



## DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



# Policy for Internship (W.e.f 2021-22)

Revised and Approved by BOG  
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Under Agenda No. 3

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DSCSITSC/POLY 2021-22/16	<i>[Signature]</i> (TPO, T&P Cell)	<i>[Signature]</i> (IQAC Convener)	<i>[Signature]</i> (Principal)

Issue No- 4

Training and Placement  
Dr. Sudhir Chandra Sur Institute  
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## 1. PREAMBLE

Internships are learning and career-building experiences that give you hands-on experience in a particular subject or profession. Internships are much more crucial because businesses are seeking for workers with the right skills and knowledge of the environment, norms, and culture of the industry. The internship is a short-term, structured, and supervised training programme that is frequently centered on assignments or projects with clear deadlines.

## 2. OBJECTIVES

Internships are learning and career-development opportunities that give you hands-on experience in a particular subject or discipline. They are supervised, short-term, structured placements that are frequently organized around specific objectives or deadline-bound projects. An internship may be paid, unpaid, or paid for part of the time. The internship must be worthwhile and advantageous to both the organization and the intern.

The following are the desired outcomes:

- To expose students to the industrial environment so that they can apply their existing technical knowledge in real-world settings (including a variety of materials, processes, products, and their applications, as well as relevant aspects of quality control that cannot be mimicked in the classroom).
- To offer possibilities for developing the practical technical and managerial abilities necessary for a professional career.
- Have a thorough understanding of the administrative, social, environmental, and economic factors that affect the workplace [PO 6, 7].
- To educate students about the duties and morals of engineers [PO 8]
- To become familiar with the working styles of various hierarchical sectors and develop teamwork skills [PO 9]
- To gain experience in all forms of professional communication, including pre-internship applications, people skills and documentation skills during internships, and post-internship reports/projects writing skills [PO 10].
- To illustrate how the internship has impacted their professional and lifelong growth [PO 12]
- To connect students within the organization with potential future employment or research possibilities [PO 12]

## 3. APPLICABLE TO:

1. Computer Science and Engineering
2. Computer Science and Engineering (AI & ML)
3. Electronics and Communication Engineering
4. Civil Engineering
5. Automobile Engineering
6. Electrical Engineering
7. Mechanical Engineering

## 4. BENEFITS OF INTERNSHIP:

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#### **4.1. Benefits to the Industry:**


- Availability of ready-to-contributing 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 workforce 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.

#### **4.2. 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. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- 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.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating networks and social circles and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

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

- Build industrial relations.

  
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- 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.

## 5. INTERNSHIP DURATION AND ACADEMIC CREDENTIALS:

To grant academic credit for the internship completed as part of the programme, the following approach is suggested.

- For the B. Tech. degree course, a minimum of 14–20 credits of internship, entrepreneurial activities, project work, seminars, and inter/intra institutional training may be used, and for the three-year diploma programme, 10–14 credits.

- In this case, 1 credit is equal to at least 40–45 hours of effort. As a result, a full-time intern is expected to put in 40 to 45 hours a week on things like their internship, training, projects, seminars, etc. This will result in a total internship period of 600–700 hours for B. Tech degrees and 450–500 hours for diplomas.

- Internships can be full-time or part-time; during the summer break, they are full-time, and during the academic year, they are part-time. The institute is open to scheduling internships, projects, seminars, and other activities based on the opportunities that are available. However, the following minimal requirements apply to internship length and credits:

**Table:1 Credit Framework for Internship**

S.N	Schedule		Duration		Activities	Credits	
	(Degree)	(Diploma)	(Degree)	(Diploma)		(Degree)	(Diploma)
1	Summer vacation after 2nd Semester	Summer vacation after 2nd Semester	3-4 weeks	3-4 weeks	Inter/ Intra Institutional • Activities	3-4	3-4
2	Summer vacation after 4th Semester	Summer vacation after 4th Semester	4-6 weeks	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	4-6
3	Summer vacation after 6th Semester	6th Semester	4-6 weeks	3-4 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	3-4
4	8th Semester	8th Semester	3-4 Weeks		Project work, Seminar (excluding credits for Advanced Courses)	3-4	

Students must participate in inter- and intra-institutional activities over the summer after completing the second semester, according to Table 1.

