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Internship Policy: Guidelines and Procedures

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Chapter 1. Introduction

In today's competitive world, companies need a talented and innovative workforce to stay ahead. Creating a strong internship policy is a key strategy to build a pool of future talent. The aim of this internship policy is to enhance students' employability by providing them with real-world industry experience. Internships help new graduates gain professional experience and give companies fresh ideas and potential future leaders. Traditionally, technical schools have only had limited interactions with industries, such as short visits and faculty communications. However, there is now a need to make education more aligned with what industries require.

The All India Council for Technical Education (AICTE) has taken steps to promote industrial internships for students in technical institutes to improve their employability. They have developed a model curriculum, which includes a four to eight weeks and six-month internship, to ensure that students are well-prepared for the workforce. AICTE's Model Internship Guidelines provide detailed steps for setting up and managing internships and include agreements with various organizations to facilitate placements.

At SRP, internships are a crucial part of the academic program, and completing one is necessary for graduation. We offer different types of internships, all of which earn academic credits. These internships give students hands-on experience in real-world settings, allowing them to apply what they've learned in class, interact with professionals, and improve their skills. Internships often lead to job offers, providing students with industry experience, career exploration, and valuable additions to their resumes.

1.1. Objectives:

The Internship Policy aims to bridge the gap between academic learning and real-world professional experience by providing students with structured, short-term, and supervised placements in various industrial settings. These internships are designed to be meaningful and mutually beneficial, allowing students to gain practical skills and insights that are essential for their career development. By clearly defining the objectives and activities of the internship program, we ensure that both interns and organizations maximize the benefits of this collaborative effort, fostering an environment conducive to learning, growth, and professional excellence.

The objectives for this Internship Policy can be summarized as follows:

1. **Exposure to Industrial Environment:** Facilitate students' exposure to real-world industrial settings that cannot be simulated in the classroom, thereby creating competent professionals for the industry.
2. **Skill Development:** Provide opportunities for students to learn, understand, and sharpen real-time technical and managerial skills required for their professional careers.
3. **Current Technological Developments:** Ensure students are exposed to the latest technological advancements relevant to their field of study.
4. **Practical Application of Knowledge:** Encourage students to apply theoretical knowledge in real industrial situations and use their experiences in classroom discussions.
5. **Report Writing and Project Documentation:** Enhance students' ability to write technical reports and document projects effectively.

6. **Ethical and Professional Responsibility:** Familiarize students with engineers' responsibilities and ethics.
7. **Materials, Processes, and Quality Control:** Provide insights into various materials, processes, products, and their applications, including relevant aspects of quality control.
8. **Professional and Personal Development:** Promote academic, professional, and personal growth.
9. **Future Employment Opportunities:** Expose students to potential future employers and create linkages for future job or research opportunities.
10. **Social and Rural Awareness:** Increase students' awareness of rural and socially deprived communities through internships, encouraging innovative solutions that lead to positive social impacts.
11. **Workplace Dynamics:** Help students understand the social, economic, environmental, and administrative factors influencing the working environment in industrial organizations.
12. **Teamwork and Hierarchical Understanding:** Acquaint students with different working styles and hierarchy levels in industries, fostering teamwork skills.
13. **Professional Communication Skills:** Develop students' skills in all forms of professional communication, including pre-internship applications, interpersonal skills during the internship, and post-internship report writing.
14. **Lifelong Learning and Professional Development:** Demonstrate the impact of internships on students' lifelong learning and professional growth.

1.2. Benefits

Internships provide hands-on experience, bridging the gap between academic learning and practical application. They enhance professional skills, making students more competitive in the job market. Internships also offer networking opportunities with industry professionals and potential employers. Additionally, they help students explore and solidify their career interests and goals. Below discussing about the benefits of internship for the industry and students.

Benefits to the Industry

1. Availability of ready to contribute candidates for employment.
2. Year-round source of highly motivated pre-professionals.
3. Students bring new perspectives to problem solving.
4. Visibility of the organization is increased on campus.
5. Quality candidate's availability for temporary or seasonal positions and projects.
6. Freedom for industrial staff to pursue more creative projects.
7. Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
8. Proven, cost-effective way to recruit and evaluate potential employees.
9. Enhancement of employer's image in the community by contributing to the educational enterprise.

Benefits to the Students

1. An opportunity to get hired by the industry/organization.
2. Practical experience in an organizational setting.
3. Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth
4. more than classroom teaching.
5. Helps them decide if the industry and the profession is the best career option to pursue.
6. Opportunity to learn new skills and supplement knowledge.
7. Opportunity to practice communication and teamwork skills.
8. Opportunity to learn strategies like time management, multi-tasking etc. in an industrial setup.
9. Opportunity to meet new people and learn networking skills.
10. Makes a valuable addition to their resume.
11. Enhances their candidacy for higher education.
12. Creating network and social circle and developing relationships with industry people.
13. Provides opportunity to evaluate the organization before committing to a full-time position.

Benefits to the Institute:

1. Build industrial relations.
2. Makes the placement process easier.
3. Improve institutional credibility & branding.
4. Helps in retention of the students.
5. Curriculum revision can be made based on feedback from Industry/students.
6. Improvement in teaching learning process.

Chapter 2. Internship guidelines

Students will not be allowed to change the mode of their internship once it has started unless there are unavoidable circumstances. In such cases, the student must apply to the Department Head with a valid reason. The decision for a mode change will be made by the Department Head with due permission from the Institute Internship Coordinator, the Vice Principal Academics, and the Principal. A list of students who have been approved for a change in internship mode will be submitted to the Internship Cell for information.

In certain specific cases where a student is unable to register for an internship, they must apply to the Principal through the VP and the Institute Internship Coordinator, providing a specific reason. The institution will then arrange for an alternate mode of internship if the application is approved. The diploma students can apply for the internship the following two purposes.

1. Internship for enhancing the employability

Graduates often face challenges entering the workforce due to a lack of required knowledge, practical skills, and experience. This gap between academic learning and job market demands creates significant hurdles for securing employment.

Employability involves the skills and attributes needed to meet job performance standards, developed through experiences in workshops and workplaces. Demonstrating these skills on the job reduces obstacles for job seekers and enhances their potential as job providers.

2. Internship for developing the research aptitude

Research aptitude involves inquiry, analysis, and interpretation using scientific methods to uncover facts and present organized viewpoints. A research internship provides hands-on training with research tools, methodologies, equipment, and policy frameworks. Interns learn from professionals and mentors in ideation, research question conceptualization, tool handling, experimentation, data collection, simulations, model development, and report preparation.

