



Bharatiya Vidya Bhavan's
SARDAR PATEL COLLEGE OF ENGINEERING
(Government Aided Autonomous Institute under Mumbai University) Andheri
(W) Mumbai - 400058



ACADEMIC RULES

(UNDERGRADUATE PROGRAMMES)

Academic Year
2025-2026

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1. UNDERGRADUATE PROGRAMMES OF STUDY OFFERED BY THE INSTITUTE

Institute offers AICTE approved and University of Mumbai affiliated B. Tech. programmes in Major Engineering as listed in Table 1.

Table 1: Undergraduate programmes of study offered by the institute

SR. NO.	NAME OF THE PROGRAMME IN MAJOR ENGINEERING
i)	B.Tech. in Civil Engineering
ii)	B.Tech. in Mechanical Engineering
iii)	B.Tech. in Electrical Engineering

2. STRUCTURE OF THE PROGRAMMES

2.1.Course Credit Scheme

The following two schemes shall run in the institute

Regulation 22 [R22]: Applicable to students who are admitted IN academic year 2022-2023.

Regulation 23 [R23]: Applicable to student who are admitted from academic year 2023-2024 till next regulation. In R 23 the student shall be awarded as B. Tech. in [Major] Engineering with Minor in [Multidisciplinary].

2.2. Categorization of Courses

Every B. Tech. Programme shall have a course credit system consisting of theory and laboratory/tutorial courses that shall be categorized as follows:

- Humanities and Social Sciences including Management Course (HSMC) courses include Technical English, Communication skills, Management studies [Included in R22]
- Basic Sciences Course (BS) courses include Mathematics, Physics, Chemistry [Included in R22 and R23].
- Engineering Sciences Course (ES) courses include Engineering practices, Engineering Graphics, Basics of Electrical / Civil / Mechanical Engineering [Included in R22 and R23].
- Professional Core Course (PC) courses include the core courses, both theory and laboratory relevant to the chosen specialization/branch [Included in R22 and R23].
- Professional Elective Course (PE) courses include the elective courses relevant to the chosen specialization/branch. The elective courses are grouped as per streams / tracks related to the branch of engineering [Included in R22 and R23].
- Open Elective Course (OE) interdisciplinary courses offered by department to all department

students [Included in R22 and R23].

- Value Added courses (VAC) include the courses offered by faculty in the emerging areas of various discipline, in order to impart value to the knowledge and skills of the students. The courses will help students to remain abreast with the latest trends [Included in R22].

- Value Added Non –Technical courses (VNT) courses offered by Center for Continuing Education (CCE) for overall development of students [Included in R22].

VAC, VNT shall be of total 30 Hours duration. These courses shall be offered in semester or during vacation based on the resources available

- Mandatory Course (MC) course work on peripheral subjects in a programme, which is considered mandatory; to be included as non-credit, Mandatory Courses, which a student must pass before obtaining degree. The courses will cover Employability Skills, Engineering Ethics, Human Values and Environmental Science and Engineering [Included in R22].

- Skill Based Course (SBC) courses will provide hands on experience. It will focus on how to do something specific which can be put to immediate use. [Included in R22].

- Online Course (OC) courses offered by SWAYAM, NPTEL [Included in R22 and R23].

- Project Course (PR) courses involving project work by group of students under the supervision of department faculty [Included in R22 and R23].

- Internship (IT): A student can complete internship in industry or research institute and get industry/research experience [Included in semester internship in R22 (Optional)]. In R23 in semester internship is compulsory]

- Vocational (VS) and Skill Enhancement (SE) Courses: courses will provide hands on experience. It will focus on how to do something specific which can be put to immediate use. [Included in R23].

- Value Education Course (VE): Courses such as Understanding India, Environmental Science/Education, and Digital and Technological Solution, Universal Values and Human Ethics [Included in R23].

- Ability Enhancement Course (AE): Courses such as Communication skills, Modern Indian language. [Included in R23]

- Co-curricular Course/ Activity (CC): Based on course/activity such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/ Applied/ Visual/ Performing Arts [Included in R23]

- Community Engagement / Field Project (CP/FP): Project in core for social cause. [Included in R23].

