No. SITTTR/P3/265/2026

Office of the State Institute of Technical Teachers Training and Research, Kalamassery

Dated: 18/09/2026

NOTIFICATION NO. 01/26

Sub: Technical Education–SITTTR Kalamassery–Sixth Semester Internship – **Revision (2021Scheme) Semester 6-**reg.

Ref: 1.GO(Rt) No.547/2024/HEdn., Thiruvananthapuram dated 09/05/2024.
2. Minutes of the Academic Council Meeting held online on 15/09/2026

1. Notification is hereby issued regarding the Sixth Semester Internship under the Diploma Curriculum (**Rev 21 with Internship)**.

2. All eligible sixth semester students of all Polytechnic Colleges and institutions conducting AICTE approved 3-year Diploma programmes and affiliated to the State Board of Technical Education (SBTE), Kerala, shall apply for the Internship in accordance with the prescribed regulations. The Director of Technical Education is empowered to make necessary modifications in the selection process of the candidates for the Internship.

3. Interested Industries/Startups willing to offer internship opportunities shall register in SITTTR Internship Portal. The Director of Technical Education is empowered to approve/select industries eligible to participate in this programme.

4. The committee constituted by the Director of Technical Education shall prepare the final list of industries/companies from the companies registered in the SITTTR portal.

5. Students shall submit the application through their respective institutions to industries empanelled in the SITTTR Portal. The Head of Institution shall forward the consolidated list of students selected for the Internship program to SITTTR.

6. Human Resource (H.R.) recruiting or manpower supply agencies shall not be permitted to register for the purpose of providing internships. Only industries, companies, or organizations directly engaged in relevant technical, industrial, or professional activities related to the student's field of study shall be considered eligible for offering internships.

A. Instructions to the Candidates

The following guidelines are applicable to students participating in the Sixth Semester Internship under Diploma Curriculum(Rev.21 with Internship):

i. The candidate must be a regular student enrolled in the 6th semester (except for programmes CP and TD) and must not be under suspension at the time of applying for the internship.

ii. **The company/organization shall define the criteria for candidate selection, which must be decided and uploaded on the SITTTR Portal during the company registration process.**

iii. Internship applications must be submitted to the Internship coordinator (program wise) of the respective institutions.
   - Candidates shall submit separate applications for different industries/companies relevant to their respective discipline.
   - A student is permitted to apply to a maximum of three companies of their choice.

iv. All entries in the application form must be filled carefully and correctly by the candidate.

v. Students who receive an offer letter or confirmation email from industries/companies must:

   - Inform the Head of the Institution
   - Obtain permission to join through the Internship Coordinator and the Placement officer.
   - Ensure that all communications with industries/companies are routed exclusively through the Placement Officer of the respective institution. Direct communication by students is strictly prohibited.

vi. Students with an offer letter are required to submit a declaration stating:
   - Their commitment to adhere to all rules related to the internship.
   - Their willingness to complete the assessment for the assigned courses (two core courses and two audit courses).
   - The duly signed declaration shall be submitted to the Principal of the respective institution.

vii. The attendance requirement for selected students shall follow industry / company norms with a provision of one casual leave per month in alignment with their

service rules.

viii. Interns shall be required to undergo two weeks of institutional classes covering program theory and program laboratory courses.

B. Instructions to the Polytechnic Colleges

The following responsibilities are assigned to institutions participating in the Sixth Semester Internship under Diploma Curriculum (Rev. 2021 with Internship):

i. Each institution shall conduct one-day mandatory training /workshop for students during the Fifth semester to create awareness about the sixth semester internship.

ii. Institutions shall

- Inform the candidates about the internship in Semester 5
- Receive applications from eligible and interested candidates within stipulated time.
- The Principal shall appoint an Internship coordinator for each programme.
- The internship coordinator shall report to the Head of the Department (HoD).
- The Placement Officer of the respective institution shall coordinate with the Heads of Departments, maintain liaison with industries/companies, and ensure timely communication as directed by the Principal.

iii. Institutions shall properly verify the applications received from candidates and forward to the respective industry/company.

iv. Institutions shall permit eligible candidates**,** to join internships for which they have received offer letters from industries/companies, provided the organization offers a minimum stipend of Rs. 8,000/- per month for companies in Kerala and minimum of 10,000/- per month for companies outside Kerala.

v. Institutions shall sign a memorandum of Understanding (MoU) on ₹220/- stamp paper with SBTE/DTE-approved companies. The MoU shall cover internship terms, attendance, and assessment.

- Evaluation and institution level exams shall be completed as per SBTE norms within the internship period.
- Interns shall be required to undergo two weeks of institutional classes covering program theory and program laboratory courses.

