



VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

Re-accredited by **NAAC** with '**A+**' Grade (CGPA of 3.41/4.00)

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INDUSTRIAL TRAINING POLICY (THROUGH INTERNSHIP)

Internship Guidelines

INDEX

S.No.	Chapter	Contents	Page no
1	1	Internship and its importance	4
		1.1. Introduction	4
		1.2. Objectives	4
		1.3. Benefits of Internship/Training for Industry/students/Institute	5
2	2	Guidelines for organizing internship	6
		2.1. Internship duration and Academic credentials	6
		2.2. Department Internship facilitating cell (DIFC) & its role	7
		2.3. Internship guidelines	9
		2.4. Guidelines for the students	9
		2.5. Health safety and welfare of Interns	10
3	3	Guidelines for Industry for providing Internship	11
		3.1. Identify targets/goals	11
		3.2. Pre- internship planning	11
		3.3. Prepare a written plan	11
		3.4. Allocation of students to industry	12
		3.5. Managing/ Facilitating the Intern (s)	12
4	4	Internship Report	13
		4.1. Student's diary/ daily log	13
		4.2. Internship Report	13
5	5	Monitoring & evaluation of Internship	14
		5.1. Evaluation by Industry	14
		5.2. Monitoring/visit by members of DIFC/T&P cell/EISC	14
		5.3. Evaluation through seminar presentation/viva-voce at the Institute	14
6	6	Procedures /Formats for Organizing Internships	15
		Format 1: for Student internship program application	16
		Format 2: Request letter from institute to internship provider	17
		Format 3: Objectives/ guidelines/ agreement: Internship synopsis format	18
		Format 4: Relieving letter of student	21
		Format 5: Student's daily/ diary log format	22
		Format 6: Supervisor evaluation of intern	23
		Format 7: Student feedback of internship (to be filled by students after internship completion)	24
		Format 8: Performa for evaluation internship by institute	26
		Format 9: Internship evaluation report	27
		Format 10: Attendance sheet	28
		ADDITIONAL INFORMATION	29
7	7	AICTE activity point programme	30
		7.1. AICTE requirement for earning 4-year degree program	30
8	8	AICTE's assistance/Facilitation (for reference)	34
		8.1. MOUs with different organizations to facilitate internship program	34
		8.2. General internship guidelines	35
		8.3. Mapping of internship programme outcome with NBA graduate attributes	36

CHAPTER 1

INTERNSHIP & ITS IMPORTANCE

1.1.INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The interaction of Technical Institutions with the industries has been restricted to the level of faculty communications and 2 to 4-hour industrial visits by the students generally. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from technical institutions lack the experience and skills required by industry. **Vignan's Institute of Information Technology (VIIT) has incorporated semester long Internship program at terminal semester B.Tech. Curriculum since it became autonomous by the year 2017.** Through Internship Program, VIIT is ready to produce competent employable graduates as per the needs of the industries. This manual provides the detailed guidelines for the internship for students of six months' duration at different stages of the program. AICTE has later realized and initiated various activities for promoting industrial internship at the UG level in technical institutes. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

1.2.OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised tasks often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Virtual Internships meeting below mentioned objectives in the present document can also be permitted provided the offering agency is a MNC or globally reputed and leading organization offering virtual Internships. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical/managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.

Internship Guidelines

- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

1.3.BENEFITS OF INTERNSHIP

Benefits to the Industry	Benefits to Students	Benefits to the Institute
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.	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. 4. On-floor experience provides much more professional experience which is often worth 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.	1. Build industrial relations. 2. Makes the placement process easier. 3. Improve institutional credibility & branding. 4. Curriculum revision can be made based on feedback from Industry/ students. 5. Improvement in teaching learning process. 6. Number of placements may increase 7. Opportunity to establish incubation center on Campus 8. Consultancy projects may be attracted

Internship Guidelines

CHAPTER - 2

GUIDELINES FOR ORGANIZING INTERNSHIP

2.1. INTERNSHIP DURATION AND ACADEMIC CREDENTIALS

The following framework is proposed to give academic credit for the internship component as part of the programme.