- Indian Knowledge System (IK): Courses such as Indian Traditional Knowledge, Constitution of India. [Included in R23]

- Institute Compulsory Course (IC): Course Research Methodology and Ethics is compulsory for all students [Included in R23]

- Compulsory Multidisciplinary Minor (MI): The Minor courses may be from the different disciplines of the Engineering faculty, or they can be from different faculty altogether. [Included in R23]

2.3. Credit Assignment

Each course is assigned certain number of credits as given in Table 2.

Table 2: Course credits and contact hours per week

Contact period per week	CREDITS
1 Lecture (L) hour	1*
1 Tutorial (T) hour	1*
2 Laboratory (P) hours	1*
3 Internship hours	1

***1**

credit corresponds to 30 Hours of student engagement in a semester. Apart from actual contact hours (L T P), the remaining hours are used for self-learning by students.

Credits earned by a student are deposited by the institute in the Academic Bank of Credits (ABC) maintained by the Ministry of Education, Government of India. It is therefore necessary and mandatory for each student admitted to SPCE to open a student account in the ABC (<https://www.abc.gov.in>). Credits deposited allows student mobility as per NEP 2020.

Notes:

For R22

1. VAC, VNT, MC and SBC are non-credit courses, i. e upon successful completion of these course, the course titles will appear on student's grade card.
2. Student can opt for an OC available on SWAYAM portal (<https://swayam.gov.in/>) or NPTEL portal (<https://onlinecourses.nptel.ac.in/>) subject to approval from department course committee. After successful completion of the course, the course title will appear on the grade card of the student.
3. For OE courses (In sem VI and VII), students with C.P.I. higher than 8.5 can opt for obtaining the credits by completing an OC (approved by department) offered through 12 week duration SWAYAM or NPTEL portal instead of completing the elective courses offered by department/institute. Upon successful completion of course, the score given on certificate issued by SWAYAM/NPTEL shall be converted to letter grade as per applicable examination regulation.
4. Semester wise credit system for B. Tech. programmes shall be defined in the document “Credit System”
5. In semester internship is included in semester VIII. In semester internship guidelines, the forms to be filled by students are available in Annexure I.

6. The student needs to complete online courses to earn remaining (other than internship) credits as per scheme during internship semester. The online courses shall be either offered by department or from SWAYAM/NPTEL approved by department course committee. The in semester evaluation of online courses can be conducted in online /offline mode.

The students are permitted to earn credits through SWAYAM/NPTEL for the courses (PE, OE) which has to be completed along with internship. The students are permitted to complete these courses anytime once they complete the course work of semester VI. Such courses need to be approved by Department Course Committee. The credits and grade earned through these courses shall be included only in semester VIII gazette. The In semester and End semester evaluation of NPTEL/ SWAYAM courses shall be done by institute or mapped with SWAYAM/ NPTEL certificate. The decision of the same shall be taken by HoD and Dean Academics. The conversion of score on NPTEL certificate into SPCE grades shall be as mentioned in Examination Rules. If the student fails in SWAYAM/ NPTEL course Reexamination/ Previous semester examination of the same shall be conducted by the Institute. In semester evaluation for Re-examination shall be based on the points awarded for assignments by SWAYAM/ NPTEL and/or given by assigned course instructor/examiner.

For R 23

1. All courses are credit courses.
2. The courses of types BS, ES, PC, PE, OE, MI, AE, IK, INT, PR, CP/FP, VE, VS, SE, IC and IT shall be evaluated for grades S, A, B, C, D, E, F, RC and considered for CPI calculation.
3. The course CC shall be graded as PASS or NO PASS and not considered for CPI calculation.
4. Student can opt for an OC available on SWAYAM portal (<https://swayam.gov.in/>) or NPTEL portal (<https://onlinecourses.nptel.ac.in/>) subject to approval from department course committee. After successful completion of the course, the course title can appear on the grade card of the student.
5. In semester internship is included in semester VIII. In semester internship guidelines, the forms to be filled by students are available in Annexure I.
6. The student needs to complete online courses to earn remaining (other than internship) credits as per scheme during internship semester. The online courses shall be either offered by department or from SWAYAM/NPTEL approved by department course committee. The in semester evaluation of online courses can be conducted in online /offline mode.

