

Internship Policy



**Swami Vivekananda School of Diploma,
Durgapur
2022**

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Objectives:

Internships are educational and career development opportunities, providing practical experience in a field or discipline. 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:

- Expose 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 skills required at the job.
- Exposure to the current developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the domain knowledge in real industrial situations.
- Gain experience in writing technical reports/projects.
- Expose students to the professional 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.

Credit Framework and Evaluation of Internship Activities:

Based on the West Bengal State Council of Technical & Vocational Education and Skill Development curriculum and the AICTE internship policy, the following framework will be adopted at the Institution level.

DIPLOMA IN CIVIL ENGINEERING						
Sl. No.	Schedule	Duration	Activity	Internship Category	Evaluated By	Credits
1	During 3 rd semester	1-2 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-I	Committee headed by Programme Head	1 (3 rd Sem)
2	During 5 th semester	2-3 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-II	Committee headed by Programme Head	1 (5 th Sem)
3	During 6 th semester	4 Hrs/week	Project work	Project work, Seminar	Committee headed by Programme Head	2 (6 th Sem)
4	During 1 st semester to 6 th semester	-----	Co-curricular activities, extracurricular activities	Inter/ Intra Institutional Activities Innovation/IPR/Entrepreneurship Rural Internship	Faculty Mentors	Activity Points
5	During 1 st semester to 5 th semester	240 Hrs	CarE Training (Soft Skill and Domain Skill)	Inter/ Intra Institutional Activities	Subject Matter Expert (SME)	-----
Total Credits						4

DIPLOMA IN ELECTRICAL ENGINEERING						
Sl. No.	Schedule	Duration	Activity	Internship Category	Evaluated By	Credits
1	During 3 rd semester	1-2 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-I	Committee headed by Programme Head	1 (3 rd Sem)
2	During 5 th semester	2-3 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-II	Committee headed by Programme Head	1 (5 th Sem)
3	During 6 th semester	4 Hrs/week	Project work	Project work, Seminar	Committee headed by Programme Head	2 (6 th Sem)
4	During 1 st semester to 6 th semester	-----	Co-curricular activities, extracurricular activities	Inter/ Intra Institutional Activities Innovation/IPR/Entrepreneurship Rural Internship	Faculty Mentors	Activity Points
5	During 1 st semester to 5 th semester	240 Hrs	CarE Training (Soft Skill and Domain Skill)	Inter/ Intra Institutional Activities	Subject Matter Expert (SME)	-----
Total Credits						4

DIPLOMA IN MECHANICAL ENGINEERING						
Sl. No.	Schedule	Duration	Activity	Internship Category	Evaluated By	Credits
1	During 3 rd semester	1-2 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-I	Committee headed by Programme Head	1 (3 rd Sem)
2	During 5 th semester	2-3 weeks	Internship with Industry/Govt./ NGO/MSME Online Internship	Internship-II	Committee headed by Programme Head	1 (5 th Sem)
3	During 6 th semester	6 Hrs/week	Project work	Project work, Seminar	Committee headed by Programme Head	3 (6 th Sem)
4	During 1 st semester to 6 th semester	-----	Co-curricular activities, extracurricular activities	Inter/ Intra Institutional Activities Innovation/IPR/Entrepreneurship Rural Internship	Faculty Mentors	Activity Points
5	During 1 st semester to 5 th semester	240 Hrs	CarE Training (Soft Skill and Domain Skill)	Inter/ Intra Institutional Activities	Subject Matter Expert (SME)	-----
Total Credits						5

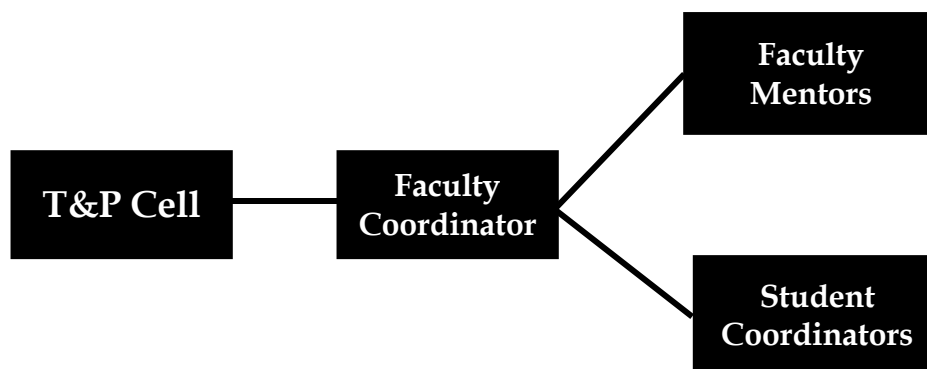
Every student is required to prepare a file containing documentary proofs of the activities done by him/her. The evaluation of the activities will be done as per the guidelines of the **Internal Assessment Policy** of the Institution.