2.1. Internship Duration and Academic Credentials

The internship is a compulsory component of the curriculum, integral to graduation requirements. Students must complete the internship as specified to be eligible for graduation. Internship durations are structured according to the curriculum, ranging from a minimum of four weeks to a maximum of six months. Internships may be full-time during summer/winter vacations and part-time during the academic session. Typically, short-term internships of 4 to 8 weeks commence after the 4th and 6th semesters, while long-term internships of 4 to 6 months occur after the 7th semester during the 8th semester. Should an internship require extension, students must seek prior written approval from the department and institute via the institute's internship cell. Minimum requirement regarding Internship duration and credits is as follows in table 2.1

Table 2.1 Duration and Credit Framework for Internship

S. No.	Schedule	Duration	Activities	Credits	Remark
1	Summer internship after 2 nd Semester	3-4 Weeks	Inter/Intra Institutional Activities		
2	Summer internship I after 4 th Semester	4-8 Weeks	Industrial/Govt./NGO/MSME/ Rural Internship/Innovation /Entrepreneurship/ NSQF Level 3,4,5	1.5	2 Months' internship during 2nd year summer vacation and to be evaluated in III Year I Semester
3	Summer internship II after 6 th Semester	4-8 Weeks	Industrial/Govt./NGO/MSME/ Rural Internship/Innovation /Entrepreneurship/ NSQF Level 3,4,6	3	2 Months internship during 3rd year summer vacation and to be evaluated in IV Year I Semester
4	8 th Semester	6-8 Months	Project work, Seminar	12	

Table 2.1 outlines the required activities for students during their summer vacations following the 2nd semester. These activities include:

- 1. Inter/Intra Institutional Activities:** Training with higher institutions, soft skill training organized by the Training and Placement Cell, contributions to the institute's incubation/innovation/entrepreneurship cell, participation in conferences/workshops/competitions, learning at departmental labs/tinkering labs/institutional workshops, working on consultancy/research projects within the institute, and participation in Institute's Innovation Council activities (e.g., IPR workshops, leadership talks, idea/design/innovation/business competitions, technical expos).

During the summer/winter vacations after the 4th and 5th semesters, students are encouraged to gain industrial experience. They may choose to engage in:

- 2. Internship/Innovation/Entrepreneurship Activities:** Students can work on innovation or entrepreneurial projects, potentially leading to a startup, or participate in internships with industries, NGOs, government organizations, or micro/small/medium enterprises to prepare for professional careers.

Throughout the 8th semester, students are required to undertake project work and seminars as specified in the institute's curriculum.

Every student must maintain a file containing documentary proofs of their activities. The evaluation of these activities will be conducted by the Program Head, Cell In-charge, Project Head, TPO, Faculty Mentor, or Industry Supervisor, as specified.

2.2. Mode of Execution

Internship may be done through following verticals through offline/online mode

a. Full Time Internship (4 months or more)

1. Full time Industry Internship cum project

Under this category, students are expected to work within their respective engineering industrial domains on problems identified and assigned by the industry. These problems may/will serve as the academic project for the 8th semesters. Departmental faculty will guide and coordinate with industry mentors to develop feasible solutions.

The time students spend collaborating with the industry through discussions, on-site activities, industrial training or periodic visits for data collection will count as industrial internship activity.

Students can start their internship from the 7th semester with prior permission from their respective department and the institute internship coordinator. They must ensure they meet attendance requirements for their 7th-semester subjects to complete their credits. During the 8th semester, students can continue their full-time internship with the industry while working on their project. The project guide is responsible for scheduling and strictly following up on the student's interaction with the industry mentor throughout the internship and project duration. Table 2.2 represent the flow of activity to be followed under this category.

Table 2.2 Steps and timeline to be followed as a guideline for “Full time Industry Internship cum project”

Step. No	Description of Activity	Responsibility	Timeline
1	Identification of industrial Problem for Project	Faculty /Students	Vacation between 6 th and 7 th semester
1.1	If faculty identify problem, then necessary communication Industry mentor and identify group of students/ single student	Faculty	Vacation between 6 th and 7 th semester
1.2	If student identify problem, then necessary communication with domain expert faculty and then step 1.1 follows	Student	Vacation between 6 th and 7 th semester
2.	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor	At 1 st week of 7 th semester
3	Final Objective, methodology and schedule of interaction presentation in front of project monitoring committee at department.	Students, Faculty and departmental Internship Coordinator	At 3 rd week of 7 th semester

4	Students to start adhering to schedule of interaction with necessary weekly reporting during Project hours of academic schedule*	Students	Throughout the 7 th and 8 th semester as per predefined schedule
5	Changes in schedule and work methodology to be agreed and signed off mutually between faculty and industry mentor.	Students, Faculty and Industry mentor	Special circumstances during execution
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7 th semester
7	Project will continue during vacation at Industry location for Minimum 1 week and necessary Project offices are allowed with prior permission on paper	Students, Faculty and Industry mentor	During vacations between 7 th and 8 th semester
8	Project and Industrial internship will resume as per guidelines 4 and 5		8th semester
9	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8th semester

If the internship tenure extends beyond six months and spans the final academic year of the B.Tech program, requiring students to stay at the location designated by the research organization, students must take the institute's examinations during the 7th and 8th semesters. This should be done with prior permission from the research or internship organization. Students are required to follow the protocol for academics as outlined in the signed documentation, ensuring they adhere to the defined academic guidelines and maintain their academic responsibilities despite being off-campus. This arrangement ensures that students can fulfil both their academic and practical training commitments effectively.

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

**Students opting internship in industry must make sure that the industry should be registered in AICTE for credit transfer.

***Students need to adhere to guidelines set by the respective industry during the span of internship/project

2. Full time research internship at research organization/Indian University/Foreign University

Under this category, students will have the opportunity to undertake research projects or internships facilitated by recognized research organizations or organizations recommended by AICTE's Internship Policy, both within India and abroad. Throughout the duration of these projects or internships, students will be guided and monitored by a faculty mentor from their respective department. The faculty mentor will play a crucial role in periodically assessing

and overseeing the progress of the students, ensuring they meet academic and project-specific milestones. This structured approach not only provides students with practical, hands-on experience in their field of study but also ensures they receive valuable guidance and feedback from experienced faculty members, enhancing their overall learning and professional development.

As previous, students can start their internship from the 7th semester with prior permission from their respective department and the institute internship coordinator. They must ensure they meet attendance requirements for their 7th-semester subjects to complete their credits. During the 8th semester, students can continue their full-time internship with the organisation while working on their project. The project guide is responsible for scheduling and strictly following up on the student's interaction with the organisational mentor throughout the internship and project duration. Table 1.2 represent the flow of activity to be followed under this category.