Institutions shall send the consolidated list of selected candidates to SITTTR and also

update the details of selected candidates in the TEAMS portal.

vi. The internship coordinator shall mentor/guide the interns regarding all aspects of the internship, including attendance, assessment, documentation, discipline, reporting etc. The coordinator shall regularly follow up and maintain continuous communication with both the intern and industry supervisor for necessary support and guidance.

vii. The internship coordinator shall keep all documents related to internship including:

- Undertaking forms of interns
- Internship schedule
- Assessment documents and rubrics
- Internship diary and reports
- Comprehensive Internship Report etc.

vii. The internship coordinator for each program shall maintain regular contact with the internship supervisor at the industry/company and shall conduct reviews (online/offline) at least once a month during the internship period, in addition to continuous evaluation.

ix. The internship coordinator shall ensure that students undergo internships within their respective programme discipline.

x. The Principal shall ensure that the internship coordinator

- Evaluates interns at the stipulated intervals
- Conducts Continuous Assessments (CA-I, CA–II & CA–III) as per assessment guidelines
- Records the evaluation properly and submits them to the Controller of Technical Examinations as and when notified.

xi. Each institution shall post notification and industry/company registration link on its official website.

C. Instructions to the Companies

The following guidelines are applicable to Industries, Companies, and Organizations participating as Industrial Internship Partners (IIPs) for the Sixth Semester Internship under Diploma Curriculum (Rev. 2021 with Internship):

i. Registration of companies

- Interested companies/organizations shall register through the online link available on the SITTTR portal(www.sitttrkerala.ac.in).
- Polytechnic colleges may also identify and register their Industrial Internship

Partners (IIPs) for the sixth- semester internship through the same portal.

- Eligible companies/departments must operate in the production, processes, or service sectors, and shall not belong to the training/marketing sector.
- Human Resource (H.R.) recruiting or manpower supply agencies shall not be permitted to register for the purpose of providing internships.
- The company/organization must have been in existence for at least three years.
- It is mandatory for the company/organization to have a website which should contain complete details of company registration, including eligibility criteria, approved companies, registration procedures, deadlines, and other relevant information.

ii. Eligible categories of IIPs

- Central or State Public Sector Undertakings (PSUs)
- Government or Local Self-Government (LSG) Departments
- Private sector industries operating in production, processes, or service sectors.
- Start-ups

iii. MoU with institution

- An SBTE/DTE – approved company shall sign a Memorandum of Understanding (MoU) with the institution on ₹220/- stamp paper.
- The MoU shall specify terms related to the internship, attendance, assessment, evaluation and institution level exams as per SBTE norms.
- Company/industry shall
    - Permit interns to attend two weeks of classes and institutional-level theory and practical exams as per JCTE notification and time table
    - Issue an interim performance certificate for attending the exams.
    - Extend the internship in cases where the intern has multiple supplementary exams.

iv. Eligibility and selection criteria

- The eligibility criteria for students shall be defined by the company/organization and uploaded during registration on the SITTTR portal.
- Companies/organizations must publish their student selection criteria while registering on the portal
- Companies must prepare and publish both a selection list and a waiting list of students to the link provided on the SITTTR website.

v. Stipend and benefits

- Companies inside Kerala shall offer a minimum stipend of ₹8,000/- per month, while outside Kerala shall offer a minimum of ₹10,000/- per month which must be specified in the MoU.
- Companies shall ensure timely disbursement of stipend and provide additional

emoluments for overtime work, if applicable.

vi. Attendance and reporting
- The attendance criteria for interns shall follow company rules, with a provision of one casual leave per month
- Companies shall provide an interim performance report of interns during the evaluation period.

vii. Distribution of interns
- In case when the number of applicants exceeds the intake capacity, companies shall accept 50% of the interns from one institution and the remaining 50% from other institutions.

viii. Verification and approval
- The verification and approval of registered companies on the SITTTR portal shall be carried out by a committee appointed by the Director of Technical Examination.

D. General Instructions

i. Students shall review the SITTTR portal and identify companies matching their preferences. Selected applications must be submitted for each company. Application shall be submitted to internship coordinator who will verify and forward them to the Head of the Department (HOD). The HOD, after consultation with Placement officer shall submit the verified applications and to the Principal for final approval.

ii. The institutions must ensure that students have accurately complete all mandatory fields in the application form including Name, PRN, Branch, Phone, email, Place and Company name. The Principal shall consolidate the applications and forward them to the respective companies through the Placement Officer. The Principal shall ensure that all communications with industries/companies is conducted exclusively through the Placement Officer and direct communication by students is strictly prohibited. Companies may conduct tests or interviews for selection, and final decision rests with the company/organization.

iii. No student shall be permitted to change the allotted company once the internship placement is confirmed.

iv. The duration of the sixth-semester internship shall be one full semester, with commencement and completion dates as specified in the academic calendar published by SITTTR..

Each industry/company within Kerala shall provide a minimum stipend of ₹8,000/-

per month to the interns, while each industry/company located outside Kerala shall provide a minimum stipend of ₹10,000/- per month.

v. During the internship, students must also successfully undergo institution-level evaluation in the following courses

- Entrepreneurship and Startups (Theory – 2.5 credits)
- Indian Constitution (Audit course – 1.5 credits)
- Two Programme Core Courses (Theory – 4 credits).

vi. Students opting for the sixth-semester internship will earn 10 activity points. The total credits for the sixth-semester internship pathway shall be 13.5, calculated as follows:
21.5(total credits for Semester 6) - (4 +2.5+ 1.5) = 13.5.
The following courses will be treated as equivalent to Sixth Semester Internship with credit of 13.5.

