

**Sarvajanik College of Engineering and Technology**

# **INTERNSHIP POLICY: GUIDELINES & PROCEDURES**

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# **1. Internship and its Importance**

## **1.1 Introduction**

Organizations have been prompted to come up with ways to have a creative and skilled workforce in order to obtain a competitive advantage due to the increase in global competition. The internship program not only assists recent graduates in acquiring professional expertise, but it also gives corporations new insights into business challenges and even identifies potential future leaders.

The extent of technical institutions' engagement with industry has been restricted to faculty communications and a day or two of student trips to the industry. The employment market is becoming more competitive, and it is becoming increasingly challenging to find entry-level positions since graduates of technical schools lack the experience and abilities that employers demand. Internships are primarily intended to improve the employability skills of students graduating from technical colleges. In line with the AICTE model curriculum of internship, the SCET curriculum incorporates a minimum three-month internship as well as optional internships at various phases of the program.

The guidelines comprise of steps for Establishing, Maintaining and Fostering Internships. SCET's MoUs with various government/ non-government/ private organizations to facilitate internship have also been included. 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 placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or sometimes 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. Following are the intended objectives of internship training:

- Provide exposure to the students towards 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 trends relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Learn to apply the technical knowledge in real industrial situations.
- 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**

#### **1.3.1 Benefits to the Industry**

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

#### **1.3.2 Benefits to Students:**

- An opportunity to get hired by the industry/organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup and hence provides a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides an opportunity to evaluate the organization before committing to a full-time position.

#### **1.3.3. Benefits to the Institute:**

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from industry/students.
- Improvement in teaching learning process.

## 2. SCET Guidelines for Organizing Internship

### 2.1 Internship duration and academic credentials

A minimum of 12-18 credits of Internship/Entrepreneurial activities/Project work/seminar and Inter/Intra Institutional Training may be counted toward the B. Tech. degree program, as per approved syllabus scheme.

**Table 1:** Credit Framework for Internship

Sr.	Schedule	Modality	Duration	Activities	Credits
1	Summer Vacation, after 2 <sup>nd</sup> Semester	Optional	3-4 weeks	Inter/Intra Institutional	
2	Summer vacation after 4 <sup>th</sup> Semester	Optional	3-4 weeks	Industrial/Govt./NGO/MSME/ Rural Internship/Innovation /Entrepreneurship	
3	Summer vacation after 6 <sup>th</sup> Semester	Optional	3-4 weeks	Industrial/Govt./NGO/ MSME /Rural Internship/Innovation /Entrepreneurship	
4	8 <sup>th</sup> semester	Compulsory	12-16 weeks	*(Industrial/Govt./NGO/ MSME)	12
* Student should not join a company which is in the starting phase and /or having less than 10 working employees.					

Eight (8<sup>th</sup>) semester of engineering branch at SCET offers Major project work or Industrial internship as below:

#### Major Project Work

It will be conducted largely as an individual/group (max 2) student(s) under the direct supervision of faculty reflecting the common interests and expertise of the student(s) and supervisor.

#### Objectives of Major project work

1. To undertake problem identification, formulation and solution.
2. To design engineering solutions to complex problems utilizing a systematic approach and team work.
3. To communicate with engineers and the community at large in written and oral forms.
4. To demonstrate the knowledge and understanding of engineering and management principle and apply it to assigned project.
5. To demonstrate an awareness and application of appropriate personal, societal, and professional ethical standards.

## **Guidelines for Major Project Work**

Student(s) will be required to:

1. Provide detailed and extensive explanation of the purpose and need of the project.
2. Perform a literature search to review current knowledge and developments in the chosen technical area.
3. Undertake detailed technical work in the chosen area using one or more of:
  - Theoretical analysis
  - Software simulations
  - Hardware prototype
4. Completion of major project till demonstration level
  - Perform proper analysis of technical, operational and economic aspects of the proposed work.
  - Identify methodology for the proposed work.
  - Decide implementation method and enlist components or parts/peripherals required.
  - Compare results with other similar design specification.
  - Point out the practical difficulties faced during implementations, identify bugs and devise mechanisms to solve them.
  - Reiterate design to optimize the project in terms of results, cost, size, power consumption, computational complexity etc.
5. Prepare progressive reports and schedule future work progress.
6. Prepare a formal report describing the work undertaken and results obtained.
7. Appear for an oral viva-voce examination in form of Power-point presentation followed by hardware/software demonstration at the end of the semester.
8. Explore possibilities of patent /research paper publications.