These activities include learning at departmental labs, tinkering labs, and institutes, as well as training with higher institutions and soft skill training organized by the training and placement cells of the respective institutions. Working on consulting or research projects for the institutions, as well as taking part in all events of the innovation council for the institute, such as IPR workshops, leadership talks, idea/design/innovation competitions, business completion competitions, technical expos, etc.

After the fourth or sixth semester, students are prepared for work experience during the summer break. As a result, students might decide to engage in activities connected to internships, innovation, or entrepreneurship. To prepare themselves for the industry, students can either opt to work on innovative or entrepreneurial activities that lead to start-ups or to complete an internship with business, non-profit, government, or micro, small, or medium companies.

A parent's declaration may be sent directly to the TPO if a student decides they do not want to do an internship and instead want to pursue their family company.

To facilitate technological intervention and networking for a comprehensive transformation of the rural population by identifying opportunities for localized employment, convergence, cost reduction, youth, and women empowerment, etc., AICTE has taken several initiatives to link AICTE approved institutions located in a particular district with nearby villages. The AICTE Rural/ Social Internship Programme has been proposed with this in mind.

It is suggested that a student's credit requirement for the internship will be deemed satisfied if they select any of the suggested activities from the AICTE Activity Programme, commit to them for the required six months, and accomplish substantial goals, all while enrolled in their degree programme.

Students may enroll in Project Work & Seminar as listed in the institute's curriculum during their final/eighth semester.

Every student is obliged to compile a file with official documentation of the work they have completed.

According to Table 2, the Programme Head, Cell In-Charge, Project Head, TPO, faculty mentor, or Industry Supervisor will evaluate these actions.

Table 2 lists the overall compilation of internship activities, a list of sub-activities under each of these segments, the expected degree of performance, the supporting documentation required to award points, and the minimum time frame required for specific activities.

**Table – 2 Overall compilation of Internship Activities / Credit Framework**

Major Head of Activity	Credits (Max.)	Suggested	Total Duration/ Week	Proposed Documentas	Performance appraisal/
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	Degree	Diploma	period (Max.)	Degree	Diploma	Sub Activity Head	Evidence	Evaluated by	Maximum points/ activity
Inter/ Intra Institutional Activities	3-4	34	During summer vacation after 2d sem.	3-4	3-4	Inter/ Intra Institutional Workshop/ Training/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Working for consultancy/ research project	Certificate	Programme head	Satisfactory/ Good/ Excellent
						Festival (Technical / Business / Others) Events/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
						Learning at Departmental Lab/Tinkering Lab/ Institutional workshop	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
Innovation / IPR / entrepreneurship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	Participation in innovation related completions for eg. Hackathons etc.	Certificate	Faculty Mentor	Satisfactory/ Good/ Excellent
						Development of new product/ Business Plan/ registration of start-up	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Participation in all the activities of Institute's Innovation Council for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.	Certificate	President/ Convener of ICC	Satisfactory/ Good/ Excellent
						Work experience at family business	Declaration by Parent	TPO	Satisfactory/ Good/ Excellent
Internship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	(Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship	Evaluating Report	Faculty Mentor/ TPO/ Industry supervisor	Satisfactory/ Good/ Excellent
Rural Internship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	Long Term goals under rural Internship	Evaluating Report	Faculty Mentor/ TPO/ NSS/ NCC head	Satisfactory/ Good/ Excellent
Project Work/ Seminar/	3-4	-	8th sem.	3-4	-	As specified in the curriculum of the institute.	Project Report	Project Head	Satisfactory/ Good/ Excellent

## 6. TRAINING & PLACEMENT CELL IN COLLEGES / UNIVERSITIES & ITS ROLE IN PROVIDING INTERNSHIP

A separate Training and Placement Cell for the institute is run by a Training and Placement Officer (TPO). TPO is a crucial component of the institute's career development programme for students. The Training and Placement Officer's job is to help students choose the appropriate vocation and to create programmes and activities that will improve knowledge, skill, attitude, and the appropriate kind of aptitude to satisfy the industry's personnel needs. The Training & Placement cell's

overall function is that of a facilitator and counsellor for activities linked to training and placement.

