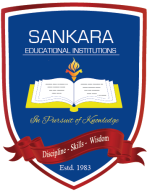
**SANKARA COLLEGE OF SCIENCE AND COMMERCE**

**Autonomous, Affiliated by Bharathiar University, Coimbatore**

**Approved by AICTE New Delhi, Re-Accredited by NAAC with A+ (C-II)**

**An ISO 9001:2015 Certified**

**Saravanampatti, Coimbatore – 641 035**



**GUIDELINES FOR INTERNSHIP**

**For all Under Graduate Programmes**

**(Applicable for students admitted from the academic year 2023-24 onwards)**

### ****1. INTRODUCTION****

The **Internship Program** is a mandatory academic component designed to provide undergraduate (UG) students with hands-on exposure to real-world industry practices. It bridges the gap between theoretical knowledge and practical application, fostering professional skills, problem-solving abilities, and industry readiness. This immersive experience equips learners with cross-functional competencies, cultural awareness, and adaptability to thrive in dynamic work environments.

#### ****2. OBJECTIVES****

1. **Integration of Workshop with Workplace**: Align classroom/workshop/lab learnings with workplace outcomes across diverse organizations (start-ups, NGOs, HEIs, government bodies, artisans, etc.).
2. **Understanding the World of Work**: Gain insights into workplace challenges, culture, and values to align expectations with current and emerging job demands.
3. **Hybrid Learning**: Blend physical and digital modes of learning under mentorship.
4. **Research Aptitude**: Develop skills in data analysis, ethical research methodologies, manuscript preparation, and intellectual property rights.
5. **Exposure to Emerging Technologies**: Explore automation, tech-driven workflows, and their impact on traditional sectors like agriculture and crafts.
6. **Entrepreneurial Capabilities**: Strengthen start-up skills and job-creation mindsets.
7. **Decision-Making & Teamwork**: Enhance collaboration, problem-solving, and professional development.
8. **Social Responsibility**: Cultivate citizenship values and address societal issues.
9. **Industry-Academia Collaboration**: Promote partnerships for internships and research opportunities.
10. **Professional Competency**: Emphasize ethics, integrity, and dignity of labour.

### ****3. GUIDELINES FOR INDUSTRIAL INTERNSHIP****

Internships are mandatory for all UG students (except B.Sc. Catering Science and Hotel Management. He / She has to undergo an Internship for fifteen days / 120 hours between IV and V semester summer vacation or before the end of the fifth semester.

1. **Duration**:
   * **15 days (120 hours)** during summer vacation or before the end of the fifth semester.
   * **Exemption**: B.Sc. Catering Science and Hotel Management students.
2. **Team Size**:
   * Intern individually or in groups of **up to four students per batch**.
3. **Mentorship**:
   * Mentors are assigned by HoD to **guide, monitor progress**, and coordinate with training providers.

(A template will be provided by the institute – Annexure XX)

1. **Approval & Scope**:
   * Internships must be **approved by the department** and aligned with the student’s academic program.
   * **Eligible Organizations**:
     + Micro, Small, Medium, and Large-Scale enterprises, NGOs, government bodies, banks, cooperatives, etc.
     + Internships may be pursued **anywhere in India or abroad**.

(A template will be provided by the institute – Annexure XX)

1. **Submission Deadlines**:
   * **Completion Certificate**: Submit during fifth semester reopening.
   * **Internship Report & Log Book**: Submit within one month of fifth semester commencement.
2. **Evaluation**:
   * Based on **attendance certificate, work report, log book, and viva voce** conducted by the department.

### ****3. RESPONSIBILITIES OF THE TRAINEE****

* Maintain **punctuality** and adhere to the schedule.
* Document daily activities in the **Work Diary** (tasks, challenges, supervisor feedback).
* Engage proactively with the team and follow organizational protocols.
* Submit **Completion Certificate**, **Internship Report**, and **Work Diary**.
* Participate in the **viva voce** examination.

### ****4. RESPONSIBILITIES OF THE MENTORS****

* Conduct **pre-internship briefings** to clarify expectations and industry norms.
* Approve student-proposed internships and coordinate with training providers.
* Monitor progress, resolve conflicts, and collect feedback from training providers.
* Guide students in preparing reports and prepare them for **viva voce**.

### ****5. RESPONSIBILITIES OF THE TRAINING PROVIDER****

* Provide an **orientation** covering organizational structure, safety protocols, and role expectations.
* Design a **structured training plan** aligned with the student’s academic focus.
* Maintain a safe, inclusive work environment and evaluate trainee performance.
* Issue a **Completion Certificate** on organization letterhead.