## **2.2 Industrial Internship**

Minimum twelve weeks internship is required to get an exposure to the practical aspects in the field of engineering and technology. Duration of the internship should fall within the academic schedule declared by the university.

In addition, the student may also work on a specified task or a project which may be assigned by an industry mentor(s). The outcome of the Industrial Internship should be presented in the form of a report.

## **2.3 Objectives of Industrial Internship**

1. To expose student to the industrial environment.
2. To create competent professionals for the industry.
3. To provide possible opportunities to learn, understand and sharpen the real time technical and managerial skills required at the job.
4. To work on a problem assigned by a mentor in industry, prepare an action plan and complete within a time limit.
5. To expose student to the current technological developments relevant to the subject area of internship.
6. To apply the technical knowledge in real industrial situations.

7. To explore possibilities of patent or research paper publications.
8. To expose student towards the engineer's responsibilities and ethics.
9. To familiarize with various materials, processes, products and their applications along with relevant aspects of quality control. To understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
10. To understand the psychology of the employees and their habits, attitudes and approaches to problem solving.
11. To strengthen industry-institute linkage and increase employability of the student.

## **2.4 Guidelines for Industrial Internship**

1. A student shall submit a brief proposal about the work (Domain, definition and scope) to be carried out in the internship, to a committee of the department within 1 week, after starting the internship.
2. A detailed bi-weekly diary is supposed to be maintained by the intern. It shall be signed duly by the concerned supervisor of industry. It shall be submitted to the department.
3. Details of plan for the whole internship duration shall be prepared after joining the industry (within 15 days) after consultation with the supervisor/mentor/guide of industry. It shall contain the activities/visits to different sections etc with appropriate timelines.
4. Hybrid mode of internship may be allowed with the consultation of the departmental T&P Coordinator/HOD/TPO.
5. It is preferable to have single internship for a minimum duration of 12 weeks. However, if a student needs to opt for two internships (due to company policy providing it for only 2 months) within a stipulated period, then with the due consultation of departmental T&P Coordinator/HOD/TPO, and with the assurance of having second internship in consequence, the student may be permitted for it. Each internship in this case, must be structured so that the total period lasts a minimum of 14 weeks (8 + 6 = 14 weeks).
6. A comprehensive report (as per format specified by the department) is required to be prepared and submitted to the department at the end of the semester which may include the objective of internship, about the industry, process, product line, equipment/machineries involved, divisions/sections in the industry, scope of some improvement in the process/product/efficiency, benefit from the internship, work done by the intern etc.
7. Completion certificate shall be attached with a report duly signed by the competent authority of the industry for the successful completion of the internship.
8. The internal evaluation shall be done periodically during the semester. Periodicity means ideally should be conducted once per month but not less than twice in semester 8 internship duration. Departments shall conduct surprise visit(s) to the industry (where our students are doing internship)
9. At the end of the semester an oral Viva-Voce examination will be conducted in the form of PowerPoint presentation followed by hardware/software demonstration. The industry supervisor may be invited at the time of external examination of the internship.



**N.B.** Student undergoing Industrial/company-based Internship could be provided some Stipend, (by the industry/company) to motivate their innovative skills and work done for the betterment of the society.

## 2.5 Training & Placement cell in college and its role in providing Internship

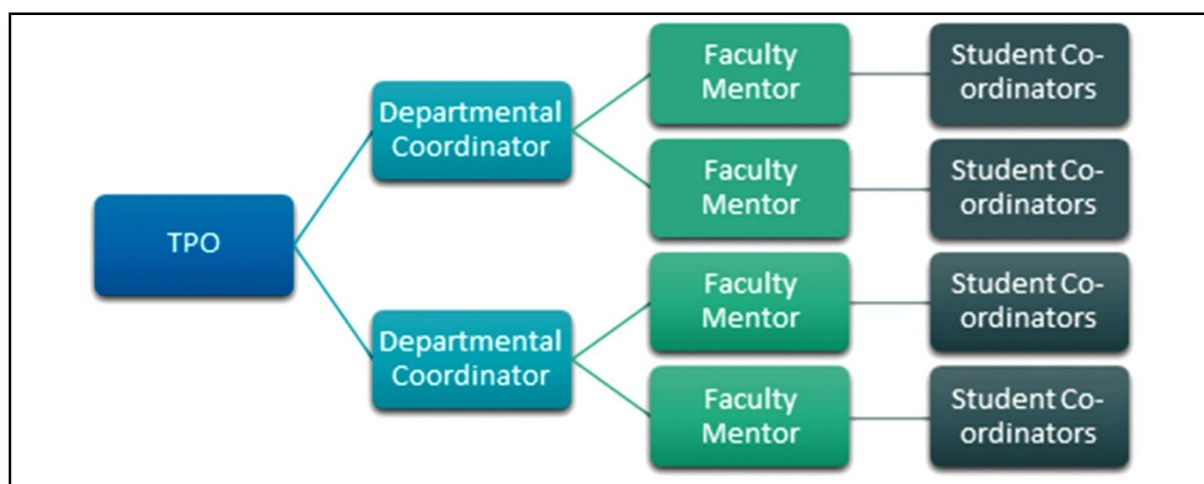
In any institute, Training and Placement Officer (TPO) plays an important role in boosting the career of students. The purpose of the Training and Placement Officer is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the industry. The overall role of the Training and Placement cell is of a facilitator and counsellor for training and placement related activities.