The sector is constantly looking for students who are enthusiastic, upbeat, and willing to take on challenges, as well as those who are attentive, have strong academic backgrounds, are quick learners, are open to learning even at work, and, most importantly, have strong communication skills. Through one-on-one counselling and group sessions, TPO will help students identify their academic and career interests as well as their short- and long-term goals. The placement cell will serve as a point of contact and facilitator to organize student internships, campus visits, and the employer recruitment process for the intentional placement of students at the school.

Additionally, the Training & Placement cell shall develop and implement internal curriculum, take classes, hire experts, hire agencies for student personality development, improve communication skills, vocabulary, and prepare students for group discussions, interviews, resume preparation and email writing, technical report writing, presentation skills, and industrial training at the end of the fourth and sixth semesters.

The institution allots 1% of its overall budget to support the Training and Placement Cell's operations and meet the budgetary needs for various programmes.

The proposed organizational structure of each Training and placement cell is as follows:

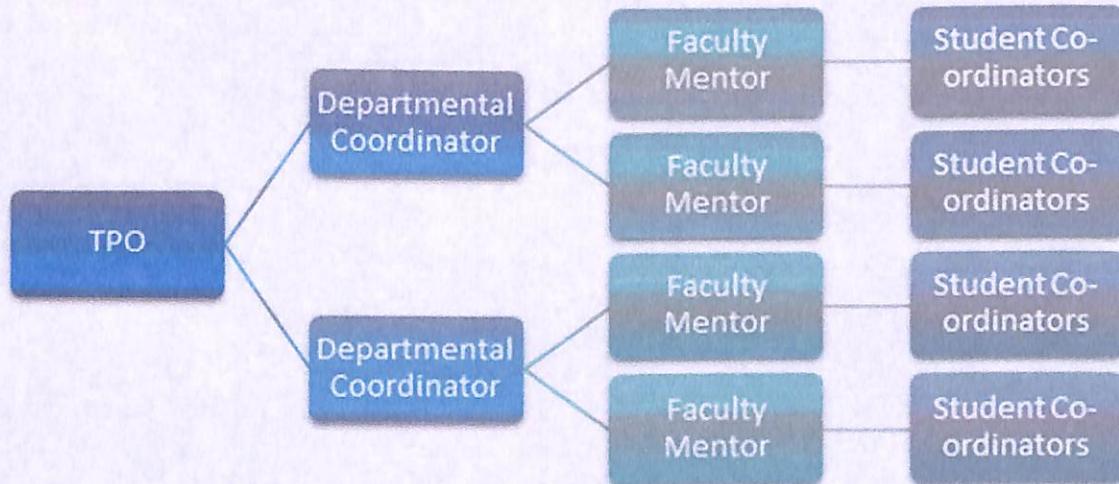


Fig.1. Organizational Structure at Institution Level

A Departmental Coordinator for Training and Placement Activities and Faculty Supervisors/Mentors chosen by the Head of the Concerned Departments/Principal will support the Institute's Training and Placement Officer.

A student committee made up of 1-3 students from each class will support training and placement efforts in each department under the direction of the student coordinator.

At the beginning of the academic year, candidates for departmental coordinator and faculty supervisors/mentors will be chosen for each batch.

However, with the assistance of the Training and Placement Officer, the students will choose the student coordinator, who will serve as their spokesperson.

Each faculty mentor is required to actively supervise at least 20 students during the internship, or more depending on the department's capacity.