- A minimum of 12-16 credits of full semester Internship/ Industry – oriented mini project/Industrial visit has been counted toward VR-17 - B. Tech. degree programme
- For the Semester-long Internship, 1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc. This will result in about 600 to 700 hours of total internship duration for B. Tech.

The minimum duration and credits for other internship related courses is as follows:

Table 1: Credit framework for Internship

S. No	Schedule	Duration	Activities	Credits
1	Industrial Visit (Short term Internship/Training) after 4 th Semester – summer vacation	Minimum 40 hours to be spent in the industry	Student should visit an Industry and submit a report on organizational structure, process details, marketing strategy, economics and possibility of technological up gradation.	2
2	Industry-oriented mini project (After 6 th Semester – summer vacation)	4-6 weeks (80-90 hours)	Students can choose their own area of interest and select an industry to identify a specific problem related to their discipline (multidisciplinary is also permitted provided parent discipline shall have minimum 40% component with new technologies), write a report on problem statement, problem analysis and detailed conclusion.	2
3	Full- semester Internship (8 th Semester)	Full Semester (14 weeks)	Periodic reviews and continuous assessment by Industry supervisor and Academic supervisor, Project work, seminar etc.,	12

Note: Industries allowed – Govt./NGO/MSME/Rural Internship/Innovation / Entrepreneurship / Private Industry.

Every student is required to prepare a file containing documentary proofs of the activities done by him. The evaluation of these activities will be done by Programme Head/Departmental Internship Facilitating Cell member/ Industry Supervisor as specified in the Table 2.

The Table 2 gives the Overall compilation of internship activities, list of sub-activities under each of these segments, the level of outcome expected, evidence needed to assign the points

Internship Guidelines

and the minimum duration needed for certain activities.

Table – 2 Overall compilation of Internship Activities / Credit Framework

Major Head of activity	Credits (Max.)	Period	Total duration in weeks	Sub Activity Head	Proposed document as evidence	Evaluated by	Performance appraisal/ Maximum points/ activity
Industrial visit	2	After 4 th Semester – summer vacation	one	As specified in Academic regulations VR-17	Evaluation report	Head of the Department or nominee and two senior faculty of the department including the industrial visits coordinator/ supervisor Only internal evaluation for 50 marks	As per Grading system
Industry-oriented mini project	2	After 6 th Semester – summer vacation	4-6 weeks	As specified in Academic regulations VR-17	Evaluation report/ Certificate	Head of the Department or nominee and two senior faculty of the department including project coordinator/ supervisor Only internal evaluation for 50 marks	As per Grading system
Full-semester Internship	12	7 th / 8 th Semester	Full Semester (Around 14 weeks)	As specified in Academic regulations VR-17	Evaluation report/ Certificate	Internal Evaluation for 100 marks: Departmental Internship Facilitating Cell member/Industry supervisor External Evaluation for 300 Marks: Committee consisting of External Expert	As per Grading system

2.2. DEPARTMENTAL INTERNSHIP FACILITATING CELL (DIFC) & ITS ROLE

The Departmental Internship Facilitating Cell (DIFC) is to be headed by a senior faculty. Faculty Supervisors/ Mentors are nominated by the Head of the concerned Departments. DIFC is supported by Dean Placement and Head of Entrepreneurship, Innovation and Start-

Internship Guidelines

Up Center (**EISC**). Industry may allocate a supervisor on the request of the Institute for necessary support and help in executing of Internship program. Each department will have a student's committee comprising of 1-3 students from each class for supporting Internship activities. One of the students acts as a coordinator.

DIFC is to be constituted at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students.

Faculty Supervisors play active roles during the internship. Every faculty is allotted certain number of students to guide them during the Internship. The faculty supervisor acts as a project guide and he/she mentors the students with the help of industry personnel.

- The overall role and purpose of DIFC is to facilitate and guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry. The cell shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills.
- Further, to assist students for industrial training at the end of fourth and sixth semester and at eighth semester, the DIFC shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

Budget will be allocated by the institute to facilitate the functioning of the cell and meet the funding requirements for various activities.