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. TPO shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions. The placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct the recruitment process of the employers for the purposeful placement of students of the institution.

Further, to assist students for industrial training at the end of fourth and sixth semester, Training and Placement cell shall arrange experts, arrange agency for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation and Email writing, group discussion, interview skills, aptitude training etc.

The institute may allocate 1% of their total budget to facilitate the functioning of Training and Placement Cell and meet the funding requirements for various activities.

The proposed organizational structure of each Training and placement cell is indicated Fig. 1.



**Fig.1.** Organizational Structure at Institution Level

TPO of the institute will be supported by a faculty departmental coordinator for training and placement activities. Each department will have a student's committee comprising of 1-3 students from each class for supporting training and placement activities headed by two student

coordinators from the department. Student coordinator will be nominated at the starting of the academic year for each batch, by the T&P faculty coordinator.

## 2.6 Internship Guidelines

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) as per the SCET guidelines. The general procedure for arranging internship is given below:

- **Step 1:** Request Letter/ Email from the office of Training and Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/interest areas may be submitted to industries for their willingness for providing the training.
- **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 the TPO through the concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the industry.
- **Step 3:** Students on joining training at the concerned industry/organization, must submit the Joining Report/Letters/Email.
- **Step 4:** When students undergo industrial training at the concerned industry/organization, faculty Member(s)/mentors may observe the performance of students once/twice by visiting the Industry/Organization.
- **Step 5:** Interns will have to present their work at least twice (preferably in physical mode) before the departmental expert committee, during the internship period. However, if the intern is at the remote place he/she may be allowed for online presentation with the consent of departmental T&P coordinator/HOD.
- **Step 5:** Students will submit training report after completion of internship.
- **Step 6:** Training Certificate should be obtained from the industry, upon successful completion of internship.

## 2.7 Guidelines for the Students

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

- Design and printing of placement brochure – soft copy as well as hard copy.
- Preparing list of potential recruiters and past recruiters.
- Placement presentation at various organizations, if required.
- Coordinating activities related to placement including companies HR team visit to institutes.

At the commencement of the new academic year, the members of the student placement committee would be selected from the interested students, who submit applications to T&P Departmental coordinator to work with the placement committee. Among the volunteers, two preferably final year students could be nominated as “Student Coordinators” of the department, who would be assigned following responsibilities and would be accountable to faculty T&P Departmental coordinator and TPO:

- Facilitate communication between the departmental T&P Coordinator/TPO and the colleagues/juniors for placement opportunities and information dissemination.
- Collect and compile the resumes of the colleagues interested for working with a company as an intern or for the job.
- Ensure that all necessary resources (venues, equipment, etc.) are available for internship and placement activities at the college premises.
- Provide guidance to the juniors for job search strategies and career planning.
- Distribute relevant materials, such as company profiles and job descriptions, to the juniors/colleagues.
- Coordinate with the faculty members to align training programs with industry requirements.
- Prepare reports on placement activities, student participation, and outcomes for departmental review.

For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date.

The offer given by the company is to be accepted irrespective of the Company/Job profile or job location or stipend offered.

A student who will voluntarily give in writing that he/she does not require placement assistance from the institute, would be exempted from participation in the placement activities. This could be because of various reasons such as – joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

## **2.8 Health, Safety and welfare of the 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.

### **3. Guidelines for Industry to provide 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 student's 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.