## 7. HOW TO SEARCH INTERNSHIP?

- Apply through company official portals
- Search a company nearby to your stay
- Ask for the company from your family/friends

## 8. MODE OF EXECUTION

Internship may be done through following verticals through offline /online mode

- I. Full time Industry Internship cum project
- II. Full time research internship at research organization/ Indian University/ Foreign University
- III. Short duration (4-8 weeks) internship in industry within house project
- IV. Internship accounted through incubation Centre (Project Prototype through entrepreneur development and start-up)

Students may be allowed to change mode of execution in certain unavoidable circumstances. The department head shall take a decision for change of mode on application by student with a valid reason with due permission of the director. A list of such a students shall be submitted to the academic council for information.

In certain specific cases wherein, student is not able to register for internship through any of the above four modes, he/she shall apply to the director through Dean Alumni and Corporate Relations (ACR) giving specific reason to arrange for alternate mode.

### I. Full time Industry Internship cum project

Under this category, Execution methodology expects that students should work with respective industrial domains of Engineering. Students will be working on a problem identified and assigned by industry. This Problem will be treated as Problem statement of Academic Project for 7th and 8th semester. Departmental faculty will work as a guide/ supervisor in coordination with industry mentors to arrive at a feasible solution to problem assigned by industry within 7th and 8th semester of Engineering curriculum.

For this activity, time spent by student for collaborating with industry either in discussions (preapproved with prior appointments) OR Joining activity at location of



industry OR periodical visits related to data collection will be treated as Industrial Internship activity. In this category no special provision is made to define the specific period of 8th semester dedicated for Internship. However, the project guide and industry mentor prepared a mutual schedule of student interaction with industry throughout the project duration. This schedule is to be strictly followed as a part of assessment mechanism. Table 1.1 represents the flow of activity to be followed under this category.

Table 8.1 Steps and timeline to be followed as a guideline for category I.

Step. No.	Description of Activity	Responsibility	Timeline
1	Identification of industrial Problem for Project	Faculty /Students	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
1.1	If faculty identify problem, then necessary communication with Industry mentor and identify group of students/ single student	faculty	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
1.2	If student identify problem, then necessary communication with domain expert faculty and then step 1.1 follows	Student	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
2.	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor	At 1 <sup>st</sup> week of 7 <sup>th</sup> semester
3	Final Objective, methodology and schedule of interaction presentation in front of project monitoring committee at department.	Students, Faculty, and departmental Internship Coordinator	At 3 <sup>rd</sup> week of 7 <sup>th</sup> semester
4	Students to start adhering to schedule of interaction with necessary weekly reporting during Project hours of academic schedule*	Students	Throughout the 7 <sup>th</sup> and 8 <sup>th</sup> semester as per pre-defined schedule
5	Changes in schedule and work methodology to be agreed and signed off mutually between faculty and industry mentor.	Students, Faculty, and Industry mentor	Special circumstances during execution

6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7 <sup>th</sup> semester
7	Project will continue during vacation at Industry location for Minimum 1 week and necessary Project offs are allowed with prior permission on paper	Students, Faculty, and Industry mentor	During vacations between 7 <sup>th</sup> and 8 <sup>th</sup> semester
8	Project and Industrial internship will resume as per guidelines 4 and 5		8 <sup>th</sup> semester
9	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8 <sup>th</sup> semester

Students and faculties maintain all documentary records as per monitoring, assessment protocol of Internship policy documents.

## **II: Full time research internship at research organization/ Indian University/ Foreign University**

Under This Category, research project undertaken by research organization Or Internship Opportunities available at Organizations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organizations for conduct of research activity during span of project.

Faculty mentor from respective department will be monitoring student's progress periodically.

Table 1.2 Steps and timeline to be followed as a guideline for category II.

