



Internships/Fieldtrips Committee

This committee is responsible for overseeing the implementation of the 10-month mandatory internship program for the four-year honour's programmes.

Objectives:

- a) The internship aims at enabling the students to get a practical exposure to the working/ functioning of the industry.
- b) The internship provides an opportunity to students to substantiate their classroom learning with practical experience.
- c) The Field visits give exposure to the students.

Responsibilities:

- Industry expose.
- Guide the students to work on projects assigned in an internship.
- Encourage the students for the placement.

Associated Activities:

- The committee may conduct formal meetings twice with faculty coordinators.
- The committee also is expected to organize interactive sessions and informal meetings with students to make them understand the importance of an internship and field visit.
- Due to the lack of software industries in the local area, the committee takes an initiative to conduct an in-house internship program with industry experts on recent technologies.

Procedure:

- The Internship coordinator, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for the meeting.
- It shall be circulated to all Members of the Committee two days before the meeting.
- Departmental internship coordinator should verify the internship providing the company with respect to legal affiliation and on what technology they are working.
- If a company is legal and has good feedback, then provide a permission letter from the college to work as an intern.
- Collect the certificate from students once they complete the internship. And also get the employer's feedback on the performance of the students.
- Maintain records of the committee in a separate file with supporting documents (notices/minutes of meeting/Certificates).

Composition of the Committee:

S. No	Designation	Position
1	Senior Faculty	Convener
2	Faculty	Member
3	Faculty	Member
4	Student	Member
5	Student	Member

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