



TRAINING & PLACEMENT CELL

INTERNSHIP POLICY

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PCACS INTERNSHIP POLICY: GUIDELINES & PROCEDURES 2024-2025

The internship policy will be applicable to all the students who apply for internships extended through Training and Placement Cell for the session 2024-25. It will be followed for the

entire duration of the academic year. Internship support will be provided by TPC to the registered student only.

Applying for an internship with any company or joining a company is entirely the responsibility/decision of the student.

Internship Slots

Winter Internship – 1 Month

Summer Internship – 3 Months

Part Time Internship

INT+PPO – 6 Months (For Pass out Students)

(Note – No attendance concession will be given. Students have to manage work and college attendance by themselves.)

The student must attend the entire Recruitment Process (including PPTs – Pre Placement Talks) of the company, career seminars, workshops, and motivational sessions to qualify for selection. Failure to attend any session will disqualify the student from the selection process.

The student will not be allowed to withdraw a submitted internship application after the last day of the application deadline mentioned in the notice.

If a student backs out of an internship application (not appearing for the internship process), disciplinary actions will be imposed on the student, which may include cancellation of registration and restrictions on participating in future TPC activities.

Attending a Pre-Placement Talk (PPT) given by a company is mandatory for students who have applied for an internship opening in the company.

A maximum of two excused absences will be permitted for each student through the entire internship season.

Prior approval for the leave request should be obtained from TPC HEAD at least 24 hours in advance.

Medical documentation explaining the reason for the inability of the student to attend the interview should be produced for health-related issues.

The student is responsible to check/meet all eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying for.

Students are required to verify the internship details (job profile, terms and conditions, location etc.) prior to signing the internship letter.

Applying for internships, verifying, and meeting the selection criteria, application deadlines etc. are entirely the responsibility of the student.

Under no circumstances students are allowed to have any direct interaction (phone calls, email, through social media etc.) with the company officials prior to interview time. Students found attempting this would be subject to disciplinary actions as per prevailing rules of TPC.

If selected, students have to submit the Internship offer letter and completion certificate in TPC as early as possible. If fail to do so student will not get the skill credit points

Student Conduct and Disciplinary Actions

Cheating/attempting in all forms during the selection process (PPTs, written exams, group discussions etc.) is a serious offence.

Students caught indulging in such activities would be debarred from the internship process with immediate effect and their registration will be cancelled.

Students are expected to behave with the companies in a professional and courteous manner. In case of any misbehaviour on part of recruiters during the interview process, please report the matter to TPC immediately. TPO will inform the respective firm and follow up on the issue.

Students caught attempting/presenting falsified information during TPC activities will be reported to the principal for disciplinary actions.

It is MANDATORY for students to honour the commitment after accepting an internship offer from a company.

Upon accepting an internship offer, the student must keep himself/herself available for the entire duration of the internship at the company. A student, who leaves the Internship before or during the stipulated internship period after getting selected, shall be termed as an Internship Defaulter.

In case of any discrepancies, all decisions are taken by Principal Sir and TPC Head would be final.

If a student withdraws from a company's process (not attending any of the GDs, tests, PI, etc.) after applying (without any genuine reason), he/she shall be de-registered from TPC and shall not be able to apply for any Internship through TPC for that academic year.

Discrepancies, false claims, or any objectionable content found in the resumes of a student would prevent him/her from taking part in any of the internship activities for that A.Y. and make him/her an Internship Defaulter and attract further penalization as per the decision of TPC.

Misconduct of any kind during the entire internship would attract strict punishment as per the decision of the Principal Sir.

Suspension from the college, or other serious actions as deemed appropriate.