The students are permitted to earn credits through SWAYAM/NPTEL for the courses (PE, OE, AE) which has to be completed along with internship. The students are permitted to complete these courses anytime once they complete the course work of semester VI. Such courses need

to be approved by Department Course Committee. The credits and grade earned through these courses shall be included only in semester VIII gazette. The in semester and End semester evaluation of NPTEL/ SWAYAM courses shall be done by institute or mapped with SWAYAM/ NPTEL certificate. The decision of the same shall be taken by HoD and Dean Academics. The conversion of score on NPTEL certificate into SPCE grades shall be as mentioned in Examination Rules. If the student fails in SWAYAM/ NPTEL course Reexamination/ Previous semester examination of the same shall be conducted by the Institute. In semester evaluation for Re-examination shall be based on the points awarded for assignments by SWAYAM/ NPTEL and/or given by assigned course instructor/examiner.

3. DURATION OF THE PROGRAMMES

In R 22 all B. Tech. programmes are full time four years (Eight semesters) programmes.

In R23 Exit after first, second and third year is permitted by earning additional 6 credits through Skill Enhancement Courses and Internship/ Mini project as mentioned in credit system. The exit courses can be conducted by department or offered by department in collaboration with Industry or Academic institutes. Department course committee shall approve and publish the list of such courses at the start of semester. The evaluation of such courses shall be as per credit system

Table 3 indicates the exit year, required credits and corresponding award.

Table 3: Exit year, Credits required for exit and Award

Exit Year	Credits Required for Exit	Award
First	50	UG Certificate
Second	94	UG Diploma
Third	138	B. Vocational
Fourth	176	B. Tech. in [Major] Engineering with Minor in [Multidisciplinary]

4. CHANGE OF PROGRAMME

Students admitted in first year are eligible to apply for change of branch after completing the first two semesters. Branch change at the end of first year shall be followed strictly as per merit based on CPI at the end of first year and as per rules framed by Competent Authority, Government of Maharashtra from time to time. Due to transfer, strength of a branch cannot be more than sanctioned strength.

If student avails branch transfer from F. Y. B. Tech. to S.Y. B. Tech in R 23, he/she requires to register for NPTEL/ SWAYAM 12 week course equivalent to the course PC-BTX201 recommended by concerned department. The student is required to complete assignment and secure minimum 50% score in the same. The course shall appear as “Audit Course (AU) in the immediate grade sheet. The student is required to get this course done within two years from the date of branch transfer

5. COURSE ENROLLMENT AND REGISTRATION

5.1. Each student, on admission shall be assigned to a Faculty Advisor/Mentor who shall Counsel the student about the academic programme and the choice of courses for registration.

5.2 The eligible student shall get registered for all core and mandatory courses of the concerned semester. The student shall register for other than these courses as per the schedule prescribed by department.

PE and OE courses shall be run subject to minimum 5 students opting for the same. The maximum number of students who can register for PE and OE courses shall be decided based on available resources by Head/Heads of the Department.

5.3 Only those students shall be eligible for 5.2 who have:

5.3.1. Eligibility as per exam rules.

5.3.2. Not been debarred from registration of courses on any other specific ground.

5.3.3. Cleared all dues of the College, Hostel and Library including fines (if any) of all the previous semesters.

5.3.4. Made all the required advance payments towards the College and Hostel dues for the current semester.

5.4. A student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment points and appear for the End Semester Examinations.

6. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

College expects 100% attendance in all “theory, tutorial and laboratory” classes. Assessment of all the courses shall be done in a continuous manner by the way of assignments, tutorials, Quiz/ mini project, presentations, oral, tests etc. as defined in course curriculum of particular course. However, 25% of relaxation in attendance is granted by Head of the Department on account of medical emergencies, family issues and representing the institute in extracurricular and co-curricular activities, workshops, competitions, hackathons subjected to documentary evidences.

The authority for condonation in less than 75% attendance and granting of term fully, partially (Repeat Course RC grade) or debarment shall be as per following

a>Relaxation from 26% to 30%: Dean Academics

b> Further relaxation of attendance more than 30%: Principal on case to case basis.

If the student is awarded RC grade, he/she shall complete the course whenever it is offered next. If the course in which RC grade is awarded is of type PE/OE, the student may not get the same course.