- What does the company hope to achieve from the interns?
- Is a small company searching for technical help?
- Is the company growing quickly and having difficulty in finding motivated new employees?
- Is it a non-profit organization that doesn't have a lot of money to pay, but can provide an interesting and rewarding experience?
- Is the organization searching out new employees with management potential?

#### **3.2 Prepare a written plan**

Carefully plan and write the internship program – An internship plan has to be developed which will be referred to by industry supervisor/mentor, interns and institute faculty. An internship plan should incorporate the following:

- 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. It's no secret that this generation is more tech-savvy than any other before. Companies may take the opportunity to use them to find out some digital solutions for various issues.

#### **3.3 Allocation of Students to Industry**

After the allocation of internship slots by the industry to the institute, the students have to be 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. In case the industry leaves it to the institute to select the students, TPO may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

## **4. Internship Report**

### **4.1 Student's diary/log**

The main purpose of writing 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. A detailed bi-weekly diary is supposed to be maintained by the intern and should be signed duly by the concerned supervisor of industry. It should contain the sketches and drawings related to the observations made by the students. It shall be submitted to the department and will be evaluated on the basis of the following criteria:

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

### **4.2 Submission of 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/faculty mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. The training report should contain the feedback provided the industrial mentor and must be signed by the faculty mentor. The Internship report will be evaluated 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.

## **5. Monitoring and Evaluation of Internship**

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

- 5.1. Feedback provided by the 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. Feedback provided by the industry**

The industry will evaluate the students based on the punctuality, eagerness to learn, maintenance of bi-weekly diary and skill test in addition to any remarks.

### **5.2. Surprise Visit by TPO/Staff/Faculty Mentor**

TPO/Staff/Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, appropriate action should be taken. Students should inform the faculty mentor as well as the industry supervisor at least one day prior to availing leave by E-mail. 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 will deliver at least two presentations, before an expert committee constituted by the concerned department as per the 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

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

## 6. Industrial Project/ Research/Internship Guidelines for PG level Technical Students

The Model Curriculum of AICTE has prescribed standardized academic structure for all PG Programs with uniform credit distribution. Focus is on development of advanced knowledge and specific skills required for industrial development. Student may choose Industrial problem as Dissertation topic. The proposed Credit Framework for the same is as follow:

**Table:1 Credit Framework for Internship/Industrial Project at PG level.**

Sr No	Schedule	Activities	Duration	Credits
1	Semester-III	Industrial Project/Dissertation	20 weeks	10
2	Semester-IV	Industrial Project/Dissertation	24 weeks*	20

\*By allowing students to undergo part-time Industrial Training during Semester-III.

### Guidelines:

1. The candidate should submit a synopsis of the proposed work to be done during Internship programme/Industrial Project/Dissertation/Industrial Dissertation. The synopsis received should be examined or evaluated by the departmental committee to ensure that the proposed work is equivalent to M.Tech. dissertation work. This synopsis should be submitted to the department before the candidate is relieved.
2. Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester.
3. The Industrial project work done during 6-month/one-year internship program is equivalent to their M.Tech. one semester/two semester thesis work.
4. Two guides will supervise the internship project work, one from the department and another one from industry.
5. Candidate should regularly visit the institute and present his/her project progress report to their respective guide(s).
6. The final project presentation is evaluated on the basis of the recommendation given by the external supervisor, and further can be evaluated by the institute guide.
7. The candidate is required to publish internship work in conference/journal with due permission/consent from the organization/industry and the internal guide.
8. If the student feels that the internship work is not of high quality/not-related to their field of interest, then he/she should submit the application to the department within three weeks and can re-join the institute.
9. Industry/Institute should allow to produce results obtained during project/internship period in the project report. The written certificate to this effect from the industry/institute is mandatory before consideration of the proposed project/internship.

## **7. General Internship Guidelines and Mapping of Internship Programme outcome with NBA Graduate Attributes**

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 during final sem.

### **7.1 General Internship Guidelines**

- Many interns seem to judge the company by the number of employees in the organization. More meaningful criteria could be used to judge a company on the basis of the time and training that they are willing to devote, type of products, value addition and services offered by the company in relation to what is required to learn, technologies employed by the company with respect to what is required 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. All given tasks need to be tackled with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered 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. It should be exploited to gain 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.