The proposed organizational structure of Internship execution is as follows:

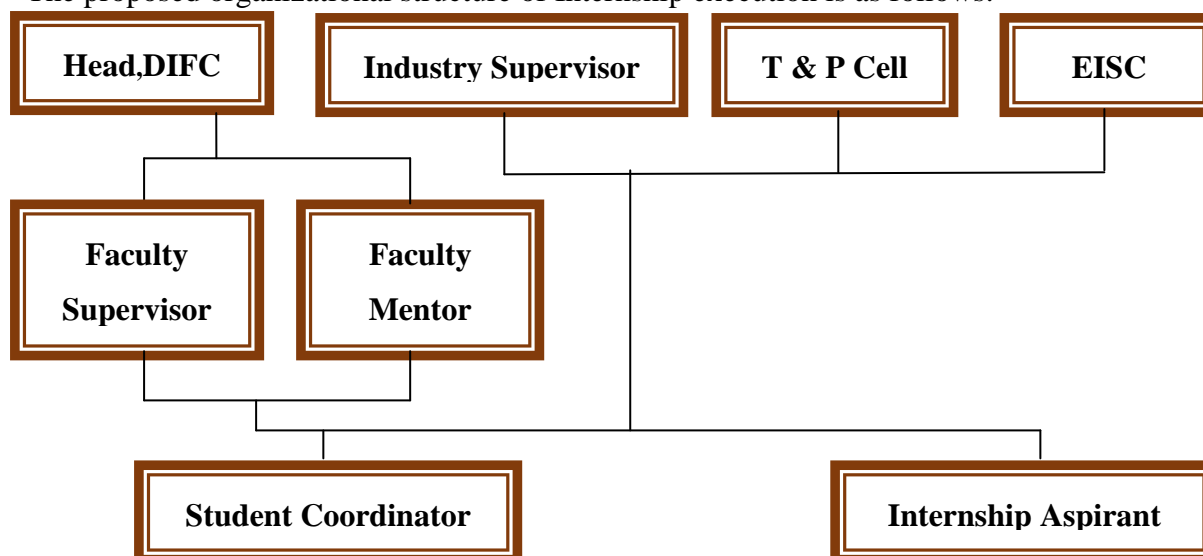


Fig.1. Organizational Structure of Internship execution

Internship Guidelines

2.3. INTERNSHIP GUIDELINES

The **DIFC** will arrange internship for students in industries/organization or as per Institute guidelines. Online system for arranging and managing internships may also be devised, if necessary. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the Head of the Institution /Head of the cell should go to industry request to allot various slots for a short term/long term internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. **In case the students arrange the training themselves the confirmation letter will be submitted by the students to concerned department.** Based on the number of slots agreed to by the Industry, Department will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the DIFC.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students periodically at least once in a month by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office for 100 marks with the consent of Industry persons/ Trainers. (Sample Attached)

Step 5: Students will submit project report after completion of internship.

Step 6: Training Certificate is obtained from industry.

Step 7: The performance of student is finally evaluated by the committee consisting of external expert, Head, and faculty supervisor for 300 marks.

2.4. GUIDELINES FOR THE STUDENTS

Similar to Placement activity, Internship is also student centric. Therefore, the major role is to be played by the students. DIFC may also include involvement of the student in the following activities:

- Design and Printing of importance of Internship and its guidelines – Soft copy as well as Hard copy.
- Preparing list of potential Internship providers.
- Presentation at various organizations, if required.
- Coordinating activities related to Internship

At the commencement of the session, the members of the student committee would be selected from the interested students, who submit applications to DIFC. Among the volunteers, one student would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to DIFC.

Internship Guidelines

For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Format attached). The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

2.5. HEALTH SAFETY AND WELFARE OF INTERNS:

VIIT (A) will 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.

Special safety protocols for Epidemics/Pandemics shall be followed as per government norms. The activities may be through online in such special cases.

