

Centre for International Relations

Guidelines for permitting students for International Internships during the Semester

1. The student shall intimate the Director, CIR about the internship period and the date of leaving along with the offer letter, through the faculty concerned, Class Advisor and the respective HoD / Dean of the department / School.
2. The student shall get the Bonafide Certificate **through** the Director (CIR). This shall be ensured by Deputy Registrar (Academic & Students).
3. The HoD / Dean of the department / School shall submit the proposed schedule for conducting classes (Theory & Lab), exams (CAT / Lab / End semester) for the student concerned. The classes can be conducted either before or after the internship based on the duration & period.
 - 3.1 If it is in the beginning of the semester, CBCS can be optimally utilized. The Student shall register for a few courses and shall register for the remaining courses after the internship, depending upon the feasibility.
 - 3.1.1 Lab courses / 1 or 2 credit theory courses can be done before / after the internship within the available number of working days.
 - 3.2 For the theory courses missed during the period, equivalent NPTEL courses shall be taken by the student, wherever possible. NPTEL can be done during the internship period also.
 - 3.3 Shortage of attendance, if any, for the registered courses shall be compensated by conducting extra online classes. The department shall maintain record for the same.
 - 3.4 Lab classes to be conducted compulsorily before / after the Internship and only then the student becomes eligible for practical examination.
 - 3.5 In case of missing CAT, Substitute exam option can be utilized, without additional fee.

- 3.6 With regard to missing End semester exam, a revised schedule for conducting the same shall be given with the approval of the CoE.
- 3.7 Project reviews can be conducted online, in case of internship during the eighth semester.
4. After approval from the Dean Academic Affairs, Controller of Examinations and the Registrar, No Objection Certificate shall be issued to the student.
5. The student shall report to the Director, CIR before and after the internship through the faculty concerned, Class Advisor and HoD / Dean of the Department / School.


17.5.23

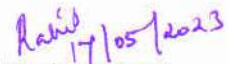
Dean (Academic Affairs)

DEAN (ACADEMIC AFFAIRS)
B.S. Abdur Rahman Crescent Institute
of Science & Technology
Vandalur, Chennai - 600 048, India



Controller of Examinations

Dr. S. KAJA MOHIDEEN
CONTROLLER OF EXAMINATIONS
B.S. Abdur Rahman Crescent
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Vandalur, Chennai - 600 048.


17/05/2023

Director (CIR)

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