

# POLICY FOR CONDUCT AND EVALUATION OF INTERNSHIP

Session 2024-2025 (B. Tech. Batch 2027)

In alignment with the University curriculum, students pursuing II B. Tech. IV Semester are mandated to undergo 45 Days Practical Industrial Internship/Training.

**1. Purpose:** The Internship & Training policy aims to establish the overarching structure and processes governing Internship/Training, ensuring:

1. Adherence to the academic schedule for all students.
2. Regularity and commitment during Internship/Training.
3. Maintenance of high-quality standards.
4. Clear guidelines for evaluation.

## 2. Introduction:

The internship program provides pre-professional work experience to the students with specific assignments and responsibilities. An Internship should be relevant to student's personal career interests and academic courses of study, serving as a bridge between college and the world of work. Internships help students make informed decisions and improve their employability after graduation.

## 3. Objectives of the Internship:

The objectives of the internship/practical training are as follows:

- a) To provide exposure to Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- b) Provide possible opportunities to learn, understand and sharpen the real time technical/managerial skills required at the job.
- c) Develop student's individual maturity, self-awareness, and confidence.
- d) Enable students to put into practices their academic knowledge and skills acquired at College to benefit the organizations.
- e) To train and prepare students with knowledge and skills requirements of current and future industry environments.

## 5. Duration:

S. No.	Name of Course	Training Duration	Dates
1	II B. Tech (JIET)	45 Days	April 23-June 30,2025

## **5. Internship/Training Options:**

- Internship/Training from Real Companies/Industries/Organizations for practical skill enhancement.
- Avoid Training from Coaching Institute for authentic Industry exposures

## **6. Guidelines for Students:**

1. It is mandatory for students to undertake Internship/Training exclusively from a recognized Company/Industry/Organization. This experience is crucial for learning, understanding, and honing the real-time technical and managerial skills required for future employment.
2. Students are strongly advised against pursuing Internship/Training in their hometown, as it undermines the purpose of industrial exposure and hinders the overall growth of students.
3. Students are cautioned against opting for Internship/Training in companies/industries/organizations identified by the department and T & P Cell as not providing quality Internship/Training.
4. Approval from the T & P Cell is mandatory for both the organization and its location chosen for Internship/Training.
5. Students must apply for Training & Internship through the college training portal only: <https://erpjietuniverse.in/jsctraining/newtraining/login.php>
6. If a student applies for Internships/Training facilitated by T&P Cell, they must participate in all selection processes outlined by the company. If selected, joining the company becomes mandatory.
7. Once the department approves a confirmed Training & Internship for a student, they will be marked as unavailable. Under no circumstances will such students be allowed to pursue another opportunity.

## **7. Discipline and Regulations (During Internship/Training):**

1. Every student must approach their Internship/Training with full dedication and concentration, as it is mandatory and will be assessed according to JIET/BTU guidelines.
2. Students must provide details of their Internship/Training, including organization name & location, working technology, supervisor/reporting officer's name, and working hours, within the first three days of joining to the Tutor.
3. Students must be available throughout the working hours specified by the organization during the Internship/Training period.

4. The department is authorized to verify students' presence through online meetings with supervisors or by visiting the organization. Unauthorized absenteeism will result in the cancellation of Internship/Training.
5. Students must adhere to the organization's dress code and behaviour standards during the Internship/Training period.
6. Adherence to safety and security procedures and policies of the organization is mandatory.
7. If the employer terminates the Internship/Training for justified reasons (e.g., absenteeism or disciplinary issues), it will be considered cancelled.
8. Students cannot leave Training & Internship without informing the department. Any difficulties should be communicated to the department's Tutor immediately for resolution. Leaving without notice will result in zero marks and exclusion from campus placements.
9. Violations of the above guidelines will lead to the cancellation of the Internship/Training, with no marks will be awarded in the Practical Training Seminar.

## **8. Log Book Report**

1. Students are required to complete their daily reports in the logbook, providing evidence of the tasks and activities accomplished during the day.
2. The writing in the logbook must be in English, legible, and presented neatly.
3. Students must bring the log report to the internship/training site daily and obtain the weekly signature of their employer/supervisor.
4. Additionally, students are expected to share log book details with the tutor on regular basis. This log report serves as a valuable guide for compiling the Internship/Training report.
5. Upon the conclusion of the Internship/Training, students must submit completed Internship/Training certificates. These certificates must be entirely filled out and signed by the appropriate authority.
6. Filling out the logbook and submitting reports is mandatory for all students.

## **9. Guidelines for Evaluation:**

1. Students will assess their learning through a specific outcome, involving both sessional and end-term evaluations.
2. Each student will be assigned a tutor, and they are required to regularly report to the tutor.

3. Sessional evaluation will consist of two levels:
  - a) Evaluation during Internship/Training.
  - b) Evaluation after Internship/Training.
4. Regular assessment and evaluation by the tutor will take place during the Internship/Training period.
5. The tutor will evaluate the Log Book based on the following criteria:
  - a) Regularity in maintaining the diary.
  - b) Adequacy and quality of recorded information.
  - c) Drawings, sketches, and recorded data.
  - d) Thought process and recording techniques.
6. Tutor-Industry Interaction: In addition to daily report-based evaluations, faculty tutors may conduct surprise visits to the industry. Tutors will regularly contact the industry supervisor via email/phone to monitor students' progress closely.
7. A viva will be conducted based on the Log Book in the next semester.
8. Attendance records, Log Book, and tutor reports will be analyzed alongside the Internship/Training Report and Presentations.
9. All students must submit an Internship/Training report to the department, duly approved by their respective faculty tutor within 21 days of completing the Internship/Training.
10. The report will be evaluated based on the following criteria:
  - a) Originality.
  - b) Adequate and purposeful write-up.
  - c) Organization, format, drawings, sketches, style, language, etc.
  - d) Variety and relevance of learning experiences.
  - e) Practical applications and relationships with basic theory and concepts.
11. The student will deliver a PowerPoint presentation of a minimum of 30 minutes based on their Internship/Training report. Evaluation will be conducted by a committee formed by the concerned department.
12. Evaluation of this presentation will be based on the following criteria:
  - a) Quality of content presented.
  - b) Quality of the presentation.

c) Query handling (to gauge the depth of learning in terms of knowledge and skills).

**10. Outcome:** Training/Internships empower students with in-demand technical and managerial skills, professional ethics, and polished soft skills. The exposure to actual work environments enhances the application of theoretical knowledge, providing a platform to test and refine skills for future career success.

A handwritten signature in blue ink, reading "Sanjay Bhandari". The signature is fluid and cursive, with the first name "Sanjay" and the last name "Bhandari" clearly distinguishable.

**Er. Sanjay Bhandari**  
**Training & Placement Officer**