Table 2.3 Steps and timeline to be followed as a guideline for “Full time research internship at research organization/Indian University/Foreign University”

Step. No.	Description of Activity	Responsibility	Timeline
1	Advertisements issued by research organisations for research activity or Internship for UG students	Faculty /Students	Prevailing period of advertisement in 6 th and 7 th semester
2.	Scrutiny of Students and support to students for application procedure	Faculty and Internship coordinator	Before last date of application available in advertisement
3	Faculty mentor to coordinate with parents of identified students and prepare necessary documents	Students, Faculty and departmental Project/ Internship Coordinator	Before last date of application available in advertisement
4	Faculty mentor to Interact with representative of research organisation	Faculty	After selection students for Research/Internship program
5	Students to report weekly to faculty mentor about progress of Research Students, Faculty Throughout tenure of Program activity/Internship activity	Students, Faculty	Throughout tenure of Program
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7 th semester
7	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8 th semester

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

****Students opting internship in research organisation must make sure that the organisation should be registered in AICTE for credit transfer.**

*****Students need to adhere to guidelines set by the respective organisation during the span of internship/project.**

If the research or internship tenure extends beyond six months and spans the final academic year of the B.Tech. program, requiring students to stay at the location designated by the research organization, students must take the institute's examinations during the 7th and 8th semesters. This should be done with prior permission from the research or internship organization. Students are required to follow the protocol for academics as outlined in the signed documentation, ensuring they adhere to the defined academic guidelines and maintain their academic responsibilities despite being off-campus. This arrangement ensures that students can fulfil both their academic and practical training commitments effectively.

b. Short Term/Summer Internship (4 to 8 Weeks)

1. Internship in industry with inhouse project

Under this category, Academic Project and Internship will be treated as separate entities. Students will perform academic projects issued by departmental faculties, with the tenure of these projects spanning the 7th and 8th semesters. Internship activities will commence from the End Semester Examination (ESE) of the 7th semester and will last for a minimum period of 4 to 8 weeks. This internship should preferably be aligned with the project activities and the student's domain area. This approach ensures that students gain both theoretical knowledge through their academic projects and practical experience through internships, thereby enhancing their overall learning and employability.

Table 1.4 Steps and timeline to be followed as a guideline for “Internship in industry with inhouse project”

Step. No.	Description of Activity	Responsibility	Timeline
1	Project coordinator to collect broad area of academic project from departmental faculty	Project Coordinator	Before end of 6 th semester
2.	Academic Project areas presented by faculty to be aligned with Industrial Problems	Departmental Faculty	Before end of 6 th semester
3	List of Faculty and Domain of project to be made available for students	Project Coordinator	During Vacation Period between 6 th and 7 th semester
4	Students to approach Faculties and finalise their project groups and area of Project by discussion with faculty	Students and Faculty	During Vacation Period of 6 th and 7 th semester
5	Project guide will start identifying Industrial organisations for Internship of respective students aligned with project domain area	Project Guide	Before end of 7 th semester

6	Assist project guide for finalising organisation for Internship of respective students and keep records of the same	Department Internship Coordinator	Before end of 7 th semester
7	Necessary documentation will be maintained by project guides as per Internship Policy of Institute	Project Guide	Before end of 7 th semester
8	Students will start internship after end of 7 th semester examination for period of 6 to 8 weeks	Students	After end of 7 th semester examination
9	Project Guide to monitor student's performance by interacting with Internship on-site mentor or by surprise visit at Internship location	Project Guide	During tenure of Internship with minimum two communications
10	Report and Presentation	Students, Project guide and Department Internship Coordinator	After end of internship

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

**Students opting internship in industry must make sure that the industry should be registered in AICTE for credit transfer.

***Students need to adhere to guidelines set by the respective industry during the span of internship/project.

2. Internship in industry

In this category, students are free to pursue internships in the industry and will work on problems identified and assigned by the industry. Internship activities will commence from the End Semester Examination (ESE) of the 7th semester and will last for a minimum period of 4 to 8 weeks. The purpose of this approach is to ensure that students gain practical knowledge through the hands-on experience of projects, thereby developing their professional skills and enhancing their overall learning and employability.

Table 2.5 Steps and timeline to be followed as a guideline for “Internship in industry”

Step. No.	Description of Activity	Responsibility	Timeline
1	Identify potential industry partners and internship opportunities	Department, Faculty Mentor and Student	Before end of 6 th semester
2.	Internship opportunities from industry partners to be collected and aligned with students' academic and professional goals	Department and Faculty Mentor	Before end of 6 th semester
3	List of available internships and organizations to be provided to students	Department and Internship Coordinator	During vacation period between 6 th and 7 th semester

4	Students to apply for industry internships and finalize their placements through discussions with industry partners	Students and Industry Partners	During vacation period between 6th and 7th semester
5	Industry partners to assign mentors for each student and define the scope of the internship	Industry Partners	Before end of 7th semester
6	Assist students with necessary documentation and formalities for internship placements	Faculty and Internship Coordinator	Before end of 7th semester
7	Students will start their internships after the end of the 7th semester examination for a period of 6 to 8 weeks	Students	After end of 7th semester examination
8	Industry mentors to monitor students' performance and provide regular feedback	Industry Mentors	During the tenure of the internship
9	Maintain communication with industry mentors to ensure alignment and address any issues	Faculty Mentor	During the tenure of the internship with a minimum of two communications
10	Report and presentation	Students, Industry Mentors, Faculty Mentor and Department	After end of internship

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

**Students opting internship in industry must make sure that the industry should be registered in AICTE for credit transfer.

***Students need to adhere to guidelines set by the respective industry during the span of internship/project.

3. Internship with inhouse project

In this category, students will undertake internships within the institution, working on projects initiated and managed by the in-house faculty or research teams. These projects will align with the academic curriculum and ongoing research initiatives, providing students with a structured environment to apply their theoretical knowledge to real-world problems. The internships will start after the End Semester Examination (ESE) of the 7th semester and will last for a minimum of 4 to 8 weeks. This approach allows students to gain hands-on experience while benefiting from close mentorship and guidance from their faculty, thereby enhancing their practical skills and understanding of their field of study, and improving their overall readiness for professional careers.

Table 2.6 Steps and timeline to be followed as a guideline for “Internship with inhouse project”

Step. No.	Description of Activity	Responsibility	Timeline
1	Project coordinator to collect Broad area of academic Project from departmental faculty	Department Project Coordinator	Before end of 6 th semester
2.	Inhouse project areas aligned with student interests and skills	Department Project Coordinator and Faculty	Before end of 6 th semester
3	List of Faculty and Domain of project to be made available for students	Department Project Coordinator	During Vacation Period between 6 th and 7 th semester
4	Students to approach Faculties and finalise their project groups and area of Project by discussion with faculty	Students and Faculty	During Vacation Period of 6 th and 7 th semester
5	Project guide assists in defining project scopes and objectives	Project Guide	Before end of 7 th semester
6	Project guide allocates inhouse projects to respective students	Project Guide	Before end of 7 th semester
7	Necessary documentation will be maintained by project guides as per Internship Policy of Institute.	Department Internship Coordinator and Project Guide	Before end of 7 th semester
8	Students will start internship after end of 7 th semester examination for minimum period of 4 to 8 weeks	Students	after end of 7 th semester examination
9	Regular monitoring of student progress and mentor interactions	Department Internship Coordinator and Project Guide	During Project Duration
10	Report and Presentation	Students, Project guide and Department Internship Coordinator	After end of inhouse project

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

***Students need to adhere to guidelines set by the institution internship cell during the span of internship/project.

4. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)

In this category, students will engage in internships facilitated by the institution's incubation centre, focusing on developing project prototypes through entrepreneurial initiatives and start-up ventures. These internships will begin after the End Semester Examination (ESE) of the 7th semester and will last for a minimum of 4 to 8 weeks. Students will work on innovative projects aimed at creating viable prototypes, receiving support and mentorship

from experienced entrepreneurs and industry professionals. This hands-on experience in a start-up environment will foster entrepreneurial skills, encourage creative problem-solving, and provide valuable insights into the process of bringing new products and services to market. This approach not only enhances the students' practical knowledge and professional skills but also prepares them for potential future entrepreneurial endeavours, significantly boosting their overall employability and career prospects.