Internship Guidelines

CHAPTER - 3

GUIDELINES TO INDUSTRY FOR PROVIDING INTERNSHIP

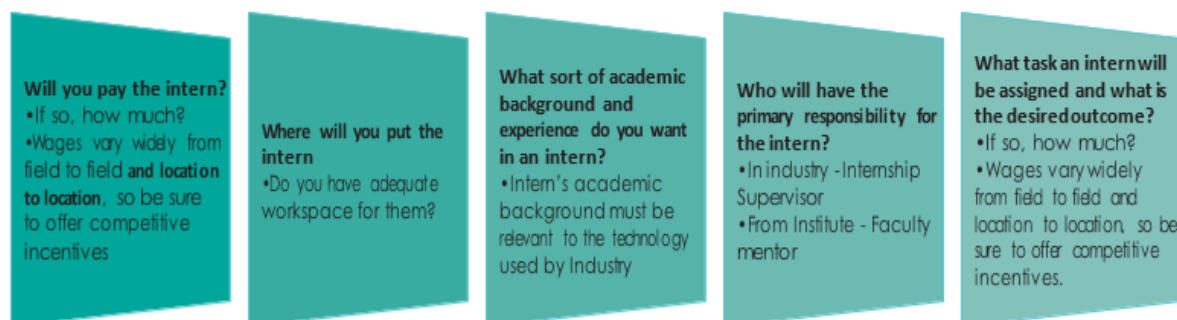
For meeting the objectives of the internship programme and successful implementation, Internship program has to be designed keeping in view the company's requirements and students' profile. Design of internship programme can be developed by industry in collaboration with the institute. It may be comprised of the following steps:

3.1. IDENTIFY TARGETS/GOALS

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- The benefits that can be attained from Interns
- Technical help expected from Interns in case of small companies
- Expecting motivated Interns to grow quickly
- Providing rewarding experience
- Expecting Interns with Managerial skills

3.2. PRE-INTERNSHIP PLANNING



3.3. WRITTEN PLAN

Internship program plan is carefully developed. An internship is developed in such a way that it meets all the requirements of industry supervisor/mentor, interns and institute faculty. It includes:

- Job description/internship duties.
- Name of the project, if any.
- Internship Schedule and Expected learning outcomes.

Students can offer a fresh perspective to the business, strategies, and plans. To really reap these benefits, students may be included in brainstorming sessions and meetings etc. The intern may also be given opportunity to understand Project Management and finances. This will help him to apply these to one's own work, as a member and leader in a team. Companies may take the opportunity to use them to find out some digital solutions for various issues.

3.4. ALLOCATION OF STUDENTS TO INDUSTRY

Internship Guidelines

After the allocation of internship slots by the industry to the institute, the students are allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. DIFC evolved transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

3.5. ORIENTATION BY THE INSTITUTE

Once intern reports to the internship program, it is expected that industry could provide following:

- i) Explaining industry working time
- ii) Bringing awareness of the precautions to be taken
- iii) Allotting students to a particular Industry person to monitor day to day work progress.
- iv) A Proper workplace may be allocated
- v) The expected work output may be intern is to be explained.
- vi) In order to access the programs of Intern as well as work outcome periodic (weekly) feedback to be collected from the interns and make suggestions.
- vii) Monitoring of intern's progress every day:** Daily progress report of Intern is to be evaluated by industry supervisor. Maximum use of short term/long term internship has to be ensured for the intern as well as industry.

CHAPTER - 4 **INTERNSHIP REPORT**

4.1. STUDENT'S DAIRY/ 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 students' 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 daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

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 Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

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

4.2. INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report to indicate what he/she has observed and learnt in the training period. The student may contact Industrial Supervisor/ DIFC members 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 Industry Supervisor, and one DIFC member. The Internship report will be evaluated on the basis of following criteria:

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

CHAPTER - 5

MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students is evaluated in three stages:

5.1. Evaluation by Industry.

5.2. Evaluation by faculty supervisor on the basis of site visit(s).

5.3. Evaluation through seminar presentation/viva-voce at the Institute.

5.1. EVALUATION BY INDUSTRY

The industry evaluates the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

5.2. MONITORING/ VISIT BY MEMBERS OF DIFC /T & P CELL/EISC

DIFC members make visits to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the DIFC, entire training will be cancelled. Students should inform DIFC as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

5.3. EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE

The student has to give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation is 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 analyzed along with the Internship Report.

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

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

Internship Guidelines

CHAPTER – 6

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS.

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the DIFC. Type or write clearly

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has metal paper work and process requirements to participate in the internship program, and has received approval from his/her Advisor.			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			

Internship Guidelines

FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

Department Internship Facilitating Cell

To

The General Manager (HR)

.....