- Program Elective course (Theory – 4credits)
- Open Elective course (Theory – 4credits)
- Program Elective course (Practical – 1.5credits).
- Major Project (4credits)

vii. Students choosing internship pathway will be exempted from SBTE evaluation of the above four courses.

viii. Students may cancel the internship pathway and revert to Regular pathway within two weeks after the commencement of the Sixth semester. Attendance during this period will be considered as absent.

ix. After the initial two weeks, no switching of pathways will be allowed.

Note: Students who fail to successfully complete the internship and its evaluation shall not be allowed to repeat or substitute it. Such students must seek readmission to the Sixth Semester in the subsequent academic cycle.

x. If, after two weeks of joining the company, an intern raises any concern, the Internship Coordinator shall make a visit to the company and take necessary steps to address the issue

xi. Formats for company information registration, student application forms, and related documents shall be provided in the Annexures.

SCHEDULE FOR SIXTH SEMESTER INTERNSHIP

Sl. No.	Item	Tentative dates
1	Registration of IIPs in the portal of SITTTR	23/09/2026 to 15/10/2026
2	Approval of IIP by Expert Committee at DTE and publication in SITTTR website	17/10/2026
3	Last Date of application submission by students	07/11/2026
4	Last date of publication of select list by the industry/company	20/11/2026
5	Commencement of internship	01/12/2026
6	Completion of Internship	31/03/2027
7	Completion of Assessment of two core papers, Entrepreneurship and Startup and Indian constitution	before 30/04/2027

Joint Director

Appendix – 1

Format for Student's Daily Log Book

Day-1	Date:
Time of Arrival	Time of Departure
Dept/Division	Nature of work
Name of the Supervisor with designation and email ID	
Remarks of the Internship supervisor:	
Record main actives of the day (including observation, sketches, discussions etc.) **Signature of Industry Supervisor**	

Note: Prepare an A4 size hardbound Intern work book using this format with college and student details

Appendix – 2

Internship Report template

The student, after the completion of internship shall submit a comprehensive Internship report; the contents of the report shall be arranged in the following order:

1. Cover Page
2. Inside Title Page
3. Internship Certificate issued by the organization
4. Acknowledgements
5. Executive Summary
6. Table of Contents
7. List of Figures
8. List of Tables
9. Abbreviations/Notations/Nomenclature
10. Text of the Report
    - **Chapter1:**CompanyProfile
    - **Chapter 2**: Describe in as much detail as possible intern's role and responsibilities while on internship. List duties, project completed, etc. Describe How interns' technical knowledge can be applied at the site of the internship and how they can create value to the organization through internship
    - **Chapter3:** Demonstration of the work done as intern.
11. Student Profile/Resume
12. Photo Gallery
13. Appendices

Appendix – 3

CERTIFICATE

There will be no distinction in the TC, or Conduct Certificate of both pathway students.

There will be no distinction in the Diploma Certificates issued by the State Board of Technical Education (SBTE) for students who complete the SIXTH SEMESTER INTERNSHIP and those following the regular pathway. Both certificates will remain unchanged. Additionally, the mark sheet will allocate equal credits for students in both normal and internship pathways.

ANNEXURE – 1

Details of company information to be furnished to portal of SITTTR

Legal Name of company	
Address	
District	
State	
Contact information Name Phone Email	
Website	
Type of business (product/process/service)	
Type of company: public/private/…	
Year in which established	
No. of students that can be admitted as intern	
Branches of students that can be admitted as intern	
Student's eligibility criteria	
Amount of stipend offered	
Additional facilities to offer	
Brief description of company (attach pdf/doc….) file	

ANNEXURE2

APPLICATION FOR INTERNSHIP

(Complete and submit to the internship coordinator)

1.	Name of Company/Industry which	: candidate seek Internship
2.	Name of Polytechnic College	:
3.	Name of Diploma Program	:
4.	Name of Candidate (In BLOCK letters)	:
5.	Communication Address	:
6.	City	:
7.	District	:
8.	E-mail Address	:
9.	Mobile	:
10.	PRN	:
11.	Gender	: □Male □Female □Transgender
12.	Name of Parent	:
13.	Phone/Mobile of Parent	:
14.	Semester I	: SGPA: Back Papers:
15.	Semester II	: SGPA: Back Papers:
16.	Semester III	: SGPA: Back Papers:
17.	Semester IV	: SGPA: Back Papers:
18.	Project Work/Seminar/Paper Presentation	: done
19.	Area of Interest	:

20. Extra-curricular/Co-curricular activities : done

21. Willing to work anywhere in Kerala :

22. Willing to work anywhere inIndia :

23. Languages known :

24. Remarks :

I hereby declare that, I have carefully read various instructions regarding the internship and I agree to abide by them. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the internship, action can be taken against me.

Place: Signature of the Parent Signature of the Candidate

Date:

Name & Signature of the internship coordinator

Name & Signature of HoD

Verified and counter signed by Head of the Institution