



MALLA REDDY VISHWAVIDYAPEETH

(Deemed to be University)

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

MRV INTERNSHIP POLICY



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INTERNSHIP POLICY

1. Introduction

At Malla Reddy Vishwavidyapeeth (MRV), internships are an integral component of the academic curriculum, designed to bridge the gap between classroom learning and professional practice. Successful completion of all mandatory internships is a prerequisite for the award of a degree. This structured framework directly supports the University's mission of producing competent professionals and responsible citizens, while fulfilling institutional expectations of outcome-based education, graduate attributes, and continuous quality enhancement.

2. Objectives

The internship program is structured with the following objectives:

- To expose students to real-world environments beyond the classroom.
- To foster an innovative mind-set, critical thinking, and problem-solving abilities.
- To enable students to learn, apply, and refine their technical, managerial, and interpersonal skills.
- To provide students with exposure to the latest advancements, practices, and technologies in their respective fields.
- To strengthen graduate attributes such as communication skills, teamwork, leadership, professional ethics, and social responsibility.
- To enhance the employability quotient of students by equipping them with competencies relevant to industry, research, and entrepreneurship.

Through this structured approach, internships at MRV support academic learning while ensuring that graduates are industry-ready, socially conscious, and capable of contributing meaningfully to innovation, leadership, and nation-building.

3. Types of Internships

3.1 Summer Internship – I (Rural / Social Internship)

A Rural/Social Internship is undertaken either in collaboration with a rural or social organization — such as an NGO or government body — or through direct interaction with society. The duration of this internship is determined by the requirements of the respective School.

This internship is typically carried out during the summer break of the first year, for programs where it is applicable. It provides first-year students with an opportunity to understand real-world societal challenges, particularly in rural contexts, including issues such as floods, water scarcity, pollution, and other community concerns.

The primary objective is to help students identify social issues through primary and secondary research methods and to foster a spirit of social empathy, with a focus on identifying problems that have potential for technical or innovative solutions.

Upon completion, each student or team must deliver a presentation describing their project to a panel of faculty members at the School level. Evaluation shall be carried out as per the rubric decided at the respective School level, and credits earned will be added to the subsequent semester.

3.2 Summer Internship – II (Industry Internship)

A Technical Internship is undertaken either in a company or a research institution during the summer break of the second year, for programs where applicable. The duration is determined by the requirements of the respective School. In certain cases, Schools may permit this internship at academic or research institutions, entirely at the discretion of the School Director.

The aim is to acquaint students with state-of-the-art research techniques and industry practices, while nurturing an innovative mind-set and enhancing problem-solving skills through research-based learning. Students are encouraged to complete this internship outside MRV to broaden their practical experience.

Evaluation shall be conducted through a presentation to a faculty panel at the School level, as per the approved rubric, and credits earned will be added to the subsequent semester.

3.3 Summer Internship – III (Research Internship)

A Technical / Non-Technical Domain-Specific Internship is undertaken either in a company or a research institution during the summer break of the third year, for programs where applicable. This internship provides third-year students the opportunity to gain preliminary hands-on technical

experience in a corporate or academic research setting, and to further nurture a mind-set of innovation and research.

Students are encouraged to complete this internship outside MRV. Evaluation shall be conducted through a presentation to a faculty panel at the School level, as per the approved rubric, and credits earned will be added to the subsequent semester.

3.4 Summer Internship – IV (Research / Industry / Project Internship)

A Technical / Non-Technical Domain-Specific Internship is undertaken during the final semester, for programs where applicable, providing final-year students the opportunity to gain in-depth, hands-on technical experience through a corporate or academic research project.

As this internship often serves as a pathway to employment with the host organization, the University's Internship & Career Development Cell may assist students in securing such opportunities. Students are strongly encouraged to undertake this internship outside MRV to maximize industry or research exposure. Evaluation shall be conducted at the respective School level through a formal presentation.

3.5 In-House Campus Internship

For a limited number of students, the respective Schools may offer in-house internship opportunities on the MRV campus, at the discretion of the School Director.

Students undertaking an in-house internship at MRV may begin their project prior to the official start date and/or continue working beyond the stipulated end date if required, in consultation with their faculty supervisor. However, evaluation must be completed within the timeframe specified by the respective School.