Table 2.7 Steps and timeline to be followed as a guideline for “Internship accounted through incubation centre”

Step. No.	Description of Activity	Responsibility	Timeline
1	Identify potential project ideas aligned with entrepreneurial themes	Incubation Centre Staff and Department coordinator	Before end of 6 th semester
2.	Match students' interests and skills with available project ideas	Incubation Centre Staff and Department coordinator	Before end of 6 th semester
3	Provide list of available projects and mentor domains to students	Incubation Centre Staff and Department coordinator	During Vacation Period between 6 th and 7 th semester
4	Students select project groups and finalize project areas	Students, Incubation Centre Staff and Department coordinator	During Vacation Period of 6 th and 7 th semester
5	Define project scopes and objectives with mentor guidance	Assigned Project Mentor	Before end of 7 th semester
6	Allocate projects to respective students	Assigned Project Mentor	Before end of 7 th semester
7	Necessary documentation will be maintained by project mentor as per Internship Policy of Institute.	Incubation Centre Staff and Project Mentor	Before end of 7 th semester
8	Students will start internship after end of 7 th semester examination for minimum period of 4 to 8 weeks	Students	After end of 7 th semester examination
9	Regular monitoring of student progress and mentor interactions	Assigned Project Mentor and Incubation Centre Staff	During Project Duration
10	Report and Presentation	Students, Assigned Project Mentor and Incubation Centre Staff	After end of inhouse project

*Students and faculty must maintain all documentary records in accordance with the monitoring and assessment protocols outlined in the Internship policy documents.

***Students need to adhere to guidelines set by the respective centre during the span of internship/project.

Chapter 3. Organisational Structure, Roles and Responsibilities

The industry seeks students who are vibrant, energetic, ready to accept challenges, attentive, with a strong academic background, fast learners, open to learning on the job, and possess good communication skills. To meet these expectations, a dedicated Internship Cell is essential, playing a crucial role in enhancing students' career prospects. This cell bridges the gap between academic learning and industry requirements, ensuring students are well-prepared and competitive in the job market.

The purpose of the Institute Internship Cell is to facilitate and coordinate internship opportunities for students, ensuring they gain practical experience in their field of study. It aims to bridge the gap between academic learning and professional practice by collaborating with industry partners. The cell supports students in preparing for internships through guidance, workshops, and resources. It also monitors and evaluates the students' progress to ensure a valuable learning experience.

Below figure 3.1 shows the comprehensive flowchart depicting the detailed processes and steps involved in the institute's internship cell, outlining the roles and responsibilities at different levels:

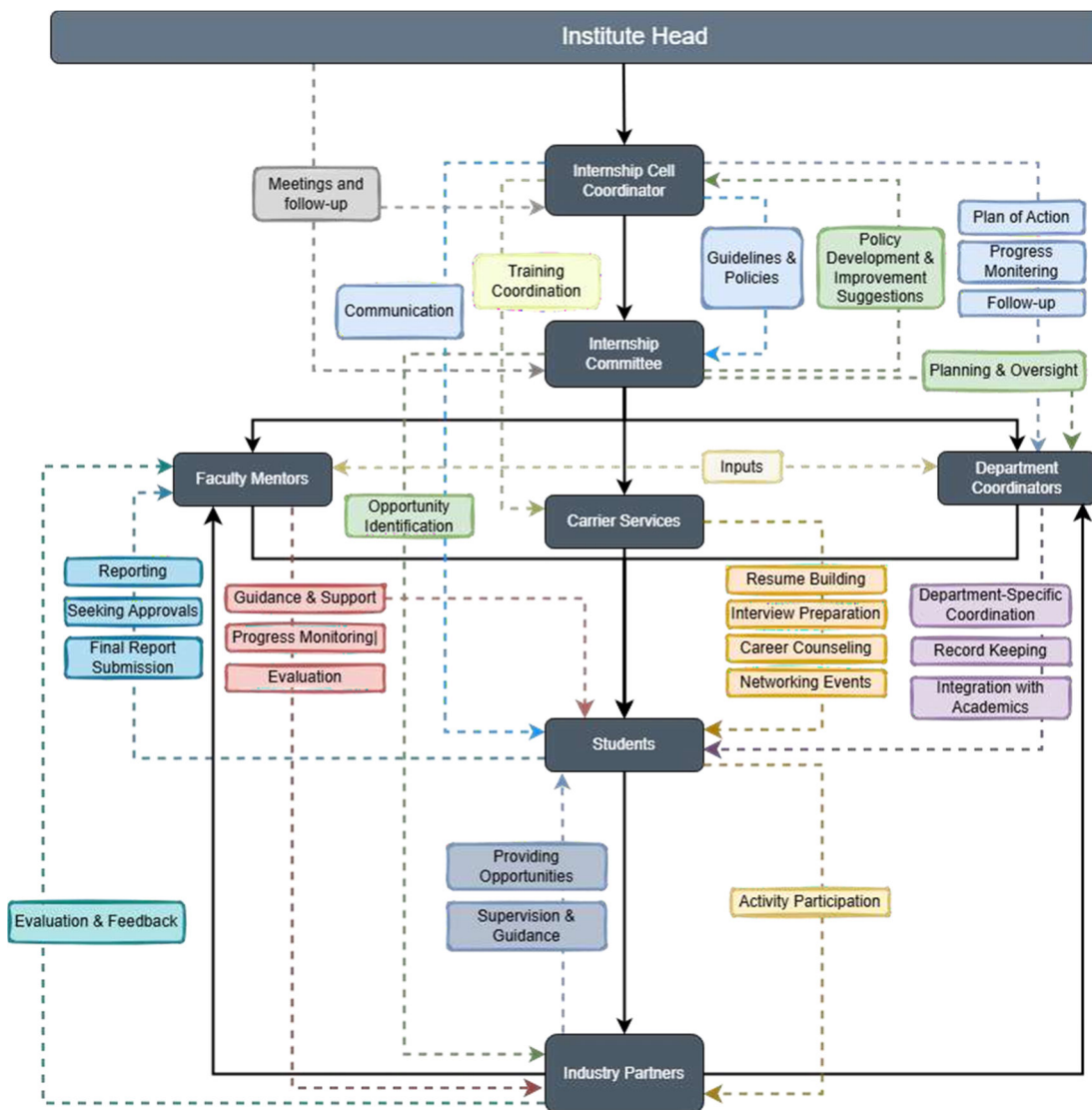


Fig 3.1: Organizational Structure, Roles and Responsibilities at different levels

The role and responsibilities at different levels are highlighted below

1. Institute Head (Overall Supervision):

- Provides strategic direction and oversight for the internship program.
- Ensures alignment with institutional goals and curriculum requirements.
- Reviews and approves major internship policies and agreements.

2. Internship Cell Coordinator (Overall Coordination):

- Manages the overall operations of the internship cell.
- Acts as the primary liaison between the institute, students, and external organizations.
- Organizes orientation sessions and workshops for students.
- Oversees the matching of students with internship opportunities.
- Ensures compliance with internship policies and procedures.

