

CIRCULAR

Guidelines for CSP and Internship (including the backlogs)

1. For 2020-23 batch students who have passed in all semesters but who haven't completed CSP Viva, the CSP will be evaluated for 75 marks only (excluding the viva marks for 25)
2. Those students who have not done their CSP they have to do it as supplementary CSP with the students who are going to do their CSP's in 2024 summer.

Eligibility criteria for supplementary CSP's/ Internships

1. Students will be allowed to do supplementary CSP's and Internships under few unavoidable circumstances like a tragedy in the family or severe sickness.
2. In such cases the students should communicate about their situations to the faculty guide by any means of communication and get permission in advance from the faculty guide.
3. They must submit a Civil Surgeon certification of their sickness along with other related medical reports or the evidence that is related to the family tragedy.

Procedure for getting permission for supplementary CSP's or Internships

1. Student's request letter covering all the details for missing the CSP/Internship to faculty guide (Internship mentor) with all the necessary proofs.
2. Verification and forwarding the letter by Faculty guide with recommendation noted on the request letter of the student to the college Internship Coordinator.
3. Internship coordinator along with Academic coordinator evaluates the merit of each case as per eligibility criteria and recommends to Principal for permission.
4. Internship coordinator issues the permission letter.

The Supplementary CSP/Internship is the responsibility of the same faculty guide who was originally allotted. In case of transfers the faculty or guest faculty, who comes in the place of the transferred member, guest faculty who replaces the previous one will have to take up.

Guidelines on attendance requirement for internship

1. The students who were absent in 2nd semester but request to do CSP are granted permission to do so as the CSP is no way concerned with attending and listening to the classes regularly.
2. The students who were absent in 3rd and 4th semesters but request to do Short/ Long Internship are granted permission to do so as the Internship is no way concerned with attending and listening to the classes regularly.
3. In the case of NCC/Sports students who attend the events or camps while they are doing Internship have to do the CSP/Internship for an extended period covering their missed hours of CSP/Internship.