related discrepancies.
    - Record:
        - Subjects exempted
        - Subjects replaced through credit transfer
    - Validate transcripts and mark sheets received from host universities through DINT.
    - Release credit transfer result notifications as per institutional norms.
    - Ensure compliance with approved:
        - Credit equivalence
        - Grade conversion

6.5 Hostel Vacation Procedure

Requirements

- Students proceeding for Abroad Semester Exchange / Internship programs may apply for hostel vacation during the approved period of stay abroad.
- The Application for hostel vacation shall be submitted through the concerned Department and Hostel Office.
- Students may be considered for hostel fee exemption for the approved duration, subject to University norms and approval from the competent authorities.
- The Necessary supporting documents such as exchange/internship approval letter, travel details, and accommodation proof shall be submitted.
- Students shall complete all hostel clearance formalities prior to departure.

6.6 Department Internship Coordinator

- Act as the single point of contact for all internship and abroad exchange activities
- Communicate internship guidelines, timelines, and SOPs to students.
- Coordinate with Dean International Relations (DINT), Dean Academics, and concerned departments.
- Collect and verify:
  - Tentative course mapping
  - Internship details
  - Student progress reports
  - Completion certificates and supporting documents
- Monitor the academic progress and internship status of students during the internship/exchange period.
- Ensure semester registration and course registration are completed by students.
- Assist the Course Equivalence Committee in course mapping and documentation.
- Facilitate submission of transcripts, reports, and grade details after completion of the internship/exchange program.
- Support students in solving academic and administrative issues related to internships and semester exchange activities.

6.7 Course Equivalence Committee (Department Level)

Composition (Preferably)

- Head of the Department – Chairperson
- Senior Faculty Members (3)
- Internship Coordinator – Member

Responsibilities

- Recommend appropriate course mapping categories (e.g., direct mapping, elective mapping, and independent learning).
- Ensure that the mapping is done purely based on course content, not on credit equivalence.
- Maintain proper documentation and justification for all mapping decisions.
- Verify the syllabus content of the partner university
- Submit recommendations to the concerned academic authority