The following is the attendance monitoring system

1. Each department shall prepare a spreadsheet for monitoring weekly attendance of the students.
2. Attendance of all the courses including lectures, practical, tutorials to be entered by respective course instructors on weekly basis.
3. A viewing access of the spreadsheet to be given to all the students through the class representatives. The student should monitor his/ her attendance weekly and if any discrepancy observed, then it should be brought to the notice of HOD/ Course Instructor.
4. First defaulter list to be prepared one week prior to the midterm test by HOD. The defaulter students shall be called for mandatory counseling by Mentor/course instructor.
5. The second defaulter list will be prepared by HOD two weeks before the term end. The defaulter students shall be called for mandatory counseling by Mentor/course instructor.
6. The list of students having attendance less than 75% shall be forwarded to appropriate authority by HOD for further action.

7. FACULTY ADVISOR/MENTOR

The Head of the Department shall assign a certain number of students to a teacher of the Department, who shall function as Faculty Advisor/Mentor throughout their programme. The mentor shall help students in planning their courses of study and for general advice on the academic programme. The department shall keep the mentorship records for each student.

The faculty advisor/Mentor are expected to

- Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- Counsel regarding enrollment of the courses.
- Monitor the academic and general performance of the students including attendance and counsel them accordingly.

8. COURSE COMMITTEES

8.01 DEPARTMENT COURSE COMMITTEE

The Head of Department shall form Department Course Committee for monitoring and guiding academic activities within the department such as students' course enrollment, enrollment for online/ skill based/ exit courses, internship, enrollment for co-curricular course/activities etc. The committee shall consist of three faculty members from the department.

8.02 INDUSTRY CONSULTATION COMMITTEE (ICC)

The course content of new courses or modification in existing course content shall be reviewed by Industry Consultation Committee (ICC).

While conducting the review following points shall be noted.

- (a) NBA and OBE requirements such as CO/PO alignment, Bloom's taxonomy for assessment.
- (b) AICTE model curriculum as applicable from time to time.
- (c) Criteria prescribed by internationally recognized body for the program (e.g. ASME, ASCE, IEEE, etc.)
- (d) Inclusion of related online/SWAYAM course, if any, in reference section of course content.
- (e) NEP 2020 Implementation

9. ASSESSMENT PROCEDURES FOR AWARDING POINTS

9.01 Assessment procedure for awarding points shall be in conformance with "Credit System" for the academic programme.

9.02 Every course instructor shall submit course plan for the course he/she has been assigned by Head of the Department. The course instructor shall maintain an "ATTENDANCE AND ASSESSMENT RECORD" which consists of attendance marked in each theory / Laboratory/ Tutorial class, the assessment points and the record of class work, Internal Evaluation. A copy of this record should be submitted to the Head of the Department. Further, the course instructor shall submit analysis of the results/ course outcomes of his/her course as required for NBA/NAAC purposes to the Head of the Department.

9.03 In R22 and R23 in semester internship is evaluated as per Table 5

Table 5: Internship Evaluation [R22/R23]

Stages	No. of Weeks completed	Evaluation based on	Evaluator	Points
Stage1	7 weeks	Report 1 presentation 1	Panel	50 50
Stage2	15 Weeks	Report 2 presentation 2	Panel	100 100

Total 300 points

Panel shall include mentor/supervisor from where the student is completing internship and Faculty mentor from department

9.04 Field Project (FP) course is included in semester VI for Two credits. The group of 3-4 students shall complete the field project in core addressing social cause. The identified project can be completed in Semester VI or in Semester VI and VII (PR) [depending on the amount of work required and approved by Department Project committee].

The evaluation of FP and PR shall be done in two stages as per Table 6 and Table 7 respectively.

Table 6: Evaluation for FP:

Stages	No. of Weeks completed	Evaluation based on	Evaluator	Points
Stage1	7 weeks	Report 1 presentation 1	Panel	20 30
Stage2	14 Weeks	Report 2 presentation 2	Panel	20 30

Total 100 points

Table 7: Evaluation for PR:

Stages	No. of Weeks completed	Evaluation based on	Evaluator	Points
Stage1	7 weeks	Report 1 presentation 1	Panel	50 50
Stage2	14 Weeks	Report 2 presentation 2	Panel	50 50

Total 200 points

10. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the B. Tech. Degree provided the student has

- Successfully completed the course requirements and passed all the courses prescribed in all the eight semesters.
- Successfully completed the Mandatory course requirements.
- Successfully completed the Skill based Mandatory course requirements (Applicable for R22 only).
- Successfully earned the required number of total credits as specified in the Course Credit System.
- No disciplinary action pending against the student.
- Cleared all dues of the college.