## 7.2 Mapping of Internship Programme Outcome with NBA Graduate Attributes

Sr. No.	Graduate Attributes from NBA	Activities proposed	Outcome
1.	<b>Engineering Knowledge:</b> Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Orientation sessions for internships, placements and project selection in technical domain companies. Practical experience during mini-projects, industrial internship and 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.	<b>Problem analysis:</b> Identify, formulate, research literature and analyse complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Organization of R&D talks and practical oriented workshops/competition by industrial delegates and experts. Working for Consultancy/competitions and research projects in the institute.	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, analyse, and solve complex engineering problems in order to reach substantiated conclusions.
3.	<b>Design/development of solutions:</b> 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	Practical sessions, workshops and training programs, conducted by premium organizations and experts, as per the requirements of the industries. Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, OEPs, 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.	<b>Conduct investigations of complex problems.</b> Use research-based knowledge to provide valid conclusions	Project work/ industrial training/ International Internships or advanced engineering courses/ honours are promoted. Active learning assignments, SSIP, workshops to promote data analysis and	Global competitiveness and employability of students will be enhanced.

		evaluation with research-based problem-solving	
5.	<b>Modern tool usage:</b> 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 with the modern tools, processes being used in the industry, where possible interns should expose themselves to advanced tools like simulation and modelling. Organization of techno-fests under professional societies.	Will be able to use modern tools and processes to solve the live problems as per the requirements of industries.
6.	<b>The engineer and society:</b> 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 SCET Activity Point Program focuses on supporting all the sections of society especially in under privileged. Community visits (blind school, old age home, school visits etc) enhances societal and professional development	Students will learn to shoulder the social responsibilities and to use their professional engineering knowledge to assess societal, health, safety, legal and cultural issues.
7.	<b>Environment and Sustainability:</b> 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. Organization of cultural and youth festivals, alumni meets to enhance students participation.	Students will learn the importance and methods of environment protection and sustainability and will develop an ability to analyse social and environmental aspects of engineering activities.
8.	<b>Ethics:</b> Apply ethical principles and commit to professionals' ethics and responsibilities and norms of the engineering practice.	Soft Skills Training, T&P Orientation sessions, mock placement drive and GD are organised. Food packet donation, blood donation camps, appreciation of janitors are organised to incline students towards social responsibility and ethics.	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.	<b>Individuals and team work:</b> Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Group formation for mini-projects, final year project, hackathons etc. to promote teamwork and develop leadership qualities.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.

		Students are required to help the committees for organizing conference/workshop/competition at institutional level.	
10.	<b>Communication:</b> 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. T&P Cell also organizes training for student's personality development, improving the communication skills, report writing, presentation skills, etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills etc.
11.	<b>Project Management and finance:</b> 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	Organization of cultural and departmental festivals. Idea pitching event of SSIP provides grant to promote entrepreneurship skills. 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 mobility (within the same social class or status) and vertical mobility (upliftment of the hierarchy – status in the industry)
12.	<b>Life-long learning:</b> 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.	Collaboration with industry and academia with MOUs signed, for industrial visits, industrial internships and industry mentored training programs. Orientation programs - Journey beyond engineering and individual (SWOT) analysis.	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. Students will learn to implement knowledge into practice and innovate.

## **8. PROCEDURES/FORMATS FOR ORGANIZING INTERNSHIPS**

### **8.1 Format for Student internship program application**

As per Annexure - 1

### **8.2 Format for Request letter from institute to internship provider**

As per Annexure - 2

### **8.3 Format for Registration Form**

As per Annexure - 3

### **8.4 Format for Student's bi-weekly Diary**

As per Annexure - 4

### **8.5 Format for Supervisor Evaluation of Intern**

As per Annexure - 5 (PENDING)

### **8.6 Format for Student Feedback of Internship**

As per Annexure - 6

### **Reference:**

[1] <https://aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>

## **Annexure - 1**

### **Format for Student internship program application**



**SARVAJANIK EDUCATION SOCIETY  
SARVAJANIK UNIVERSITY  
SARVAJANIK COLLEGE OF  
ENGG. & TECH (SCET)**



## Department of Training & Placements

1<sup>ST</sup> Floor, SARVAJANIK UNIVERSITY BUILDING. (TIFAC)

Academic Year 2024-2025

To,  
The Head,  
Department of Training & Placements,

Date:

Sub. : Application for “NOC Letter” for Industrial Internship

Dear Sir,

I/We wish to apply for the above in the following organisation:

<b>Organisation Name &amp; Address</b>			
<b>Name of Contact Person</b>		<b>Designation</b>	
<b>Phone No</b>		<b>Email ID</b>	

Internship Period would be from:- \_\_\_\_\_ to: \_\_\_\_\_ Days: \_\_\_\_\_

I /We request you to kindly issue me/us a recommendation letter for the above as per details given. I /We assure you that, if permission is granted.