3. Internship Committee (Planning & Oversight):

- Develops and implements internship policies and guidelines.
- Identifies potential internship opportunities and collaborates with industry partners.
- Reviews and approves internship proposals and agreements.
- Monitors the progress and performance of the internship program.
- Addresses any issues or concerns raised during the internship period.

4. Faculty Mentors (Guidance & Support):

- Provides guidance and support to students throughout the internship process.
- Assists students in selecting suitable internships based on their academic and career goals.
- Reviews and approves students' internship plans and objectives.
- Conducts regular check-ins with students to monitor progress and address any challenges.
- Evaluates students' performance and provides feedback.

5. Career Services (Support):

- Provides resources and support for students to prepare for internships.
- Conducts resume-building and interview preparation workshops.
- Offers career counselling and job search assistance.
- Coordinates career fairs and networking events with potential employers.

6. Department Coordinators (Department-Specific):

- Coordinates internship activities within specific departments.
- Ensures department-specific requirements and standards are met.
- Acts as a liaison between faculty mentors and the internship cell coordinator.
- Helps integrate internship experiences with academic learning.
- Maintains records of student placements and performance within the department.

7. Industry Partners (Internship Hosts):

- Provide internship opportunities and define roles and responsibilities for interns.
- Offer guidance and supervision to students during their internships.
- Evaluate student performance and provide feedback to the institute.
- Collaborate with the institute to ensure the internships align with academic and professional standards.

8. Students (Participation & Reporting):

- Actively participate in internship activities as per the guidelines.
- Prepare and maintain a file with documentary proof of activities completed.
- Seek approval for any changes or extensions to the internship duration.
- Submit regular progress reports and a final internship report for evaluation.
- Attend all required workshops, orientations, and debriefing sessions.
- Reflect on internship experiences and apply learnings to academic and career goals.

Chapter 4. Internship Execution Process

The Internship Execution Process is designed to ensure a structured and productive experience for both students and industry partners. This process begins with the selection and approval of internship placements that align with students' academic and career goals. Students are then oriented and trained on relevant company policies, safety protocols, and project expectations. Throughout the internship, regular communication and progress tracking are maintained between students, faculty mentors, and industry supervisors. This collaborative approach ensures adherence to project commitments, ethical standards, and health and safety guidelines. The process concludes with the evaluation of learning outcomes, reflection on experiences, and the preparation of comprehensive internship reports, ensuring that students derive maximum benefit from their internships.

Step 1: Request Submission

The first step in the internship application process involves the Internship Cell sending a formal request letter or email to various industries identified and suggested by the Department Internship Coordinator and Faculty Mentor. This communication requests the allocation of internship slots ranging from 4 to 8 weeks during Summer Internship I and II or 4 to 6 months during the 8th semester. Concurrently, students prepare and submit their individual request letters, profiles, and areas of interest to the targeted industries, expressing their willingness and eagerness to undertake the training. This step ensures that both the institute and the students proactively reach out to potential industry partners to secure valuable internship opportunities.

Step 2: Industry Confirmation

The industry confirms the training slots and the number of seats allocated for internships via a confirmation letter or email. Additionally, the industry assigns a mentor or supervisor to facilitate communication with the students. If students arrange their own training, they must submit the industry's confirmation letter to the Internship Cell through the concerned department. This ensures proper coordination and documentation for all internship arrangements.

Step 3: Allocation of Students

The allocation of students to their respective industries is carried out by the Department Internship Coordinator and Internship Cell based on the agreed internship slots confirmed by the industries. It is important to ensure that each student is matched to an appropriate internship opportunity that aligns with their academic background and interest areas. To facilitate this process, communication may also be conducted via phone, fax, or email by the relevant members of the cell, ensuring a smooth and efficient allocation process.

Step 4: Joining and Reporting

Upon receiving the final offer letter or email confirmation, students join the allocated industry or organization to begin their internship. Immediately after joining, students are required to submit a joining report, letter, or email to Department as well as the Institute Internship Cell. This submission serves as an official notification of their commencement of the internship and ensures that all relevant institutional bodies are informed of the students' status and location.

Step 5: Internship and Evaluation

During the internship period, students engage in hands-on training at the assigned industry or organization, applying their academic knowledge to real-world scenarios. To ensure a comprehensive learning experience, the assigned faculty mentor evaluates the students' performance periodically. This evaluation occurs once or twice, either through on-site visits or video conferencing sessions. The faculty mentor assesses the students' progress, skills development, and overall performance. Following these evaluations, detailed reports are compiled and submitted to the Head of Department through the Department Internship Coordinator. These reports provide valuable feedback and ensure that the internship objectives are being met, contributing to the students' academic and professional growth.

Step 6: Completion and Certification

After completing the internship, students are required to submit a detailed report in the format provided by the institute, documenting their activities and learnings during the internship. Additionally, they must obtain and submit a certificate from the industry/organization where they interned, which verifies the successful completion of the internship. This certificate serves as official documentation of the student's participation and performance, and it is issued by the industry/organization as a formal acknowledgment of the student's efforts and accomplishments during the internship period.

Step 7: Final Evaluation and Issuance of Completion List

The final evaluation of the students' internships is now conducted. The Institute Internship Cell compiles and issues a list of students who have successfully completed their internships to the concerned department office. This list serves as a formal record of internship completion. The evaluation of the students is carried out according to the criteria defined in Chapter 10 of the AICTE Internship Policy, ensuring a standardized and comprehensive assessment of their performance and learning outcomes during the internship period.

The Internship Execution Process ensures a comprehensive and structured approach to internships, aligning students' academic goals with practical industry experience. Through orientation, regular communication, and diligent progress tracking, students are supported in achieving their learning objectives. This process fosters professional growth, adherence to ethical standards, and a focus on health and safety, culminating in valuable experiences and well-prepared internship reports.

Chapter 5. Instructions and Suggestions

This chapter provides comprehensive guidelines to ensure a successful and enriching internship experience for all stakeholders. It includes detailed instructions and suggestions for students, outlining their responsibilities and expectations. Faculty mentors receive guidance on effectively supporting and evaluating students. Departments are advised on coordinating and maintaining high standards for internships. Lastly, the chapter emphasizes the importance of health, safety, and welfare of interns, ensuring a secure and productive environment for all participants.

5.1. Instructions and Suggestions for Students

Students participating in internships must adhere to a minimum duration engagement in projects and assignments aligned with industry standards. It's essential to follow all rules and obtain permissions for using industry documents. Upholding ethical practices, prioritizing health and safety, and maintaining regular communication with academic guides ensures a productive and enriching internship experience. Following this set of instructions and suggestions is crucial for students to maximize their internship experience.