<b>Step. No.</b>	<b>Description of Activity</b>	<b>Responsibility</b>	<b>Timeline</b>
1	Advertisements issued by research organizations for research activity or Internship for UG students	Faculty /Students	Prevailing period of advertisement in 6 <sup>th</sup> and 7 <sup>th</sup> semester

2.	Scrutiny of Students and support to students for application procedure	Faculty and Dean research / Internship coordinator	Before last date of application available in advertisement
3	Faculty mentor to coordinate with parents of identified students and prepare necessary documents	Students, Faculty and departmental Project/ Internship Coordinator	Before last date of application available in advertisement
4	Faculty mentor to Interact with Representative of research organization	Faculty	After selection of students for Research/ Internship program
5	Students to report weekly to faculty mentor about progress of Research activity/ Internship activity	Students, Faculty	Throughout tenure of Program
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7th semester
7	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8th semester

If Research/ Internship tenure is more than 6 months/ spanned between last academic year of B. tech and students are required to stay at location allotted by Research organization then student should appear for Institute examination with prior permissions taken from Research/ Internship Organization during 7th and 8th semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

### III: Short duration (4-8 weeks) internship in industry within house project

Under This category, Academic Project and Internship will be treated as separate entity. Students will perform academic project issued by departmental faculties. Tenure of this project will be for 7th and 8th semester. Internship activity will be commenced from ESE of 7th semester for minimum period of 4 to 8 weeks. This internship should be preferably aligned with Project activities and domain area.

Table 1.3 Steps and timeline to be followed as a guideline for category III

Step. No.	Description of Activity	Responsibility	Timeline
1	Project coordinator to collect Broad area of academic Project from departmental faculty	Project Coordinator	Before end of 6th semester
2.	Academic Project areas presented by faculty to be aligned with Industrial Problems	Departmental Faculty	Before end of 6th semester
3	List of Faculty and Domain of project to be made available for students	Project Coordinator	During Vacation Period between 6th and 7th semester
4	Students to approach Faculties and finalize their project groups and area of Project by discussion with faculty	Students and Faculty	During Vacation Period of 6th and 7th semester
5	Project guide will start identifying Industrial organizations for Internship of respective students aligned with project domain area	Project Guide	Before end of 7th semester
6	Internship coordinator to assist project guide for finalizing organization for Internship of respective students and keep records of the same	Internship Coordinator	Before end of 7th semester
7	Necessary documentation will be maintained by Internship Coordinator through project Guides as per Internship Policy of Institute.	Internship Coordinator	Before end of 7th semester
8	Students will start internship after end of 7 <sup>th</sup> semester examination for minimum period of 8 weeks	Students	after end of 7 <sup>th</sup> semester examination
9	Project Guide to monitor student's performance by Interacting with Internship on-site mentor Or by surprise visit at Internship location	Project Guide	During tenure of Internship with Minimum two communications

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10	Report and Presentation	Students, Project guide and Internship Coordinator	After end of internship
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Assessment of internship will be done as per Institute Internship Policy.

**IV: Internship accounted through incubation center (Project Prototype through entrepreneur development and start-up)**

Mode of execution under this category is governed by rules and regulations of ED cell.

**9. INTERNSHIP DURATION**

The internship is mandatory as a part of the curriculum. Students will not graduate unless they complete the internship as prescribed. The structure and durations of the Internship may vary. It is normal for a minimum duration to be at least four weeks during the final semester of B. Tech. program.

Typically, internships will start in the second semester of final year around January every year and the durations range between four to twenty weeks. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

**10. PROCEDURE FOR EXECUTING & IMPLEMENTING AN INTERNSHIP:**

After the seventh semester or in accordance with AICTE/DTE/affiliating University rules, the T&P cell will organize internships for students in businesses/organizations.

The general procedure to be used for internship execution is as follows:

- **Step 1:** The Training & Placement Cell office of the Institute shall send a letter or email to the company requesting different slots of 4–20 weeks throughout the 8th semester as internship periods for the students. Students' letters of request, profiles, and areas of interest will be forwarded to businesses to gauge their interest in offering training. (Example provided).
- **Step 2:** Through a confirmation letter or email, the industry will confirm the training sessions and the number of seats designated for internships. The industry will be asked to assign a mentor or supervisor so that the supervisor and students can communicate. If the students arrange the training themselves, they will submit the confirmation letter to the office of Training & Placement through the relevant

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department. Dean ACR will assign the students to the relevant industry based on the number of slots agreed upon by the industry. In addition, the Dean (Alumni and Corporate Relations) or other T&P cell members or faculty members who are specifically responsible for the students' internships may communicate internship openings by telephone or written communication (by fax, email, etc.).