### ****6. INTERNSHIP REPORT & WORK DIARY****

#### ****Work Diary Requirements****:

* Daily entries on tasks, skills learned, challenges, and supervisor feedback.
* Include shift timings, interdepartmental interactions, and weekly sign-offs by the industry guide.
* Specific formats can be given by concerned departments if required.

(A template will be provided by the institute – Annexure XX)

#### ****Report Structure****:

* **Front Cover**: Organization name (bold, centered), student’s name, institution, and year.
* **Title Page**: Internship title, student/institution details.
* **Certificates**: Completion Certificate and originality declaration.
* **Acknowledgments**: Recognize mentors, supervisors, and institutional support.
* **Contents**: Chapters, sections, and page numbers.
* **Report Body**:
  + Introduction to the industry and organization.
  + Organizational profile, departments, and facilities.
  + Training activities, skills acquired, and challenges.
  + Conclusion, recommendations, and annexures (photos, data, SOPs).
* Specific formats can be given by concerned departments if required.
* The student shall prepare at least two copies of the report: one copy for submission to the college and one copy for the student.

**Formatting**:

* **Paper**: A4 size (21 x 29.7 cm).
* **Font**: Times New Roman (Heading 14 pt, Content 12 pt, 1.5 spacing).
* **Margins**: Left 3.18 cm; Top, Right, Bottom 2.54 cm.
* **Binding**: Soft-bound.

(A template will be provided by the institute – Annexure XX)

### ****7. FORMAT FOR FEEDBACK****

Training providers will evaluate students on:

* **Punctuality**
* **Quality of Work**
* **Learning Attitude**
* **Teamwork**
* **Adherence to Protocols**

(A template will be provided by the institute – Annexure XX)

### ****8. EVALUATION PROCEDURES****

**Total Marks: 50**

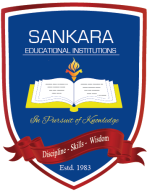
| **Criteria** | **Marks** |
| --- | --- |
| Attendance | 10 |
| Feedback from Training Provider | 10 |
| Work Diary Assessment | 10 |
| Internship Report | 10 |
| Viva Voce | 10 |

* **Attendance**: Full marks for 100% attendance; pro-rated for partial attendance.
* **Viva Voce**: Assess practical insights, problem-solving, and learning outcomes by Internal Examiner.

### ****9. EXPECTED OUTCOMES****

1. **Skill Development**: Technical proficiency, communication, and analytical skills.
2. **Industry Readiness**: Exposure to workplace dynamics and ethical practices.
3. **Professional Growth**: Enhanced résumé, networking, and career clarity.
4. **Academic Integration**: Application of classroom theories to real-world scenarios.

**Note**: Non-compliance with guidelines may result in internship repetition or delayed graduation.

**SANKARA COLLEGE OF SCIENCE AND COMMERCE**

**(Autonomous College)**

**Affiliated to Bharathiar University, Coimbatore | Approved by AICTE, New Delhi  
Re-Accredited by NAAC with A+ Grade (Cycle II)|An ISO 9001:2015 Certified Institution  
Saravanampatty, Coimbatore – 641035|Ph: 0422 4313 500 | Web:** [**www.sankara.ac.in**](http://www.sankara.ac.in/)

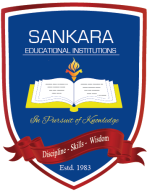
**INTERNSHIP – MENTOR ALLOTTEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL NO | REG NO | STUDENT NAME | MENTOR | REMARKS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SL NO | MENTOR | NO OF STUDENTS ALLOTTED |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL | |  |

Note : Should be allotted before the end of fourth semester Model Examinations.

HoD PRINCIPAL

**SANKARA COLLEGE OF SCIENCE AND COMMERCE**

**(Autonomous College)**

**Affiliated to Bharathiar University, Coimbatore | Approved by AICTE, New Delhi  
Re-Accredited by NAAC with A+ Grade (Cycle II)|An ISO 9001:2015 Certified Institution  
Saravanampatty, Coimbatore – 641035|Ph: 0422 4313 500 | Web:** [**www.sankara.ac.in**](http://www.sankara.ac.in/)

**TRAINING PROVIDER DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL NO | REG NO | STUDENT NAME | TRAINING PROVIDER  NAME & ADDRESS | INDUSTRIAL GUIDE  NAME, DESIGNATION & CONTACT DETAILS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note : Should be approved before the end of fourth semester End Semster Examinations.

HoD PRINCIPAL