1. **Minimum Duration:** Completing a minimum 4-week internship is mandatory for all students, providing essential hands-on experience in real-world environments.
2. **Projects and Assignments:** Engaging in mini projects, assignments, and case studies tailored to your interests enhances practical skills and fosters deeper industry insights.
3. **Adherence to Rules:** Strict adherence to industry rules and regulations ensures a professional and productive internship experience.
4. **Commitment of Completion:** Students are required to complete the full internship period without exception, except in cases of special need approved by the Institute Internship Cell through the respective department. This policy ensures commitment to learning and professional development throughout the internship duration.
5. **Permissions for Documents:** Obtaining prior permission before using industry documents such as drawings or photographs demonstrates respect for intellectual property rights and professional integrity.
6. **Ethical Practices:** Upholding ethical practices and industry-standard operating procedures (SOPs) promotes a culture of integrity and responsibility within the workplace.
7. **Health and Safety:** Prioritizing health and safety protocols prescribed by the industry safeguards both personal well-being and professional conduct.
8. **Weekly Communication:** Regular communication with your academic guide ensures consistent progress updates and guidance throughout your internship journey.
9. **Internship Report:** Crafting a comprehensive internship report in consultation with your academic guide consolidates your learning and achievements during the internship.
10. **Active Involvement:** Taking an active role in internship-related activities fosters initiative and enhances professional networking and career prospects.
11. **Learning Goals:** Setting clear learning goals from the outset guides your internship experience and maximizes your professional development.

12. **Exploring Large Organizations:** Rotating through different departments in large organizations broadens your understanding of diverse career paths and organizational dynamics.
13. **Positive Attitude:** Approaching tasks with enthusiasm and positivity cultivates a proactive mindset and enhances overall learning and contribution.
14. **Inquisitiveness and Initiative:** Demonstrating curiosity and taking initiative in new projects enriches your learning experience and showcases your potential impact within the organization.
15. **Enjoyment and Accomplishments:** Embracing the internship journey with enjoyment and aiming for tangible accomplishments ensures a fulfilling and rewarding experience.
16. **Regular Schedule:** Maintaining a disciplined internship schedule in coordination with your project head optimizes productivity and project outcomes.
17. **Bridge Between College and Workplace:** Viewing the internship as a bridge between academic learning and professional practice underscores the importance of professionalism and continuous learning.
18. **Compliance with Company Policies:** Adhering to company policies and procedures demonstrates respect for organizational norms and fosters a harmonious work environment.

By adhering to these guidelines, students can develop essential skills, build professional relationships, and contribute meaningfully to their chosen field. These guidelines aim to ensure a structured and beneficial internship that aligns with academic and industry expectations

5.2. Instructions and Suggestions for Faculty Mentor

Faculty mentors play a critical role in guiding students through their internships, ensuring they adhere to project commitments and ethical standards for valuable real-world experience. They help set clear learning objectives, maintain regular communication to track progress, and encourage initiative and active involvement in new projects. Mentors also emphasize the importance of health and safety protocols, professionalism, and networking within the industry.

1. **Ensure Compliance:** Monitor students' adherence to internship duration and project commitments to ensure they gain valuable real-world experience.
2. **Guide Ethical Practices:** Encourage students to adhere strictly to industry ethical standards and standard operating procedures (SOPs) for professional growth and integrity.
3. **Set Learning Objectives:** Assist students in defining clear and achievable learning goals at the start of their internship to maximize their skill development and experience.
4. **Facilitate Communication:** Maintain regular communication with students to track their progress, offer guidance, and address any challenges they may encounter during their internship.
5. **Promote Initiative:** Encourage students to take initiative in exploring new projects, roles, and learning opportunities within their internship environment.
6. **Monitor Health and Safety:** Ensure students prioritize and adhere to health and safety protocols prescribed by the industry to maintain a safe working environment.

7. **Review Documentation:** Guide students in obtaining necessary permissions before using any industry documents, ensuring respect for intellectual property rights.
8. **Encourage Reflection:** Support students in reflecting on their experiences, challenges faced, and lessons learned throughout their internship for personal and professional growth.
9. **Support Active Involvement:** Foster active participation of students in internship-related activities, encouraging them to contribute meaningfully to projects and tasks.
10. **Advise on Networking:** Provide guidance on building professional networks within the industry, helping students to establish valuable connections for future career opportunities.
11. **Evaluate Progress:** Regularly assess and evaluate students' achievements and challenges during their internship to track their overall performance.
12. **Provide Feedback:** Offer constructive feedback to students on their work, projects, and professional conduct to help them improve and grow professionally.
13. **Ensure Compliance:** Monitor students' adherence to company policies and procedures, ensuring they understand and follow organizational norms and practices.
14. **Encourage Professionalism:** Emphasize the importance of professionalism, punctuality, and ethical behavior in all aspects of their internship experience.
15. **Celebrate Achievements:** Recognize and celebrate students' accomplishments and milestones at the conclusion of their internship, reinforcing their efforts and contributions.

Following these guidelines, faculty mentors can ensure students achieve quality outcomes from their internships. These guidelines aim to provide a beneficial internship experience that enhances students' skills and contributes positively to the department. By adhering to these practices, mentors support both student development and academic excellence.

5.3. Instructions and Suggestions for Departments

In order to ensure that internships are aligned with academic curricula, providing practical relevance to students' learning goals, departments have to follow certain regulations. By fostering mentorship through qualified faculty, departments support students with academic and career advice while upholding professional standards. Cultivating partnerships with industry organizations enriches internship opportunities, offering exposure to real-world challenges.

1. **Ensure Internship Relevance:** Departments should ensure internships align closely with academic curricula and provide practical relevance to students' learning objectives. Supervisors should oversee placements that enhance students' skills and knowledge in their field of study.
2. **Facilitate Mentorship:** Departments should assign qualified faculty mentors to guide and support students throughout their internships. Mentors should monitor progress, offer academic and career advice, and ensure students adhere to professional standards.
3. **Coordinate Industry Partnerships:** Departments should cultivate and maintain partnerships with industry organizations to facilitate internship opportunities for students. Collaboration with these partners ensures internships are meaningful, providing exposure to real-world challenges and practices.

4. **Monitor Compliance:** Departments must ensure students and industry partners adhere to internship guidelines, including duration, project scope, and ethical standards. Monitoring compliance helps maintain program integrity and student welfare during their internship experience.
5. **Evaluate Learning Outcomes:** Departments should establish clear criteria for evaluating internship learning outcomes. Regular assessments, feedback sessions, and the review of internship reports enable departments to gauge students' progress and the effectiveness of internship placements.
6. **Provide Orientation and Training:** Departments should conduct orientation sessions and provide necessary training to prepare students for their internships. This includes familiarizing them with company policies, safety protocols, and project expectations.
7. **Offer Support Services:** Departments should offer support services to students during their internships, such as counselling, academic guidance, and access to resources that enhance their professional development.
8. **Encourage Feedback Mechanisms:** Departments should establish feedback mechanisms where students can provide input on their internship experiences. This allows for continuous improvement of internship programs based on student perspectives.
9. **Promote Research Opportunities:** Departments should encourage students to engage in research-oriented internships where applicable, fostering innovation and contributing to academic knowledge in their field of study.
10. **Facilitate Post-Internship Reflection:** Departments should facilitate opportunities for students to reflect on their internship experiences post-completion. This reflection aids in consolidating learning, career planning, and personal growth.

By adhering to these guidelines, departments can assure that the student can develop essential skills, build professional relationships, and contribute meaningfully to their chosen field. These guidelines aim to ensure a structured and beneficial internship that aligns with academic and industry expectations.

