

Tele- 7249250184/2120

AIT/0323/CNO/Prin

06 May 2025

OFFICE OF PRINCIPAL

GUIDELINES FOR INTERNSHIP AND MEDICAL LEAVE

1. Reference is invited to Notice No. AIT/0323/CNO/Prin dated 29 April 2025, titled "Commencement of First Term for AY 2025-26."
2. Specific attention is drawn to Point No. 5 of the aforementioned notice.

Internship Regulations

3. It has come to notice that several students are proceeding on internships without prior written approval from the concerned Head of Department and are subsequently requesting attendance waivers. Such actions are in clear violation of institutional norms and will not be tolerated. Students enrolled in online internships must attend all scheduled classes and practical regularly. No exceptions will be made. With immediate effect, any student intending to pursue a valid offline internship (requiring physical presence) must obtain written approval well in advance from the concerned HOD. Request sent at the last moment or via email will not be entertained and Non-compliance will result in following :-

- (a) The student will be marked absent for the entire internship duration and his attendance will not be counted against internship.
- (b) Imposition of a fine as per Point No. 4 of the referred notice.
- (c) He will not be permitted to appear in examination as attendance and internship all not counted against course work.

Medical Leave Regulations

4. There is a rising trend of students misusing the provision of medical leave by remaining absent from first day of institute under the guise of illness. In genuine cases of medical emergencies, it is mandatory for the student to inform their counsellor, class teacher, and HOD immediately. Failure to do so will result in the absence being treated as unauthorized, with a fine imposed as per Point No. 4 of the referred notice. Medical certificates issued by a Military Hospital only will be accepted as valid documentation against medical leave alongwith complete medical document for treatment.

Train Reservation Excuse Not Permissible

5. Students are categorically instructed to be present on the notified reopening date. Excuses related to non-availability of train reservations will not be accepted under any circumstances. For train cancellation, certificate from railway authority to be given.

Strict Compliance Directive

6. All Counsellors, Class Teachers, and HODs are instructed to ensure strict adherence and implementation of the above guidelines without deviation.

06/05/2025


(Dr. B.P. Patil)
Principal

Copy to:

Director }
Joint Director } For information please.

All HODs - For info to faculty and needful action.

All Concerned

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AIT/0323/CNO/Prin

29 Apr 2025

OFFICE OF PRINCIPAL

COMMENCEMENT OF FIRST TERM
(For AY 2025 - 26)

1. Refer to and Circular No. 115 of 2025 dated 28 Apr 2025 from Savitribai Phule Pune University.
2. Commencement of First Term of AY 2025 - 26 for **Second Year, Third Year, Final Year (UG) and ME - II (Data Science)** is from **01 Jul 2025** and all SE, TE, BE and ME-II student must report on **01 Jul 2025**.
3. First day attendance on 01 Jul 2025 for SE, TE, BE and ME II is mandatory for all Students.
4. Those remain absent for day one will be fined Rs. 1000/-. For every subsequent day Rs. 500/- will be added.
5. No request for any kind of leave from students & parents will be entertained except for prior approved valid internship, and for medical emergency.


(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director

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For information please.

HOD (Mech)
HOD (E&TC)
HOD (Comp)
HOD (IT)
HOD (ASGE)
Registrar Office
Student Section

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For information and necessary action.

HOD IT

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For publication on website.