Process for Industry practice

Pre-Commencement:

1. Centre for Industry Collaboration(CIC) is the nodal point for implementation of IP at NIIT University
2. CIC initiates the IP process -3months before the start date of IP
3. CIC central team collates the CV/Digital Portfolios of all the eligible students
4. The Off-Campus Faculty initiates ground work to identify Organisations which can be prospective IP sites for our students.
5. The Off-Campus Faculty sends invitations to relevant Organizations
6. Organization is requested to fill in a Description form (attached-Job Notification Form(JNF)), containing details of the offer. JNF will be collected by Off Campus Faculty and sent to the central CIC team.
7. If the Organization wishes to conduct a Pre-Placement Talk (PPT) they can send a request along with the preferred dates.
8. Post receiving the respective Project/Role details from the Org, CIC team does profile and skill matching of the student with the requirement from Organisation. CIC team may co-opt the on-campus faculty to understand the skill levels of the students.
9. CIC team shares the relevant openings with eligible students
10. CIC team seeks confirmation from students for the openings/projects shared via Google Doc.
11. Students share their confirmation
12. CIC shares the list of students with respective Org.
13. Org conducts the screening process.
14. Org share the selected students list with CIC and accordingly students are allocated respective IP station.
15. Students once selected and allocated IP station are considered out of the Project bank and are not allowed to sit for any further opportunities.

Post Commencement:

1. The Off-Campus Faculty is responsible for the Logistics, Timeliness and conduct of the entire Evaluation process during IP (laid down in the student guide attached)
2. The Off-Campus Faculty is to regularly (once in fortnight) monitor the students either through visits to IP stations or through calls
3. The Off-Campus Faculty will conduct Regular Interaction with Industry Mentor: Call-Fortnightly/In Person-Monthly
4. Tasks on Current Batch which has commenced IP and the tasks for the next Batch which is at the Pre-commencement stage will be carried out by the Off-Campus Faculty parallelly
5. A Face to Face Exit meeting of Off Campus Faculty with Each mentor is suggested at the end of IP
6. Twice during the IP (after every 3 months), an online Feedback form to be administered by Academic office for the student to provide his/her feedback

7. Responsibility Matrix / Continuous Evaluation by Off Campus Faculty only: As we know that during Industry Practice, groups of students spend one semester at host company under the supervision of an Off-Campus Faculty, and they work on intensive projects of real strategic value to the host companies. Also, he/she is not a company employee – he/she is enrolled in a 20-unit course and will be graded on his/her performance. Therefore, only Off Campus Faculty would evaluate his/her technical ability, communication, leadership, and professionalism and other components in consultation with Industry mentor. Off Campus faculty also help student to prepare the projects, guides his/her work, and assists in locating resources and solving problems.
8. ERP entries and Grading-of each student is maintained during IP as per IP Student guide and Off-Campus Faculty is responsible for keeping the marks record updated on ERP for all students as per timelines from the Academic office.
9. Grading of some evaluation parameters also done by the Course-in-Charge.

***If the students are more than 10, the frequency of meeting can be monthly and not less.

Responsibility Matrix:

Title	Mode	2nd Week	4th Week	Daily	Weekly	Fortnightly	Monthly	Quarterly
Pre-commencement								
Contact Organisation	Call/In person							
Profiling of Students as per skills	Multiple							
Post commencement								
Daily e-Dairy	Online (ERP)			✔				
Mentoring Students	Skype/Call				✔			
	In person					✔		
Meeting Industry Mentor	Skype/Call					✔		
	In person							
HR Connect	Call						✔	
Know Your Organization	On Moodle	✔						
Work Plan	On Moodle		✔					
Group Discussion	In person							✔
Seminar	Skype							✔
Project Reports	On Moodle							✔
Mentor's Reports	Via E-mail							✔