.....

Subject: Request for 04/06 weeks/Semester long industrial training of _____ Degree Program.

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. / (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 our permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for _____ batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Head, DIFC

Internship Guidelines

FORMAT3.

OBJECTIVES/GUIDELINES/AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. 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: _____ Student ID: _____

Class Year: _____

Campus Address: _____

City, State: _____

Phone: _____ Email: _____

Industrial Supervisor

Name: _____

Title: _____

Company/Organization: _____

Internship Address: _____ City, State, Pin: _____

Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____

Course #: _____ Credits: _____

Grading Option: Credit/Non-credit _____

Beginning Date: _____ Ending Date: _____

Internship Guidelines

Hours per Week: _____ Internship is: Paid/Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: 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:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job:

Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: 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.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. Journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Internship Guidelines

Part III: The Internship

Job

Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines etc. How can you contribute to the organization/site of internship?

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the worksite. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: 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.....

Date.....

Faculty Mentor.....

Date.....

Industry Supervisor.....

Date.....

Internship Guidelines

FORMAT 4: RELIEVING LETTER OF STUDENT

Department Internship Facilitating Cell

To

.....

.....

Subject: Relieving letter of Student and Industry. Dear Sir,

Kindly refer your letter/e-mailed 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 sole guidance & directions:

S.No.	Name of Students	Roll No.	Branch

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 you.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
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 basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behaviour	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	Contribution to the organization	

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,

Internship Guidelines

Head, DIFC

FORMAT 5: STUDENT'S DAILY DIARY/ DAILY LOG

Internship Guidelines

STUDENT'S DAILY DIARY/ DAILY LOG

Week -					
Day	Date	Time of Arrival	Time of Departure	Student Observations (Record Main Points)	Remarks by Supervisor

Name & Signature of Industry Supervisor

Internship Guidelines

Student name ----- Date: -----

Work supervisor-----Title: -----

Company/Organization-----

Internship address: -----

Dates of Internship: From-----To-----

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
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 performance of student intern (circle one):

(Needs improvement/Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager

Internship Guidelines

FORMAT 7: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student name -----Date-----

Industrial Supervisor: -----Title: -----

Supervisor Email: -----Internship is: -----Paid-----Unpaid-----

Company/Organization: -----

Internship address: -----

Faculty Coordinator: -----Department: -----

Dates of Internship: From-----To-----

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your Internship experience related to your major area of study?

-----Yes, to a large degree-----Yes, to a slight degree-----No, not related at all
indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communications skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					

Internship Guidelines

Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

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?

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?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Internship Guidelines

FORMAT 8: PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE

DEPARTMENT INTERNSHIP FACILITATING CELL

Ph. -----Fax-----Email-----

Evaluation(I)-----

1. Name of Student-----Mob. No.-----

2. Roll No. -----

3. Branch/Semester-----Period of Training-----

4. Home address with Contact No.-----

5. Address of Training Site: -----

6. Address of Training Providing Agency: -----

7. Name/Designation of Training in-charge-----

8. Type of Work-----

9. Date of Evaluation-----

a) Attendance: _ (Satisfactory /Good/Excellent)

b) Practical work: _ (Satisfactory /Good/Excellent)

c) Faculty's Evaluation: _ (Satisfactory /Good/Excellent)

d) Evaluation of Industry: _ (Satisfactory /Good/Excellent)

Overall grade: _ (Satisfactory /Good/Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor (Industry)

With date and stamp

***Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Performa.**

Internship Guidelines

FORMAT 9: INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme. / MTech. / MBA / MCA)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			Overall Grade
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory / Good/ Excellent)	

Internship Guidelines

Internship Guidelines

FORMAT 10: ATTENDANCE SHEET

(For 4 years Degree Programme. / MTech. / MBA / MCA)

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Trg.:	
Date of Completion of Training:	

Initials of the student

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. Students should sign/initial in the attendance column. Do not mark 'P'
3. Holiday should be marked in **Red Ink** in attendance column. Absents should be marked as '**A**' in **Red Ink**.