- **Step 3:** Students must submit joining reports, letters, or emails to the dean ACR and head of department after beginning training at the relevant industry or organization.
- **Step 4:** Students will complete an internship with the relevant business or organization. Once or twice, the mentor or supervisor would visit the industry or organization to assess the students' performance. The Head of Department will receive an evaluation report from the students through the internship coordinator. With the approval of the Industry Personnel/Trainers, the Head of the Department shall transmit these reports to ACR.(Example Appended.)
- **Step 5:** After completing their internships, students must submit an internship report in the format specified by the institute along with the certificate they received from the host company.
- **Step 6:** ACR will provide the office of the concerned department with a list of students who have successfully completed their internships.

## 11. RECOMMENDATIONS FOR STUDENTS:

1. All students must do an internship that lasts at least 4 weeks.
2. Students can take on mini projects, tasks, and case studies by talking with relevant industry leaders and working on them during an internship.
3. All students should be required to adhere to the guidelines established by the business world.
4. If a student wants to utilize any drawings, photographs, or other documents from industry, they must first obtain permission from the relevant industrial authorities.
5. Students must adhere to all ethical standards and business procedures.
6. Students must follow the industry-required health and safety procedures.
7. Students should share their progress each week with their college-based academic advisor.
8. Each student, in consultation with the academic advisor, must produce an internship report.

## 12. RECOMMENDATIONS FOR GENERAL INTERNSHIPS:

- An internship is a fantastic way to gain work experience without really working for

the firm. Prior to beginning their internship, students are recommended to identify their goals and concentrate on achieving them.

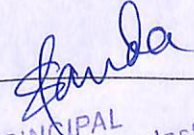
- If a student accepts an internship at a very large company, he should take advantage of the chance to learn about the tasks carried out in the various departments by working in each of them for a brief period. He will gain a more comprehensive view of the professional opportunities in relation to his goals thanks to this experience.
- The way we approach and approach learning greatly influences how much we learn. Do everything you're asked to do with excitement and a good outlook.
- Interns must avoid negativity and never pass up the possibility to learn more about a concept, technology, industry, or company that is being presented to them.
- Interns need to be curious and work to learn as much as they can.
- Interns must find a capable mentor within the organization and take the initiative to start new projects where they may have a positive impact on the business.
- Interns should have fun while on the job and go home with real accomplishments.
- The Intern and his or her Project Head will establish a regular internship schedule.
- Interns should see their internship as a transition between school and the working world. Utilize these to their fullest potential while doing an internship: - Throughout the internship programme, the intern must exhibit honesty, punctuality, and a willingness to learn.
- The intern will abide by the company's policies, rules, and regulations as well as its operational guidelines.

### 13. DIARY OF THE STUDENT/DAILY LOG

The major goals of keeping a daily journal are to develop the habit of documentation and to motivate the pupils to look up information. The students' ability to reason and assimilate information grows as a result. The day-to-day description of the observations, impressions, information gathered, and suggestions made, if any, should be recorded by the students in the daily training diary. It should include sketches and drawings that are connected to the observations the pupils made. The supervisor or person in charge of the department where the student has been working needs to sign the daily training log at the end of each day. The journal should also be displayed to the Faculty Mentor who occasionally visits the industry and whose approval was given on the day of his visit. Students should submit their student diaries and internship reports to the institute as soon as the training is through, along with attendance records and an assessment form that has been properly filled out and stamped by the industry.

The following criteria will be used to evaluate it:

- Regularity in diary upkeep.
- Adequacy & quality of information entered.
- Drawings, sketches, and data recorded.
- Techniques for thought and recording.
- The way the information is organized.

