



OJT Guidelines for Internship Supervisor (HOD)

1. The Head of each department will serve as the Internship Supervisor for their respective department.
 2. The Internship Supervisor will allocate an Internal Mentor (Teacher In-Charge) for a batch of students. The Internal Mentor will be responsible for guiding students to ensure the smooth execution of the OJT.
 3. The Internship Supervisor, in coordination with the Internal Mentor, will conduct the viva-voce at the end of the semester.
 4. The Internship Supervisor can identify projects aligned with local industry needs and strive to establish MOUs with industries, NGOs, and government bodies.
 5. The Internship Supervisor should network with the local administration to identify areas where students can work on assignments or projects that provide exposure to social issues.
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OJT Guidelines for Internal Mentor

1. The Internal Mentor will supervise and guide the students assigned by the Internship Supervisor (HOD).
2. The Internal Mentor must approve the company selected by the students after ensuring that:
 - The company aligns with the student's major subject.
 - The OJT duration and required hours are met.
3. The Internal Mentor must create an MS Teams for their assigned batch of students to facilitate smooth communication and track their progress.
4. The Internal Mentor will conduct the viva-voce, evaluate students, and submit the mark list to the Exam Section and Internship Cell.