3.6 Postgraduate Internships

Postgraduate internships are designed to strengthen research orientation, project-based learning, and advanced professional engagement aligned with the student's area of specialization. These internships typically involve:

- **Nature of Internships:** Students undertake independent or guided research, live projects, or consultancy assignments under the supervision of faculty members or industry mentors.
- **Program-Specific Requirements:** The structure, duration, and focus may vary depending on the specific academic and professional requirements defined by each School.
- **Evaluation:** The internship shall be evaluated as per the rubric approved at the respective School level.

- **Assessment Parameters:** Research output, project deliverables, report submission, and presentation or viva-voce, among others.
- **Flexibility:** Specific guidelines, timelines, and modalities may be formulated by the respective School.

4. Standardizing Internship Logistics

While the duration of internships is determined by the respective Schools — considering program structure and academic requirements — certain logistical aspects shall be standardized across the University to ensure uniformity, quality, and accountability.

4.1 Minimum Duration for Internships

A minimum duration of four (04) weeks shall be prescribed for all types of summer internships. Respective Schools may extend the duration as per program-specific requirements and academic calendar provisions, with due approval from the competent authority.

4.2 Formal Rubric Inclusion

A standard set of evaluation parameters shall be developed and included as an Annexure, or provided through an official University link/reference. School-level rubrics shall align with these parameters, especially concerning grading criteria for Faculty Mentors and external evaluators.

4.3 Documentation and Proof Requirements

Students are required to provide appropriate documentary evidence (such as photographs, videos, or certificates) of internship participation and activities. To standardize reporting:

- A mandatory template/format shall be provided for the Monthly Progress Report and the Final Internship Report.
- These templates shall include key components such as objectives, work summary, mentor feedback, outcomes achieved, and reflections.
- Schools shall ensure all submissions adhere to the approved format before final evaluation.

4.4 Eligibility of Host Organizations

An organization or institution is eligible as an internship site only where it is either (a) empanelled with the University or covered under an active Memorandum of Understanding (MoU)/agreement between MRV and the organization, or (b) independently identified by the student and approved by the Competent Authority as relevant and suitable for the program concerned. Approval of a host

organization not covered by an existing MoU rests with the Competent Authority of the respective School, in consultation with the Internship & Career Development Cell.

5. Roles and Responsibilities

To ensure smooth execution and accountability of internships, the roles of various stakeholders are defined as follows:

5.1 Student

- Proactively identify and apply for suitable internship opportunities, and keep the Faculty Mentor and Internship & Career Development Cell informed.
- Obtain parental/guardian consent where the internship involves travel outside the home city, an extended duration, or placement with an overseas organization.
- Adhere to timelines for applications, reporting, and submission of documentation.
- Maintain the dignity and reputation of MRV at the host organization at all times.
- Bear responsibility for the academic and financial implications of the internship as communicated by the School.

5.2 Parent / Guardian

- Provide informed consent for the internship, having understood its academic, financial, and logistical implications.
- Sensitize their ward to maintain regular communication with the University and the host organization during the internship period.
- Sensitize their ward regarding safety practices at the host organization or location.

5.3 Faculty Mentor

- Provide academic and technical guidance to students throughout the internship.
- Assist in aligning internship projects with learning objectives and program outcomes.
- Monitor student progress, review reports, and provide feedback for evaluation purposes.
- Coordinate with the Internship & Career Development Cell for any operational or functional support required by the student or the host organization.

5.4 Internship & Career Development Cell

- Facilitate logistical and administrative support, including securing organizational tie-ups and MoUs, and providing official templates such as recommendation letters.

- Coordinate communications between students, mentors, and external organizations, and organize outreach activities such as internship fairs and employer interactions.
- Ensure compliance with University policies and maintain institutional records of all internships undertaken.

5.5 Competent Authority

The term “Competent Authority” refers to the Director of the respective School / Head of the School, or the designated Internship Coordinator appointed by the School. The Competent Authority is responsible for:

- Approving internship proposals, host organizations, extensions, or repetitions.
- Reviewing requests related to exemptions, non-completion, or policy deviations.
- Ensuring that all procedures comply with academic regulations and University policies.

6. Procedure for Commencing an Internship

It is mandatory for all students to complete the required internships for their course, as specified by their respective Schools. All required internships shall be carried out under the guidance of a Faculty Mentor assigned by the respective School Director. The following procedure must be adhered to prior to the commencement of any internship.