1. I/ We follow all rules & regulation of the said organisation.
2. I/ We have my/our parent's permission for undergoing this internship at my / our cost and risk. In no circumstances, the College would be held responsible for any mishap / occurrence in the above Internship.

Sr. No.	SU/ GTU Enrolment No	Branch	Student Name	Currently Studding in			Sign.
				Course BTech/ MTech/ MCA	Year	Sem	
1.							
2.							
3.							
4.							
5.							
6.							

**(Supplementary Information) - Vision for the Future (Please Tick)**

Sr. No.	JOB		MBA	Entrepreneur /Business	ME/MTech	Planning for Further Study	
	Private	Govt. UPSC, GPSC				India	Foreign (Pls. Give country name)
1.							
2.							
3.							
4.							
5.							
6.							

**I am planning to give following exam (Please Tick)**

Sr. No.	CMAT	CAT	GATE	GRE	TOEFEL	IELTS	UPSC	GPSC	IES	Other
1.										
2.										
3.										
4.										
5.										
6.										

**Instructions for obtaining the NOC Letter:-**

1. Before approaching T & P for recommendation letter, Please fills the online form on <https://forms.gle/T5UAXP8A879Y6YSF6> or scan Qrcode as given
2. After submitting above form in Department of Training & Placement office and filling up online form, the recommendation letter would be issued.
3. Students will have to submit the copy of the certificate given by the Company to Dept. of Training & Placement after completion of Internship.

---

**(Recommendation from Student's Department)**

**I recommended this internship as it will help his / her career.**

**Remarks:**

**Date :**

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**(Name & Signature)**  
**(Department Faculty T&P Coordinator)**  
**Or (Head of Department)**

# 2024.07.01 SCET, Surat - Summer / Winter /Internship/ Industrial Visit Training Data - Academic Year 2024-2025

Dear Sir / Madam / Students,

Instructions for obtaining the NOC letter from T&P office:

1. Students have to fill up the Application form manually ( Available on <https://drive.google.com/file/d/15Ak1sfs0CS5b5gsve4D1YfIVTyjGMNcq/view>) and submit it to the TnP office after taking the signature of the respective Dept. HOD or the Faculty TnP Co-ordinator

2. Also the student have to fill up on the online form on the pointer as mentioned below.

<https://forms.gle/T5UAXP8A879Y6YSF6>

3. Once the above activities are done, the TnP office will issue the NOC letter, which the student has to submit to the respective Corporate/Industry.

Best wishes..

Regards and best wishes..

Shabbir Ghadiali,  
Head,  
Department of Training & Placements,  
SCET, Surat  
(A Constituent college under Sarvajanik University)  
9574749000, 9376852525  
[www.linkedin.com/in/shabbir-ghadiali](http://www.linkedin.com/in/shabbir-ghadiali)

Short Link for Registration :- <https://forms.gle/T5UAXP8A879Y6YSF6>

Short link for Confirming your Registration:-  
<https://docs.google.com/spreadsheets/d/1qdBGBxIDe7fhmBrDWUEpbtMWV6ZPHbkNtDSme6AHC2M/edit?usp=sharing>

[tnp@scet.ac.in](mailto:tnp@scet.ac.in) [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

Any files that are uploaded will be shared outside of the organization they belong to.

**\* Indicates required question**

University Enrollment Number \*

Your answer





Students Name \*

First Name & Last Name Only

Your answer

Personal Email ID \*

Your answer

MOBILE No. \*

Preferably WhatsApp Number - write 10 digit number

Your answer

Alternate Mobile Number \*

Preferably Parents / Guardian 's WhatsApp Number - write 10 digit number

Your answer

Type of Training \*

- ☐ Summer Internship
- ☐ Winter Internship ( Semester Break )
- ☐ 8th Sem Industrial Internship SU
- ☐ ME\MCA - 4th Sem Industrial Internship
- ☐ Pass -out ( Write Graduation Year)

Recruitment Type \*

- ☐ On Campus - Through TnP
- ☐ Off Campus - Through TnP
- ☐ Through Department
- ☐ By Self Efforts
- ☐ Others