Role of T&P Cell in Providing Internship:

The Institution has a dedicated Training & Placement (T&P) Cell headed by Training & Placement Officer (TPO). The Cell focuses on providing career guidance, pre-placement training, and placement opportunities for the students of the Institution. The Cell also arranges industry internship and field visits in consultation with the HODs of the concerned departments.

The Institution has launched a separate training programme- Career Excellence (CarE) being executed by the Cell in association with the Faculty Coordinator for Skill Training while employing Subject Matter Experts. CarE training programme focuses on improving communication skills, vocabulary, preparing students for resume preparation & email writing, group discussions, interview skills, aptitude training & practice tests, technical report writing, and presentation skills.

The organizational structure is as follows:



Training & Placement Officer of the Institute will be supported by a Departmental Faculty Coordinator and the Faculty Coordinator for Skill Training for various activities. Faculty Mentors designated by the Head of the concerned departments will have to play active roles during the internship and minimum 20 students are to be supervised by each faculty mentor or as per the departmental strength. Each department will have 1-2 student coordinators from each class for supporting training and placement activities. Faculty Coordinators and Faculty Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of T&P cell.

Industry Internship Guidelines:

The T&P Cell will arrange industry internship and field visits in consultation with the HODs of the concerned departments. The general procedure for arranging industry internship is given below:

- **Step 1:** Students request letter/profile/ interest areas (Annexure I) is collected by the T&P Cell. Request Letter/ Email from the office of Training & Placement Cell of the Institute goes to industry to allot various slots as per the internship periods for the students.
- **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 on receipt of a No Objection Certificate (NOC) from the T&P Cell, the confirmation letter will be submitted by the students to the Cell through concerned department. Based on the number of slots agreed to by the Industry, T&P Cell will allocate the students to the industry, and the same will be communicated to the student as well as the concerned departments.
- **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 once/ twice by visiting the Industry/ Organization with the consent of Industry persons/ Trainers.

- **Step 5:** Students will submit training diary after completion of internship. (*Annexure II*)
- **Step 6:** Training Certificate to be obtained from industry.
- **Step 7:** List of students who have completed their internship successfully will be issued by T&P Cell. Subsequently, students will be evaluated as per the **Internal Assessment Policy** of the Institution.

Internship Diary / Daily Log:

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the 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 and got ratified on the day of his/her visit. Certain important features of the diary are:

- 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.

Internship Report:

After completion of the industry internship, the student should prepare a comprehensive report to indicate what he has observed and learnt during the training period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the final report since much of the information has already been incorporated by the student into the daily diary. The internship report must cater to the 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.

Monitoring of Industry Internship

T&P Cell Staff / Faculty Mentor of the Institute 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, entire training will be cancelled. Students should inform the T&PCell, faculty mentor 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 off.

AICTE Initiatives:

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 students of the Institution can apply for internship through the AICTE Internship portal (<https://internship.aicte-india.org/>).

Suggested Read- AICTE Internship Policy: Guidelines & Procedures

INDUSTRY INTERNSHIP APPLICATION

Complete and submit to the T&P Cell through Faculty Mentor. Type or write clearly.

1. Student Name:			
2. Present Address:		Phone:	
3. Home Address:		Phone:	
4. Student email address:			
5. Department:		6. Present Semester:	
7. CGPA:			
8. Internship Preferences			
	Area of Interest	Preferred Location	Preferred Company
Preference-1			
Preference-2			
Preference-3			
# Final allotment of the company will depend upon the company norms, eligibility, and availability.			
FacultyMentor Name:			
FacultyMentorSignature: _____ Date:			
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her parents/guardians.			
StudentSignature: _____ Date:			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Programme.			

INTERNSHIP DIARY/ DAILY LOG

DAY-1		Date		
Time of arrival		Time of Departure		Remarks:
Dept./Division		Name of Finished Product		
Name of Industry Supervisor(s) with e-mail ID				
Main points of the day				

Signature of Industry Supervisor(s)