6.1 Identification of Internship Opportunities

(i) Rural / Social Internships

- Students are encouraged to directly engage with society to identify real-world problems through observation and interaction.
- The Internship & Career Development Cell will support students in finding suitable rural or social internship opportunities through collaboration with NGOs and social organizations.

(ii) Internships in Organizations

- Students are expected to proactively explore and apply for internship opportunities through professional platforms such as LinkedIn, company websites, and industry networks.
- The Internship & Career Development Cell will provide guidance, support, and assistance in identifying and securing suitable internships, in line with the eligibility criteria for host organizations set out in Section 4.4.

6.2 Reference Documentation

- Students may request a Reference/Recommendation Letter from the Internship & Career Development Cell and their School.
- All reference letters will be issued only on official MRV letterhead.

6.3 Communication Protocol for Internships

To ensure professionalism, transparency, and accountability in all internship-related correspondence, the following guidelines shall be strictly followed:

- **Official Email Communication:** All communications related to internships (applications, confirmations, reporting, queries, etc.) must be conducted exclusively through the student's official MRV email account.
- **Professional Conduct:** Students must maintain professional language and etiquette in all internship-related communication.
- **Record Maintenance:** Copies of important correspondence (acceptance letters, queries, confirmations) must be shared with the assigned Faculty Mentor and the Internship & Career Development Cell.
- **Restricted Platforms:** Students are not permitted to use personal email IDs or informal messaging platforms (e.g., WhatsApp, Instagram) for official internship communication.
- **Regular Monitoring:** Students should check their official email regularly to ensure timely response to internship-related updates.
- **Response Time:** All internship-related communications shall be responded to within a maximum of 48 hours (excluding weekends and holidays).
- **Non-Compliance:** Failure to respond within the stipulated time, or repeated delays, may result in appropriate action or penalties as decided by the respective School or the Internship & Career Development Cell.

6.4 Internship Offer Letter

Prior to commencing the internship, each student must obtain an Internship Offer Letter from the host organization.

(i) Submission

A copy of the Internship Offer Letter must be submitted to the assigned Faculty Mentor and the Internship & Career Development Cell.

(ii) Contents

The Offer Letter must clearly include the full address of the host organization and its contact details (including official email and phone number).

(iii) Commencement

The internship can commence only after approval of the Competent Authority from the respective School, and completion of all required formalities at the School level, including verification of the host organization's eligibility under Section 4.4.

6.5 Change of Internship

- If a student secures an internship through MRV and it is approved by the Competent Authority, they cannot change this internship without a valid and compelling reason.
- Any request for change of internship must be submitted in writing to the Competent Authority, state the justification for the change, and be formally recommended by the Competent Authority.
- Unauthorized withdrawal or change of internship may lead to disciplinary action.

6.6 Financial Implications

- Students remain liable for the tuition and other fees applicable to the academic period during which they are undertaking the internship, unless otherwise notified by the University.
- Any stipend, allowance, or fee charged by the host organization is a matter between the student (and, where applicable, the parent/guardian) and the host organization; MRV shall not be responsible for such payments.
- Where an internship necessitates an extension of the study period to fulfil credit requirements, applicable fees for the extended period shall be governed by the regulations of the concerned program.

6.7 Consent and Undertaking

Where an internship involves travel outside the student's home city or State, placement with an organization abroad, or a duration/timing that may affect the student's regular academic schedule, the student and the parent/guardian shall submit a signed Consent and Undertaking to the Competent Authority prior to commencement. The Consent and Undertaking shall specify the purpose of the internship, its expected impact on academics and finances, the duration of the internship, and an acknowledgement of responsibility as set out in the format at Annexure II.

7. Code of Conduct during Internship

7.1 Objective Sharing

Once the objectives of the internship are finalized in consultation with the Host Organization Supervisor, the student must share these objectives with their MRV Faculty Mentor.

7.2 Progress and Reporting

- Submit a Monthly Progress Report to the Faculty Mentor.
- Participate in periodic reviews (online or offline), as scheduled.
- Maintain proper documentation of tasks, deliverables, and learnings throughout the internship.

7.3 Documentation and Evidence

- All documentation (weekly reports, project reports, presentations, etc.) must be submitted in the prescribed formats within the stipulated deadlines.
- Upon completion, students must provide photographic and/or video evidence, preferably geo-tagged photographs or other valid proof of work, where permitted by the host organization.

