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| <b>3 Credit Hours</b><br>Mandatory for Undergraduate Programs | <b>6–8 Weeks</b><br>or as prescribed by degree plan; HEC: after 4 semesters or 72 Cr. Hr. | <b>For Associate Degrees</b><br>prescribed by the respective Accreditation Council or University | <b>Minimum CGPA 2.5+</b><br>no dues; can enroll in internship course | <b>4 Modes</b><br>On-site · Virtual · Hybrid · In-house (on-campus internship, simulation work or boot camps) |
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## APPROVAL & PROCESS TIMELINE *Step 1 onwards: who does what*

| STEP 1 ›                                                                                  | STEP 2 ›                                                                                        | STEP 3 ›                                                                             | STEP 4 ›                                                                                                          | STEP 5 ›                                                                                 | STEP 6 ›                                                                                                 | STEP 7 ›                                                                                                       | STEP 8 ›                                                                                                                                                          |
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| <b>Register</b><br>Eligible student registers for the internship through course selection | <b>Supervisors Assigned</b><br>Faculty assigns Faculty Supervisor; host assigns Site Supervisor | <b>Letter Issued</b><br>Placement Office issues the internship recommendation letter | <b>Find Placement</b><br>Placement Office facilitates, or student self-finds (needs Faculty + Placement approval) | <b>Site Evaluation</b><br>Site Supervisor evaluates intern every 3rd week (Annex-1 form) | <b>Student Submissions</b><br>Student submits report and weekly activity log every 3 weeks (Annex 2 & 3) | <b>Final Assessment</b><br>Faculty Supervisor scores report and compiles final score and level & submit to CSO | <b>Verification &amp; Approval</b><br>Placement Office verifies both documents, REPORT TO Exam for Grade then transcript is approved. Failed students re-register |
| Student                                                                                   | Department & Host                                                                               | Career Services                                                                      | Career Services                                                                                                   | Site Supervisor                                                                          | Student                                                                                                  | Faculty Supervisor                                                                                             | Career Services                                                                                                                                                   |

## ROLES & RESPONSIBILITIES

| DEPARTMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FACULTY SUPERVISOR<br><i>Academic oversight</i>                                                                                                                                                                                                                                                                                          | SITE SUPERVISOR<br><i>Host organization</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                | CAREER SERVICES OFFICE<br><i>Placement, Alumni &amp; Corporate Liaison</i>                                                                                                                                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>Department shall constitute a departmental level Placement Advisory Committee (PAC) Which:</li> <li>Approves host organization and relevance of work</li> <li>Appoints a Faculty Advisor for each student</li> <li>Runs formal orientation (Internship Coordinator)</li> <li>Holds at least one site visit or virtual meeting with industry supervisor</li> <li>Circulates evaluation forms; keeps records (PAC)</li> <li>Internship Committee evaluates presentation and viva (25%)</li> </ul> | <ul style="list-style-type: none"> <li>Provides academic oversight and mentorship</li> <li>Supports development of TOR</li> <li>Reviews student submissions periodically</li> <li>Scores final report (30%) and logbook (5%)</li> <li>Compiles final score, level and grade</li> <li>Gives guidance throughout the internship</li> </ul> | <ul style="list-style-type: none"> <li>Provides a meaningful IT / software role with a dedicated industry supervisor</li> <li>Supervises on the ground; allocates tasks</li> <li>Monitors attendance, performance, conduct</li> <li>Gives feedback to the intern</li> <li>Evaluates every 3rd week on (Annex-1) &amp; submit to faculty supervisor through intern</li> <li>Issues Internship Completion Certificate along with all signed Annex</li> <li>Evaluation weight: 40%</li> </ul> | <ul style="list-style-type: none"> <li>Facilitates internships; employer relations</li> <li>Approves self-found internships (with Faculty)</li> <li>Issues recommendation letters</li> <li>Collects signed evaluation forms by faculty &amp; site supervisor + certificate</li> <li>Photocopy will be sent to exam department and original will be kept by CSO</li> <li>Verifies both documents before final transcript approval</li> </ul> |