Signature of Company internship supervisor

with company stamp/ seal

(Name _____) Contact No.

ADDITIONAL INFORMATION

AICTE

Activity Point
Program & MOUs

CHAPTER 7

ADDITIONAL INFORMATION

AICTE ACTIVITY POINT PROGRAMME

(Brief guidelines)

7.1. AICTE REQUIREMENT FOR EARNING 4 YEAR DEGREE PROGRAM

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. In order to match these multifarious requirements, AICTE has created a unique mechanism of awarding minimum 100 Activity Points over and above the academic grades.

Every regular student, who is admitted to the 4 years Degree programme, is required to earn 100 Activity Points in addition to the required academic grades, for getting 4 Years degree programme. Students entering 4 years Degree programme through lateral entry are required to earn 75 Activity Points, in addition to the academic grades, for getting 4 years' degree program.

AICTE recommends 300-400 hours Activity Programme for each degree student for Community service and allied activities. Similarly, 200-250 hours should be devoted by Diploma student for Community service and allied activities as an additional requirement or non-credit programme. Here, 40-45 hours are equivalent to 1 week.

These activities will be coordinated by NSS/NCC/Sports/SAGY Coordinator or TPO of the Institute. The student will be provided a certificate from the concerned coordinator and Institutional Head.

Every student is required to prepare a file containing documentary proofs of activities, done by him/ her. This file will be duly verified by the concerned evaluator as listed in Table-4. The student should earn at least 100 activity points before he/ she appears for his/ her Final Examinations. The points students have earned will be reflected on the student's transcript. However, there will be neither grades/ marks for these points nor will there be any effect on SPI/CPI/CGPA etc.

As proposed under the AICTE Rural Internship Programme, if a student completes any long-term goal during his degree programme, it will be counted as Internship Activity and credit requirement for the internship is fulfilled. However, if only short-term interventions under the programme are attempted it will be counted towards AICTE Activity Point Programme requisite. Following suggestive activities as long-term goals may be carried out by students in teams:

- i. Prepare and implement plan to create local job opportunities.
- ii. Prepare and implement plan to improve education quality in village.
- iii. Prepare an actionable DPR for Doubling the village Income.
- iv. Developing Sustainable Water Management system.
- v. Prepare and Improve a plan to improve health parameters of villagers.

Internship Guidelines

- vi. Developing and implementing of Low-Cost Sanitation facilities.
- vii. Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- viii. Implement/Develop Technology solutions which will improve quality of life.
- ix. Prepare and implement solution for energy conservation
- x. Prepare and implement plan to Skill village youth and provide employment.
- xi. Develop localized techniques for Reduction in construction Cost.
- xii. Prepare and implement plan of sustainable growth of village.
- xiii. Setting of Information imparting club for women leading to contribution in social and economic issues.
- xiv. Developing and managing Efficient garbage disposable system.
- xv. Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.

The student may choose any activities as per their liking in order to earn the AICTE Activity points. These activities can be spread over the years, as per convenience of the student. The Minimum points required as per entry level of any student are presented in Table 3.

Table 3. The activity Point requirement for Degree/ Lateral entry students

Level of entry in degree course	Total Years for Points	Minimum Points
Degree Programmes		
1st Year Regular	1 st to 4 th Year	100
2nd Year (3rd Sem.) through lateral entry or transfer from other University	2 nd to 4 th year	75

Internship Guidelines

Table 4: AICTE Activity Point Programme (Activity Summary Sheet)