5.4. Health, Safety and Welfare of Interns

As per AICTE approval procedure, all institutions are required to ensure insurance of all the students and when any intern is undergoing training in a mine, the provisions of Chapter V of the Mines Act, 195, shall apply in relation to the health and safety of the trainees as if they were persons employed in the same. Also considering guidelines of the industry, Institute Internship Cell will instruct students to get insurance.

The guidelines outlined here offer vital instructions and suggestions tailored to students, faculty mentors, and departments, ensuring a cohesive and successful internship experience. By adhering to these guidelines, all parties can contribute to a safe, productive, and enriching internship environment, fostering professional growth and academic excellence. The emphasis on health, safety, and welfare further underscores the commitment to maintaining a supportive and secure setting for all interns.

Chapter 6. Internship Report

6.1. Student's Diary/Daily Log

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the student's thought process and reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The students are encouraged to use the facility available to maintain their daily log on AICTE's Internship Portal.

The daily diary may be asked to produce by the Industry Supervisor of Faculty Mentor of the student at any point of time. Failing to produce the same, Intern may be debarred for the remaining period of his/her internship. Thus, all interns must strictly maintain his/her diary. Daily Diary needs to be submitted to Faculty Mentor at the end of the Internship.

Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Faculty Mentor immediately after the completion of the training. It may be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary/log.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

6.2. Internship Report

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor. The Internship report will be evaluated by the Industry Supervisor on the basis of following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

Chapter 7. Monitoring & Evaluation of Internship

The industrial training of the students will be evaluated in three stages:

- Evaluation by Industry.
- Evaluation by faculty supervisor on the basis of site visit(s) or periodic communication.
- Evaluation through seminar presentation/viva-voce at the Institute (This evaluation can be reflected through marks assigned by Faculty Mentor).

7.1. Evaluation by Industry

The industry will evaluate the students based on the punctuality, eagerness to learn, maintenance of daily diary and skill test in addition to any remarks. Finally, Industry supervisor will evaluate overall performance of intern on a scale of 1-10 where 1 indicates Unsatisfactory and 10 indicates Excellent Performance and any value in between 1 to 10 holds meaning accordingly.

7.2. Evaluation by Institute

The Institute will evaluate the students through seminar based on their training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented
- Proper planning for presentation
- Effectiveness of presentation
- Depth of knowledge and skills
- Attendance record, daily diary, departmental reports shall also be analysed along with the Internship Report

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

7.3. Evaluation Criteria

Students must earn a total of 0 credits to successfully complete the course. These credits are distributed across three internship phases:

1. Summer Internship-I after the end of IV semester in VI semester : 0 credit
2. Summer Internship-II after the end of VI semester in VII semester : 0.0 credit
3. Full time internship : 0.0 credit

Completion of these internships is mandatory to fulfil graduation requirements. These internships are not optional and must be successfully completed as they are an integral part of the curriculum, ensuring that students gain the practical experience and skills necessary for their professional development and readiness for the industry.

Below is the evaluation breakdown by faculty mentors and industry supervisors. This ensures a comprehensive assessment of the student's performance, combining academic and practical insights to gauge their overall development.

The mentors from various categories can use the Rubrics presented below for the evaluation

1. Evaluation format for Faculty Mentor

Attribute	Poor	Midcore	Above Average	Good	Excellent
Learning aptitude, work interest					
Technical knowledge and expertise, problem analysis skills					
Initiative					
Organizational skills					
Communication skills					
Cooperation with co-workers and supervisors / Team work					
Dependent, self-reliant and responsible					
Creativity/originality/innovativeness					
Criticism acceptance					
Time utilization					

2. Evaluation format by Industry Mentor

Sr. No	Attribute	Marks (40)
1	Attendance and general behaviour/8
2	Relation within site/8
3	Initiative and efforts in learning/8
4	Knowledge and skill improvement/8
5	Time utilization and professional attitude/8
Total	/40

3. Evaluation format by Research Organization Mentor

Sr. No	Attribute	Marks (40)
1	Attendance and general behaviour/8
2	Initiative and efforts in learning/8
3	Knowledge and skill improvement/8
4	Time utilization and Flexibility/8
5	Research aptitude and orientation/8
Total	/40

4. Evaluation format by Research

Sr. No	Attribute	Marks (40)
1	Attendance and general behaviour/8
2	Start-up aptitude and initiative/8
3	Business aptitude based on market research/8
4	Efforts taken for proof of concept/8
5	Time utilization and professional attitude/8
Total	/40

Note: The evaluation format mentioned above are for the physical internship purpose only. For online internship, the evaluation should follow the standards of online internship provider.

Chapter 8. Mapping of Internship Programme Outcome with NBA Graduate Attributes

AICTE has outlined the Program Outcomes for internships in alignment with NBA Graduate Attributes focused on developing key skills and competencies essential for professional success.

S. No.	Graduate Attributes from NBA	Activities proposed	Outcome
1	Engineering Knowledge: Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Practical experience during industrial internship/Project work.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2	Problem analysis: Identify, formulate, research literature and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3	Design/Development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
4	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced engineering	Global competitiveness and employability of students will be enhanced.

S. No.	Graduate Attributes from NBA	Activities proposed	Outcome
		courses are considered for meeting internship credit requirements	
5	Modern tool usage: Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.
6	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	The AICTE Activity Point Program focuses on supporting all the sections of society especially in villages.	Students will learn their social responsibilities and to use their professional engineering knowledge to assess societal, health, safety, legal and cultural issues.
7	Environment and Sustainability: Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Under the community service activities, focus on the environment and sustainability issues has been laid down.	Students will learn the importance and methods of environment protection & sustainability and will develop an ability to analyze social and environmental aspects of engineering activities.
8	Ethics: Apply ethical principles and commit to professional's ethics and responsibilities and norms of the engineering practice.	The intern will learn to demonstrate honesty, punctuality and obey Company's business practices and procedures.	Learning of professional ethics and accountability will make student ready for the future.

S. No.	Graduate Attributes from NBA	Activities proposed	Outcome
9	Individuals and teamwork: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Students are required to help the Committees for organizing Conference/workshop/Competition at Institutional Level.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi- disciplinary setting.
10	Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	To assist students in industrial training at the end of second and fourth semester. Training & Placement shall also organize training for student's Personality Development, improving Communication Skills, report writing, presentation skills, Foreign Languages etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills.
11	Project Management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.
12	Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students will learn to implement knowledge into practice and innovate.	Students' ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.

ANNEXURES

A1. Student Internship Program Application Form

Complete and submit to the Department. Type or write clearly.

STUDENT INTERNSHIP PROGRAM APPLICATION FORM			
Student Name			
Roll No.		Program Type	Degree/Diploma (Tick One)
Discipline			
Institute Name			
Student's Email ID		Student Contact No.	
Current Overall GPA		Current Semester	
Faculty Mentor Name		Mentor's Designation	
Faculty Mentor Email ID		Mentor's Contact No.	
Internship Preferences			
	Industry Sector	Location	Dream Company/Institution
Preference-1			
Preference-2			
Preference-3			
Faculty Mentor's Signature:		Date:	Place:
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program and has received approval for Internship from his/her Advisor.			
Student Signature:		Date:	Place:
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.			