11. Honors

In R23 the student shall opt for Honors degree based on CPI criterion and shall get the same by earning additional 18 credits.

Eligibility Criteria for Honors:

- a. Students with no backlog in semesters I, II, III, IV
- b. The CPI secured should be 8.5 and above when student is enrolling for Honors

The students can earn 18 credits for honors through SWAYAM/ NPTEL courses and /or courses offered by department. The in semester and End semester evaluation of NPTEL/ SWAYAM courses shall mapped with SWAYAM/ NPTEL certificate. The conversion of score on NPTEL certificate into SPCE grades shall be as mentioned in Examination Rules. If the student fails in SWAYAM/ NPTEL course, no reexamination shall be conducted for the same. The student has to earn minimum “E” grade for each course for getting Honors. A student may voluntarily drop Honors at any time. No certificate shall be awarded for such partial completion

12. REVISION AND INTERPRETATION OF ACADEMIC RULES AND REGULATIONS

The institute may from time to time revise, amend or change the Regulations, course plan and credit system of examinations through the Academic Council

NOTE:

1. In case of any ambiguity in the interpretation of rules and regulations of this document, the

decision of Chairman of Academic Council shall be final.

2. For situations not covered under these rules, Chairman Academic Council shall take interim decisions on case to case basis.

ANNEXURE I

In Semester Internship Guidelines

Objective:

The guidelines lay down the procedures for assisting and enabling the eligible students of R22 and R23 schemes to earn credits through In semester internship at the end of semester VIII of B.Tech. programme.

Guidelines:

1. The students eligible for Final Year B. Tech programme have to submit the Application Form (as per the prescribed format) to Internship Cell on or before 20th August 2025.
2. Internship under following two categories are considered for In-semester internship scheme

Case 1: Where a student is offered an internship through the college internship cell.

Case 2: Where students can avail the internship with his/ her efforts in an industry / Startup/ research/academic institute.

3. In case of an internship offered through the college selection process, (Case 1) the student is eligible for only one offer and cannot appear for further process once selected.
4. Only one enrollment shall be accepted from one student (in either Case 1 or 2) in the prescribed format (Enrollment Form) available with the Internship cell.
5. The applications shall be scrutinized by the internship cell for final list. The decision of the internship cell shall be final and no grievances shall be entertained.
6. The duration of internship can be immediately commenced after completion of semester VII examination. It can end on the last instructional date of semester VIII (as per the academic calendar). The duration of the internship should not be less than 14 weeks.
7. Students can join an internship only after getting an approval from the internship cell. An undertaking prescribed by the institute signed by the student and parent needs to be submitted.
8. The department shall assign a faculty mentor for each student who shall monitor the students' progress throughout the duration of the internship. One mentor shall be assigned maximum eight students. The students are expected to be in contact with the mentor on a regular basis.
9. The Faculty mentor shall maintain records of student progress.
10. The company/start-up/institute, which is going to offer the internship, needs to provide a prescribed-consent with the institute.
11. In case of any expenses towards internship within or outside Mumbai due to traveling, stay etc. should be borne by the student undertaking the internship.
12. In case any student attempts to join an internship bypassing institute procedure, it shall not be considered for credit completion of semester VIII and hence for award of the B.Tech degree.

Academic Requirements:

1. The student enrolled for the scheme must complete the same number of credits requirement of Semester VIII as prescribed.
2. The students shall be evaluated based on internship progress evaluation(s) as per the credit scheme and Academic Rules of AY2025-2026.
3. In case of any unforeseen reason/s if student decides to discontinue the internship and /or the internship is discontinued by the internship offering organization, student may be permitted to do in house internship. However, this option would be valid only if permission from the Principal and HoD is taken within first three weeks from the beginning of semester VIII as per academic calendar. The students need to work not less than 14 weeks for the in house internship.
4. In the above case, if reported after three weeks, students may not be allowed to appear for regular end semester evaluation. Institute may permit him/ her to do in house or second internship of not less than

14 weeks which shall be considered for re-examination subject to completion of all the activities necessary for term grant.