Major Head of Activity	Credits (Max.) Degree	Suggested period (Max.)	Total Duration/ Week	Sub Activity Head	Proposed Document as Evidence	Evaluated by	Performance appraisal/ Maximum points/activity	Maximum Points under this category
			Degree					
AICTE Activity Programme	Non Credit	Anytime during the semester during weekends or holidays	2 Weeks (80-90 hrs)	Prepare and implement plan to create local job opportunities.	Project Report	NSS/ NCC/ SAG Y Coordinator of the Institute	20	100
			2 Weeks (80-90 hrs)	Prepare and implement plan to improve education quality in village.			20	
			2 Weeks (80-90 hrs)	Preparing an actionable DPR for Doubling the village Income.			20	
			2 Weeks (80-90 hrs)	Developing Sustainable Water Management system.			20	
			2 Weeks (80-90 hrs)	Prepare and Improve a plan to improve health parameters of villagers.			20	
			2 Weeks (80-90 hrs)	Developing and implementing of Low-Cost Sanitation facilities.			20	
			2 Weeks (80-90 hrs)	Prepare and implement plan to promote Local Tourism through Innovative Approaches.			20	
			2 Weeks (80-90 hrs)	Implement/Develop Technology solutions which will improve quality of life.			20	
			2 Weeks (80-90 hrs)	Prepare and implement solution for energy conservation.			20	
			2 Weeks (80-90 hrs)	Prepare and implement plan to Skill village youth and provide employment.			20	
			2 Weeks (80-90 hrs)	Develop localized techniques for Reduction in construction Cost.			20	

Internship Guidelines

			2 Weeks (80-90 hrs)	Prepare and implement plan of sustainable growth of village.			20	
			2 Weeks (80-90 hrs)	Setting of Information imparting club for women leading to contribution in social and economic issues.			20	
			2 Weeks (80-90 hrs)	Developing and managing Efficient garbage disposal system.			20	
			2 Weeks (80-90 hrs)	Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.,			20	

CHAPTER 8

AICTE'S ASSISTANCE/ FACILITATION

(For information purpose only)

8.1. MOUS WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAM

In order to facilitate internships for the students, AICTE has been identifying organizations/Ministries both in India & abroad and signing MoUs. AICTE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the AICTE website www.aicte-india.org. The institutions are requested to adequately publicize this information on their website so that students can apply for internship.

Some of the MoUs signed by AICTE are as follows:

S.No.	Memorandum of Understanding	For more details please visit
1	AICTE's MoU with Internshala	https://www.aicte-india.org/downloads/letter_technical_inst_mou_internshala.pdf
2	MoU with NETiit for internships in Taiwan	https://www.aicte-india.org/downloads/mou_netit.pdf
3	AICTE's MoU with HireMee.	https://www.aicte-india.org/downloads/aicte_mou_HireMee12_9_17.PDF
4	AICTE's MoU with Indira Gandhi National Centre for the Arts (IGNCA)	https://www.aicte-india.org/.../AICTE%20IGNCA_MoU.pdf
5	AICTE's MoU with Center for Creative Economy and Innovation (CCEI), Daegu, Republic of Korea.	https://www.aicte-india.org/.../AICTE-CCEI%20Daegu_MoU%20Document_Final.pdf
6	1.1 AICTE's MoU with International institute of Waste Management (IIWM), Bangalore	https://www.aicte-india.org/sites/default/files/AICTE-IIWM%20MoU.compressed.pdf
7	a. AICTE's MoU with Engineering Council of India[ECI]	https://www.aicte-india.org/downloads/eci.pdf
8	b. AICTE's MoU with Fourth Ambit	https://www.aicte-india.org/sites/default/files/Fourth%20Ambit.PDF
9	AICTE's MoU with LinkedIn	https://www.aicte-india.org/downloads/LinkedIn%20MoU.PDF
10	c. AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf
11	1.10. AICTE's MoU with SCHOLARSMERIT	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12	1.11. AICTE's MoU with Studenting Erato facilitate AICTE approved academic institutions with services for their students & academic faculty	https://www.aicte-india.org/sites/default/files/Studenting%20Era.PDF
13	1.12. AICTE's MoU with Ministry of Micro, Small and Medium Enterprises (MSME)	https://www.aicte-india.org/sites/default/files/Signed_MoU_with_AICTE.compressed.pdf

8.2. GENERAL INTERNSHIP GUIDELINES

Internship Guidelines

- Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
 - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

8.3. MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH NBA GRADUATE ATTRIBUTES

Internship Guidelines

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 Healthandsafetyandcultural, societal, andenvironmentalconsiderations.	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 courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
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,withanunderstandingoftheli mitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Willbeabletousemoderntoolsandpro cesses to solve the liveproblems.
6.	The engineer and society: Apply reasoninginformedbythecontextualkn owledge 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.

Internship Guidelines

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.
9.	Individuals and team work: Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary 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 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.

Internship Guidelines