## ELIGIBILITY, FORMATS & COURSE CODE

| ELIGIBILITY & STUDENT DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FORMATS & HOST ORGANIZATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                            | COURSE CODE, TITLE & CREDIT HOURS |                |                    |              |            |
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| <ul style="list-style-type: none"> <li>Eligibility: minimum CGPA 2.5, all university dues cleared, enrolled in the internship course for the intended semester</li> <li>Submit the Internship Approval Form to the Internship Coordinator before starting</li> <li>Maintain a weekly logbook; stay in regular contact with the Faculty Advisor</li> <li>Follow host rules, attendance, work hours, dress code and safety protocols</li> <li>Submit all documents and reports by the deadlines</li> </ul> | <ul style="list-style-type: none"> <li>On-Site: physical presence at host throughout</li> <li>Virtual: same supervision, logs and reporting; reliable internet needed</li> <li>Hybrid: on-site plus virtual</li> <li>Boot Camp: 80–100 hrs with industry partners, preferably on weekends, (6 weeks)</li> <li>Hosts: software houses and IT companies, tech startups and incubators, IT departments of banks, industries and multinationals, telecoms, R&amp;D organizations</li> </ul> |                                   |                |                    |              |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>S#</b>                         | <b>Program</b> | <b>Course Code</b> | <b>Title</b> | <b>Cr.</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1                                 | BS CS          | CS-XXX             | Internship   | 3+0        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2                                 | BS SE          | SE-XXX             | Internship   | 3+0        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3                                 | BS AI          | AI-XXX             | Internship   | 3+0        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4                                 | BS CySec       | CySec-XXX          | Internship   | 3+0        |

EVALUATION, DELIVERABLES & TRANSCRIPT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
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| <p><b>EVALUATION WEIGHTAGE</b></p> <ul style="list-style-type: none"><li>▪ Site supervisor evaluation: <b>40%</b></li><li>▪ Final internship report: <b>30%</b></li><li>▪ Final presentation &amp; viva voce: <b>25%</b></li><li>▪ Weekly logbook &amp; timely submissions: <b>5%</b></li></ul> <p><b>KEY INDICATORS</b></p> <p>Work accomplishment · Creative and problem-solving skills · Organizational skills · Communication · Interpersonal skills · Professional behaviour</p> | <p><b>MANDATORY DELIVERABLES</b></p> <ul style="list-style-type: none"><li>▪ Internship Approval Form (before start)</li><li>▪ Weekly activity logbook</li><li>▪ Final internship report</li><li>▪ Final presentation and viva voce</li><li>▪ Signed Site Supervisor Evaluation Form</li><li>▪ Internship Completion Certificate</li></ul> | <p><b>WHAT SHOWS ON THE TRANSCRIPT</b></p> <p>The overall score decides the performance level reflected on the student's transcript; FEST also assigns a grade (A, B, C or F).</p> <table><tr><td>Level 1</td><td>80–100% · A</td><td>Outstanding; exceeded workplace expectations</td></tr><tr><td>Level 2</td><td>65–79% · B</td><td>High levels of achievement</td></tr><tr><td>Level 3</td><td>50–64% · C</td><td>Satisfactory work performance</td></tr><tr><td>Level 4</td><td>Below 50% · F</td><td>Did not demonstrate satisfactory performance</td></tr></table> <ul style="list-style-type: none"><li>▪ <b>On completion:</b> Level 1–3 shows on transcript after TAS Portal clearance (signed forms + certificate), once the Placement Office verifies both documents.</li><li>▪ <b>On failure (Level 4):</b> student must re-register for the internship course and pass before the program is completed. Plagiarism or academic dishonesty may also result in an F.</li></ul> | Level 1 | 80–100% · A | Outstanding; exceeded workplace expectations | Level 2 | 65–79% · B | High levels of achievement | Level 3 | 50–64% · C | Satisfactory work performance | Level 4 | Below 50% · F | Did not demonstrate satisfactory performance |
| Level 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 80–100% · A                                                                                                                                                                                                                                                                                                                                | Outstanding; exceeded workplace expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
| Level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 65–79% · B                                                                                                                                                                                                                                                                                                                                 | High levels of achievement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
| Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 50–64% · C                                                                                                                                                                                                                                                                                                                                 | Satisfactory work performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
| Level 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Below 50% · F                                                                                                                                                                                                                                                                                                                              | Did not demonstrate satisfactory performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
| <p><b>Code of conduct:</b> follow the host organization's professional code of conduct · strictly protect the organization's proprietary information · any academic dishonesty, including plagiarism in the internship report, is handled under university policy and may result in grade F.</p>                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |
| <p>Internship completion is mandatory for the award of the degree. <i>Source: FEST Undergraduate Internship Handbook 2026</i></p>                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |             |                                              |         |            |                            |         |            |                               |         |               |                                              |