Stipend / Salary during Internship Per Month (If any) \*

IF NOT Write NA

Your answer

Salary on full time Job after Internship Per Month (If any) \*

IF NOT WRITE NA

Your answer

Company Name \*

Your answer

Company Address \*

only City Name

Your answer

Name of Contact Person \*

Company

Your answer

Designation of Contact Person \*

Your answer

Contact Person's Email ID \*

Your answer



Contact Person's Phone Number \*

Your answer

Pl write the Name, Designation, Address properly to whom the letter has to be addressed \*

If it is same as the contact person, Pl write "Same"

Your answer

Start Date of Training \*

DD-MM-YYYY

Your answer

End Date of Training \*

DD-MM-YYYY

Your answer

No. of Days \*

Your answer

Current Studying in Year \*

Choose



Branch \*

Choose



Year of Graduation \*

Vision for Future \*

- ☐ JOB
- ☐ MBA
- ☐ M.Tech
- ☐ Entrepreneurship / Family Business
- ☐ Other:

I am planning to give following Exam in future: \*

- ☐ GATE
- ☐ CAT
- ☐ GRE
- ☐ TOEFEL
- ☐ IELTS
- ☐ Others

Category under which you have taken admission \*

- ☐ Open
- ☐ SEBC/OBC
- ☐ ST
- ☐ SC
- ☐ Other:

Important : Pl submit any communication received from the company regarding the above internship to TnP office along with the Completion Certificate at the end of Internship \*

- ☐ OK, will be done



### Offer Letter

Max. File Size = 100 KB ; Pl check hat your CV should look good in BW printout  
File Name: yourname.branchname.yearof graduation (ie. Aakash Rana.IT.2020)

Upload 1 supported file: PDF. Max 10 MB.

 [Add file](#)

[Submit](#)

[Clear form](#)

Never submit passwords through Google Forms.

This form was created outside of your domain. - [Terms of Service](#) - [Privacy Policy](#)

Does this form look suspicious? [Report](#)

## Google Forms



## **Annexure - 2**

### **Format for Request letter from institute to internship provider**



**SARVAJANIK EDUCATION SOCIETY  
SARVAJANIK UNIVERSITY  
SARVAJANIK COLLEGE OF  
ENGG. & TECH (SCET)**



## Department of Training & Placements

**“Celebrating 112 years of Sarvajani Education Society”**

No. \_\_\_\_\_

Date : \_\_\_\_\_

To,

**Sub. : Industrial Training / Internship/IDP for our student/s.**

Dear Sir,

Greetings from Sarvajani College of Engineering and Technology, Surat.

SCET is situated in the Southern Gujarat in the Historical, Textile, Diamond and port city of Surat. We are proud to state that we are one of the oldest Self-Financed Engineering College in Gujarat. Our campus is more than a century old.

About Sarvajani College of Engineering and Technology, [www.scet.ac.in](http://www.scet.ac.in)

At SCET we realize the importance of practical knowledge along with theoretical knowledge. This is reflected in our 100+ faculties (One of the highest in Gujarat) which comprises of a unique blend of youth and experience. A good number of our faculties are experienced in corporate and industries.

The students of SCET and the various departments have repeatedly achieved highest positions in the Examinations held by the respective university. TIFAC Centre in Environment Research is the Jewel in our Crown. Our peer engineering colleges under this scheme of Govt. of India are some of the oldest and best in India.

We are running the following UG & PG Programs in Engineering & Management:

- |                               |  |                             |
|-------------------------------|--|-----------------------------|
| • Architecture                | • Artificial Intelligence & Data Science | • Chemical                  |
| • Civil (B.tech & M.tech)     | • Computer Science (B.Tech & M.Tech)     | • Electrical                |
| • Electronics & Communication | • Information Technology                 | • Instrumentation & Control |
| • MCA & Integrated MCA        | • Textile Technology                     | • Mechanical                |
| • MBA                         |  |                             |

We would also like to share that ours is among the few of the institutes in the state of Gujarat which has got 5 departments accredited by the National Board of Accreditation, New Delhi for the period of 3 years starting from 2021-22 to 2024-25. Our first NBA accreditation was in 2008. We are also accredited by 4 stars by GSIRF.

## About our Department of Training & Placements

We have the infrastructural **facilities and capability to arrange 'Pooled Campus Drives'** to provide single point of contact for industries looking for recruitment from pan Gujarat.