A2. Request Letter from Institute to Internship Provider

Date: DD/MM/YYYY

To,
The General Manager (HR)

.....
.....

Subject: Request for 04/06/_Weeks Industrial Internship for B.Tech / 4 years Degree Programme.

Dear Sir,

Our students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

OR (For first time industry)

You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline	GPA

A line of confirmation will be highly appreciated. With warm regards,

Mr.
Training & Placement Officer
Suddhananda Residential Polytechnic
Email ID:
Contact No.

A3. Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with faculty mentor)

This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

PART I: Contact Information				
Student Name				
Roll No.				
Email ID		Contact No.		
Institute Name				
Faculty Mentor Name				
Designation				
Email ID		Contact No.		
Postal Address				
Industry Supervisor Name				
Designation				
Email ID		Contact No.		
Industry Sector				
Organisation Name				
Postal Address				
PART II: Internship Objectives/Learning Activities				
<i>What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories.</i>				
Knowledge and Understanding		Skills		
Learning Activities	<i>How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?</i>			
On the Job Activities	<i>Describe how your internship activities will enable you to meet your learning objectives. Include projects, research writing, conversations etc. which you will do while working.</i>			
Teaching/Mentoring Activities	<i>How your technical knowledge can be applied at the site of the Internship? How you can create value through mentoring/help people learn new things.</i>			
Off the Job	<i>List reading, writing, contact with faculty supervisor, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.</i>			
PART III: Expected Field of Internship (Prepare after consultation with Industry)				
<i>Describe in brief the Project Title or the expected topic related to which internship will be offered</i>				
PART IV: Evaluation				
Industry Supervisor will provide following two details to the Faculty Mentor at the end of the Internship.				
<ul style="list-style-type: none"> • Total Duration of Internship (In Hours) • Overall Marks Obtained (Out of 10) 				
PART V: Agreement				
This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.				
Student Name		Date		Signature
Faculty Mentor Name		Date		Signature
Industry Supervisor Name		Date		Signature

A4. Relieving Letter of Student From Institute

To

.....

.....

Subject: Relieving letter to below mentioned students of ABC Institute.

Dear Sir,

Kindly refer your letter/E-mail dated..... on the above cited subject. As permitted by your good self, the following students will undergo Industrial Internship in your esteemed organization under your guidance & directions.

S.No.	Name of Student	Roll No.	Branch	Faculty Mentor Name	Faculty Email ID	Postal Address of Faculty

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student frequently.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the scale of 1 to 10 where 1 indicates Unsatisfactory and 10 indicates Excellent Performance and any value in between 1 to 10 holds meaning accordingly.

The performance report of the student (as shown below) must be forwarded to the Faculty Mentor of the student on completion of training in sealed envelope or to the above-mentioned email ID of Faculty Mentor. Performance Report should preferably be printed with Organisation Header.

PERFORMANCE REPORT OF STUDENT			
Name of Student			
Total Hours Devoted for Internship			
Marks Obtained (Out of 10)			
Date		Place	
Industry Supervisor Name		Signature	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated, along with a copy of this letter.

Yours sincerely,

Institute Internship Coordinator

A5. Student's Daily Diary/Daily Log

Date		Time of arrival		Time of Departure	
Dept./Division		Project Title			
Main points of the day (Include Figures, if any)					

A6. Evaluation Of Intern by Industry Supervisor

EVALUATION PERFORMA			
Student Name		Roll No.	
Institute Name			
Internship Project Title			
Industry Supervisor Name		Organisation Name	
Internship From (Start Date)		Internship To (End Date)	
Parameters			Marks Obtained (Out of 10)
Behaviors		
Performs in a dependable manner		
Cooperates with co-workers and supervisors		
Shows interest in work		
Learns quickly		
Shows initiative		
Produces high quality work		
Accepts responsibility		
Accepts criticism		
Demonstrates organizational skills		
Uses technical knowledge and expertise		
Shows good judgment		
Demonstrates creativity/originality		
Analyzes problems effectively		
Is self-reliant		
Communicates well		
Writes effectively		
Has a professional attitude		
Gives a professional appearance		
Is punctual		
Uses time effectively		
Overall Marks Obtained (Average of marks entered for above parameters)			9 (e.g.)
Industry Supervisor Name		Signature	
Signature of Industry Supervisor			

PERFORMANCE REPORT OF STUDENT			
Name of Student			
Total Hours Devoted for Internship	90		
Marks Obtained (Out of 10)	9 (same as Overall Marks Obtained in section 9.6)		
Date		Place	
Industry Supervisor Name		Signature	

The performance report of the student must be forwarded to the Faculty Mentor of the student on completion of training in sealed envelope or to through email to Faculty Mentor. Performance Report should preferably be printed with Organisation Header.

A7. Student's Feedback of Internship (To be filled by student after internship completion)

STUDENT FEEDBACK FORM					
Student Name		Roll No.			
Institute Name					
Faculty Mentor Name		Faculty's Designation			
Internship Project Title					
Industry Supervisor Name		Supervisor's Designation			
Organisation Name					
Internship From (Start Date)		Internship To (End Date)			
<i>Give a brief description of Internship Work</i>					
<i>Was your internship experience related to your major area of study</i>	<i>Yes, to a large degree</i>	<i>Yes, to a slight degree</i>		<i>Not related at all</i>	
<i>This experience has:</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>No Opinion</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
<i>Given me the opportunity to explore a career field</i>					
<i>Allowed me to apply classroom theory to practice</i>					
<i>Helped me develop my decision-making and problem-solving skills</i>					
<i>Expanded my knowledge about the workworld prior to permanent employment</i>					
<i>Helped me develop my written and oral communication skills</i>					
<i>Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)</i>					
<i>Expanded my sensitivity to the ethical</i>					

<i>implications of the work involved</i>					
<i>Made it possible for to be more confident in new situations</i>					
<i>Given me a chance to improve my interpersonal skills</i>					
<i>Helped me learn to handle responsibility and use my time wisely</i>					
<i>Helped me discover new aspects of myself that I didn't know existed before</i>					
<i>Helped me develop new interests and abilities</i>					
<i>Helped me clarify my career goals</i>					
<i>Provided me with contacts which may lead to future employment</i>					
<i>Allowed me to acquire information and/ or use equipment not available at my Institute</i>					
<i>In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?</i>					
<i>How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?</i>					
<i>In what areas did you most develop and improve?</i>					
<i>What has been the most significant accomplishment or satisfying moment of your internship?</i>					
<i>What did you dislike about the internship?</i>					
<i>Considering your overall experience, how would you rate this internship? (Tick One)</i>					
<i>Satisfactory</i>	<i>Good</i>	<i>Excellent</i>			
<i>Give suggestions as to how your internship experience could have been improved.</i>					
<i>Student Signature</i>				<i>Date</i>	

A8. Attendance Sheet

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Internship	
Date of Completion of Training	
Organization Name	

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
2. Student should sign/initial in the attendance column. Do not mark 'P'.
3. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.
4. Signature of Company Internship supervisor with company stamp/seal.

Industry Signature:

Industry Supervisor Name:

Email ID:

