Internship Process Flow Part-II

1. Interaction with students and briefing them about the PS2 process
2. Preparing the list of students who are willing to do PS2 on their own

August

Generating request letter on the request from the students as per following points:

- Students request to department coordinators
- Department coordinators, if satisfied, forward to Placement office for request letter
- It is to be ensured that the students will not pay for training and company is not owned by his/her blood relation

Sep. to Nov.

Students interested in PS2 to be arranged by JKLU

- Placement office will be shared with the list of such students by department coordinators
- The placement office contact companies through placement drive or job fair for the same and forward the name of interested companies to department coordinators
- Request letter is generated from the Placement office for the interested students in the company
- Follow up and contacting the companies so that all the students are allotted PS-2
- Placement office ensures the appropriate number of companies in each department.

1. Receiving confirmation from PS2 companies
2. Submitting confirmations to Director-IET office

1. Organizing orientation for students by Director - IET
2. Commencement registration process post orientation

December

1. Generating allotment letter post successful registration
2. Releasing the list of faculty supervisors
3. Reporting form submission by students on the reporting day to faculty supervisors

December