Our Alumni have secured challenging and highly paid positions in top ranking companies/organizations in India and abroad. Our students get an opportunity to participate in Campus Recruitment Drives of Infosys, TCS, Reliance, Adani, L&T, IBM, AMNS, Cognizant, Shell, ESSAR, Torrent, WIPRO, Birla's, Bayer, etc., to name a few.

To provide exposure to the latest industrial practices, as a part of the Curriculum, we encourage the students to undergo Industrial training / Internship for 2/4/8/12 weeks at the end of their semesters. With such training, we intend to acclimatize the students with the industrial culture to prepare for the future work force.

We are recommending the names of following student/s for Training at your esteemed Organization:

Name of Student	Student Email ID	Mobile Number	Class	Course	Branch

The Period of the Internship is from 1<sup>st</sup> January, 2025 to 05<sup>th</sup> April, 2025

With great pleasure we are taking this opportunity to build and strengthen a win-win relation between your esteemed organization and us for the benefit of all stake holders.

Regards and best wishes,

**(Prof. Shabbir Ghadiali)**

Alumnus: IIM- Mumbai, NIT- Surat

Head,

Department of Training & Placements,

SCET, Surat

(A Constituent college under Sarvajanik University)

9574749000, 9376852525(WA)

[www.linkedin.com/in/shabbir-ghadiali](http://www.linkedin.com/in/shabbir-ghadiali)





**Annexure - 3**  
**Format for Registration Form**



**SARVAJANIK UNIVERSITY**  
**SARVAJANIK COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT**



**REGISTRATION FORM**

**Academic Year :** \_\_\_\_\_

**Student's Information**

Name : \_\_\_\_\_  
Enrolment Number : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_ SCET Mail ID : \_\_\_\_\_  
Personal Mail ID : \_\_\_\_\_

**Industrial Supervisor's Information**

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Name of Company/Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

**Faculty Mentor's Information**

Name : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

**Academic Credit Information**

Internship Title : \_\_\_\_\_  
Beginning Date : \_\_\_\_\_  
Ending Date : \_\_\_\_\_  
Hours per Week : \_\_\_\_\_  
Internship is : \_\_\_\_\_ Paid \_\_\_\_\_ Unpaid

### 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?

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

**Signature**

Student : \_\_\_\_\_

Date : \_\_\_\_\_

Faculty Mentor : \_\_\_\_\_

Date : \_\_\_\_\_

Industry Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

## **Annexure - 4**

### **Format for Student's bi-weekly Diary**



**Student’s bi-weekly Diary of Internship**

Student’s Name : \_\_\_\_\_

Enrolment Number : \_\_\_\_\_

Name of Company/Organization : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of two weeks : From \_\_\_\_\_ to \_\_\_\_\_

**DESCRIPTION OF THE WORK DONE IN BRIEF**

--	--

### **Grading of Work**

The above entries are correct and the grading of work done by Trainee is,

Excellent, Good, Satisfactory and Needs Improvement

(Grading of Work, for trainee may be given depending upon your judgement about his Punctuality, Regularity, Sincerity, Interest taken, Work done etc.)

### **Signature**

Student : \_\_\_\_\_

Date : \_\_\_\_\_

Industry Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

Faculty Mentor : \_\_\_\_\_

Date : \_\_\_\_\_

## **Annexure - 5**

### **Format for Supervisor Evaluation of Intern**



**SARVAJANI UNIVERSITY**  
**SARVAJANI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT**

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**Evaluation of Intern by Industry Supervisor (before Internship and after Internship)**

Under Construction



## **Annexure - 6**

### **Format for Student Feedback of Internship**



**Student's Feedback of Internship (To be filled by the student after Internship completion)**

Student's Name : \_\_\_\_\_

Enrolment Number : \_\_\_\_\_

Name of Company/Organization : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Industry Supervisor's Details : Name : \_\_\_\_\_

Contact Number : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Faculty Mentor's Name : \_\_\_\_\_

Dates of Internship : From \_\_\_\_\_ to \_\_\_\_\_

Internship is : \_\_\_\_\_ Paid \_\_\_\_\_ Unpaid

**\*\*\* Please fill out the above in full detail \*\*\***

**A brief description of your internship work :**

Title : \_\_\_\_\_

\_\_\_\_\_

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.

<b>This experience has:</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>No Opinion</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
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 communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
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					
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 mentor served such a function? Why or why not?

---



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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?

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---

---

Considering your overall experience, how would you rate this internship?

(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?)

---

---

---

**Signature of Student :** \_\_\_\_\_

**Date :** \_\_\_\_\_