5. The Institute authorities reserve the right to change / update the guidelines on a time to time basis.

In semester Internship Application Form

1. Student details:

- a. Name of the student:
- b. Registration Number:
- c. Address:
- d. Area of Interest:
- e. Programme and Branch:
- f. Semester: VIII
- g. Contact Number:
- h. Email id:
- i. Academic Performance

YEAR	CPI
First Year	
Second Year	
Third Year	

- j. Whether any internship is completed before? Y/ N

If yes Name of the organization

Duration

Area of work

2. The following two categories are considered for In semester internship

- a. A student is offered an internship through the college internship cell.
- b. The students can avail the internship with his/ her efforts in an industry /Startup/ research/academic institute.

The selected choice of applicant: a b a and b both

Student's signature

In semester Internship Enrollment Form

1. Student details:

- a. Name of the student:
- b. Registration Number:
- c. Programme and Branch:
- d. Semester: VIII
- e. Contact Number:
- f. Email id:

2. Internship Details:

- a. Internship assigned by the institute Y/N
- b. Name of the Organization
- c. Organization Address
- d. Name and Designation of Industry mentor/supervisor (if known):
- e. Duration of internship
- f. Mode of internship: online/offline/hybrid
- g. Internship Area of work :
- h. Working Hours (if applicable)

3. Internship Cell member

Name:

Signature

4. Internship Nodal Officer

Name

Signature

Undertaking

Date

To
The Nodal Officer,
Internship Cell,
BVB's Sardar Patel College of Engineering, Mumbai

Subject: **Undertaking for In-Semester Internship from student**

Respected Sir/Madam,

I, **[Full Name of the Student]**, Registration No. **[Registration Number]**, a student of **[Branch Name]**, Semester VIII, at BVB's Sardar Patel College of Engineering, Mumbai, hereby undertake the following in relation to my in-semester internship:

1. I have been selected for an internship at **[Company/Organization Name]** located at **[Address]**, from **[Start Date]** to **[End Date]**.
2. I understand that this internship is part of my academic curriculum and I will maintain discipline, punctuality, and professionalism during the entire duration.
3. I shall abide by all the rules and regulations laid down by the host organization and the institute.
4. I shall attend internal assessments, exams, and other academic responsibilities as required.
5. I shall submit the internship completion certificate and a report to the department upon completion.
6. I understand that the institute is not responsible for any issues arising during the internship tenure including safety, conduct, or performance.
7. In case I choose to discontinue internship, I shall obtain written permission from my Faculty Mentor and Internship Cell Nodal Officer citing valid reasons. I shall ensure all necessary clearances from the internship provider and institute.
8. I hereby declare that all the information provided is true to the best of my knowledge.

Thanking you,

Yours sincerely,

[Signature of the Student]

Name: [Full Name]

Registration No. **[Registration Number]**

B. Tech. Sem VIII,

[Department]

Date: [DD/MM/YYYY]

[Signature of Parent]

Name

E-mail id

Contact number

Consent from Host Organization

Date

To

The Principal,
BVB's Sardar Patel College of Engineering,
Munshi Nagar, Andheri (West), Mumbai 400058

Subject: Consent for Hosting In-Semester Internship for semester VIII Students of B. Tech Programme.

Dear Sir,

We are pleased to inform you that [Name of the Organization] agrees to offer an in-semester internship of fourteen weeks to the students of BVB's Sardar Patel College of Engineering as a part of their academic curriculum.

We undertake the following:

1. **Internship Period:** The internship of fourteen weeks will be conducted during the semester from [Start Date of semester as per Academic Calendar] to [End Date of semester as per Academic Calendar]. During the period the students shall be given one week leave that accommodates academic commitments.
2. **Number of Students:** We agree to host [Number] students from Civil/ Mechanical/Electrical departments of BVB's Sardar Patel College of Engineering.
3. **Nature of Work:** The interns will be engaged in meaningful tasks and projects relevant to their academic stream, contributing to their learning and skill development.
4. **Mentorship:** Each intern will be assigned a mentor who will guide and evaluate their performance during the internship.
5. **Compliance:** We ensure a safe and conducive work environment and will abide by all applicable rules and ethical practices. We understand that students shall be treated as learners, and no remuneration is mandatory.
6. **Assessment Support:** We will provide the necessary feedback and evaluation as required by the institute for academic assessment purposes.
7. **Confidentiality:** Students will be made aware of and required to adhere to any confidentiality policies applicable during their internship.

Sincerely,

(Signature)

[Authorized Signatory Name]

[Designation]

[Organization Name]

[Contact Details]

[Official Seal]