



Latha Mathavan
Group of Institutions

Latha Mathavan Polytechnic College

Run by Karuppiyah Pillai Theivanai Ammal Educational Trust
Approved by AICTE, New Delhi & DOTE, Govt. of Tamilnadu
An ISO 9001-2015 Certified Institution



Guarantee for your future...

Ref: LMPC/AICTE/Essential-35/2025-26

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INTERNSHIP POLICY FOR STUDENT

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused and around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or sometimes may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of the internship training:

- *Will expose technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.*
- *Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.*
- *Exposure to the current technological development relevant to the subject area of training.*
- *Experience gained from the “Industrial Internships” will be used in the classroom discussions.*
- *Create conditions conducive to quest for knowledge and its applicability on the job.*
- *Learn to apply the technical knowledge in real industrial situations.*
- *Gain experience in writing technical reports / projects.*
- *Expose students to the engineer’s responsibilities and ethics.*
- *Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.*
- *Promote academic, professional and/or personal development.*
- *Expose the students to future employer.*
- *Understand the social, economical and administrative considerations that influence the working environment of industrial organizations.*
- *Understand the psychology of the workers and their habits, attitudes and their approach to problem solving.*



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The Training and Placement Cell will arrange internship for the students in industries/organizations after second, fourth and sixth semester(s) or as per AICTE / Affiliating University guidelines. Institutions may also device online systems for arranging and managing internships.

The general procedure for arranging an internship is given below:

- **STEP 1:** Request Letter/Email form the office of Training and Placement Cell of the College should go to the industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/interest areas may be submitted to the industries for their willingness for providing the training.
- **STEP 2:** Industry will confirm the training slots and the number of seats allocated for the internships via Confirmation Letter/Email. In case the students arrange the training themselves the confirmation letter will be submitted by the student in the office of Training and Placement Cell through concerned department. Based on numbers slots agreed to/by the industry, TPO will allocate students to the industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by fax, email etc.) by the TPO or other members of the T&P Cell/Faculty members who are particularly looking after the Final/Summer Internships of the students.
- **STEP 3:** Students on joining Training at the concern Industry/Organization, submit the joining letter / report / email.
- **STEP 4:** Student undergo industrial training at the concerned Industry / Organization in between faculty members evaluate(s) the performance of students once or twice by visiting the industry/organization and evaluation report of the student is submitted in the department office/TPO with the consent of the Industry Personnel / Trainer.
- **STEP 5:** Students will submit training report after completion of internship.
- **STEP 6:** Training Certificate to be obtained from industry.
- **STEP 7:** List of students who have completed their internship successfully will be issued by Training and Placement Cell.

Internship / Placement is a student centric activity. Therefore, the major role is to be played by the students. TPOs may also include involvement of the student in the following activities.



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- Design and Printing of Placement Brochure – Soft Copy as well as Hard Copy.
- Preparing list of potential recruiters and past recruiters.
- Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement including companies HR Team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to TPO for allotment of internship slots all the students will be required to submit “Student Internship Programme Application” before the prescribed date. The offer given by the company is to be accepted irrespective of the Company / Job Profile or Job location or stipend offered. A student who will voluntarily give in writing that he / she does not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as – Joining Family Business, opting for higher education or competitive examinations etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

RULES:

- Duration 15 Days Period.
- After completion of Internship provide report.
- Submission of Certificate.
- Submission of attendance Certificate.



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