7.4 Professional Conduct

- Students must conduct themselves with professionalism, discipline, and integrity at all times.
- Any form of misbehaviour, misconduct, or complaint reported at the internship site will be treated seriously and may lead to disciplinary action.

7.5 Accountability

Students must comply with all rules, regulations, and workplace policies of the host organization, including its code of conduct and any applicable policy for prevention of sexual harassment at the workplace.

7.6 Communication

- Students must report regularly to their Faculty Mentor as per the schedule communicated.
- They must respond promptly to all communications from the Faculty Mentor, the Internship & Career Development Cell, and the Host Organization.
- Failure to respond or comply may result in penalties, including rejection of the internship.

8. Completion and Evaluation of Internship

8.1 Internship Completion Certificate

Upon completion of the internship, the student must obtain an Internship Completion Certificate from the host organization, confirming the duration and nature of work undertaken.

8.2 Internship Report Submission

The student must prepare an Internship Report, which must include a copy of the Internship Offer Letter and a copy of the Internship Completion Certificate. This report must be submitted to the respective School within the stipulated deadline.

8.3 Soft Copy Submission

A self-attested copy of the Internship Report must be submitted by the student to the MRV Library. Access to the report should also be provided to the respective School/Department and the Internship & Career Development Cell for record-keeping and academic verification.

8.4 Evaluation Presentation

The student must deliver a formal presentation of their internship work before their Faculty Mentor and the School-level Evaluation Panel. This presentation will serve as the basis for evaluating internship performance.

8.5 Credit Mapping and Transfer (where applicable)

- Where an internship is undertaken with a partner institution under a formal MoU/agreement that provides for credit transfer, the learning outcomes and credits earned shall be mapped against the corresponding MRV course(s) using the Credit Mapping Form at Annexure I.
- Credit transfer shall be permitted only after such mapping is verified and approved by the Competent Authority, in accordance with the regulations of the program concerned.

8.6 Graduation Requirement

Completion and approval of all mandatory internships is an essential component for the award of the degree, and a student shall be declared eligible for graduation only upon fulfilling this requirement.

8.7 Non-Completion of Internship

If a student fails to complete a mandatory internship, they may be permitted to repeat it during the subsequent summer break or as per the Academic Calendar, subject to the approval of the concerned Head of Department. For any queries or clarifications regarding internships, students must contact

their Faculty Mentor or the Internship & Career Development Cell strictly through their official University email ID.

8.7.1 Procedure for Non-Completion of Internship

1. The student may be permitted to repeat the internship during the subsequent summer break or as per the Academic Calendar, subject to due approval.
2. The student shall submit a formal application to the Controller of Examinations (CoE), in coordination with the Director of the respective School, within the prescribed deadline announced by the School/University.
3. The application shall include the reason for non-completion, a proposed plan for completion, and supporting documents, if any.
4. Approval for repeating the internship shall be granted based on the recommendations of the Faculty Mentor, Internship Coordinator, and the Director of the School, in accordance with the University's academic and examination policies.

9. Faculty Mentor Guidelines

Faculty members play a vital role in ensuring the effectiveness of the internship program at MRV. The following guidelines are to be observed:

9.1 Faculty Mentor Assignment

Each student will be assigned a Faculty Mentor by the respective School Director for guidance and monitoring throughout the internship period.

9.2 Orientation and Objective Setting

Faculty Mentors must help students define clear learning objectives in consultation with the host organization and ensure these align with academic and professional goals.

9.3 Monitoring and Reporting

Faculty Mentors are responsible for reviewing student progress through monthly reports, periodic meetings (online/offline), and maintaining proper records of student performance.

9.4 Evaluation Responsibility

Faculty Mentors must participate in the evaluation process by attending student presentations, reviewing reports, and grading as per the approved rubric.

9.5 Documentation and Record-Keeping

Faculty Mentors must collect, verify, and submit soft copies of all internship reports of their assigned students to the respective School Director, and ensure submission to the MRV Library's central depository.

9.6 Professional Guidance and Compliance

Faculty Mentors are expected to guide students in maintaining professional conduct, ensure adherence to University and host-organization policies, and report any misconduct or non-compliance to the School Director/Internship & Career Development Cell.

10. Policy Review

This policy shall be reviewed annually by the Competent Authority. This review mechanism ensures that the policy remains relevant and aligned with current industry trends, regulatory requirements, and academic best practices.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / Internship Policy, MRV

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Registrar