  
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## 14. REPORT ON INTERNSHIP:

The student should write a thorough report on his observations and lessons learned during the training programme after completing his internship. The student should produce the final report on the prescribed themes and may speak with the Industrial Supervisor, Faculty Mentor, or TPO on any issues or problems. Since the student has already included much of the information in the daily notebook, it will also be very helpful when writing the industrial report. The internship supervisor, the dean of ACR, and the faculty mentor must all sign the training report.

The following factors will be used to evaluate the internship report:

- i. Originality.
- ii. Sufficient and well-intentioned writing.
- iii. Structure, format, images, sketches, language, etc.
- iv. The learning experience's diversity and relevancy.
- v. Real-world applications, connections to fundamental theories, and ideas covered throughout the course.

## 15. MONITORING & EVALUATION

### 15.1. Monitoring Phase

#### 15.1.1. Monitoring at the Industry Side –

1. A copy of the internship schedule, which should be produced for the specified period—4 to 20 weeks—can be given to the departmental project advisor, the faculty mentor, and the supervisor.
2. Every student must keep an internship journal or notebook, update it daily, and have it reviewed by an industry mentor or supervisor.
3. Each student must create a monthly report and presentation, which must be approved by an industry mentor or supervisor.
4. The industry is needed to follow the formal entry (the start processes) and exit (the internship closure procedures).
5. The departmental project guide, academic mentor, and supervisor must periodically debate the early conclusion of the internship (earlier than the agreed time-period) or the extension of the stipulated tenure. (This will also be communicated to and discussed with the department's director and coordinator for internships.)



Format for Evaluation (Rubrics) by Industry:

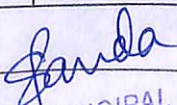
Sr.	Attribute	Marks (total 25)
1	Attendance and general behavior	...../5
2	Relation with workers and supervisors	...../5
3	Initiative and efforts in learning	...../5
4	Knowledge and skill improvement	...../5
5	Time utilization and professional attitude	...../5
	Total	...../25

### 15.1.2. Monitoring at the Institute Side –

1. Each student must submit a monthly report and a presentation, which must be approved by the departmental project guide, a faculty mentor, or a supervisor.
2. Each student must present monthly activities to the departmental project guide, faculty mentor, or supervisor in person or online.
3. At the conclusion of the internship, each student is required to present the entirety of their online and offline internship activities to their departmental project guide, faculty mentor, and supervisor.
4. The student's physical presence at the internship site will be checked by a faculty mentor, internship coordinator, head of the department, or dean (Alumni and Corporate Relations) unexpectedly (if the student is found absent without notifying the industry mentor in advance, the entire training will be cancelled, and the student is responsible for the punishment).
5. In addition to vacations and weekly off, students can take one day of leave every four weeks of training with the authorization of the relevant industry. To take advantage of the leave, students must email their industry mentor, faculty mentor, internship coordinator, HoD, and TPO at least one day in advance.

Format for Evaluation (Rubrics) by Faculty Mentor of the Institute:

Attribute	Poor (1)	Mediocre (2)	Above average (3)	Good (4)	Excellent (5)
Learning aptitude, work interest					
Technical knowledge and expertise, problem analysis skills					
Initiative					

  
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Organizational skills					
Communication skills					
Cooperation with co-workers and supervisors / Teamwork					

**Annexure I**

**Student internship program application format**

Complete and submit to the ACR/ Internship Program Coordinator.  
Type or write clearly.

1. Student Name:	
2. Current Address	

*Sanda*

3. Residence Address			
4. Email id			
5. Mobile Nos.			
6. Overall GPA			
7. Mode of Internship			
8. Internship Preferences			
	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program			
Student Signature: _____		Date _____	
I confirm 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 guide/supervisor.			
Sign of Departmental Internship Coordinator		Date	

**Annexure II**

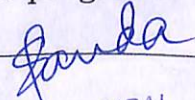
**Parent/Guardian Consent Form—Internship**

Please complete all blanks and sign in

*three* places. Student's Name:

**Part I: Permission to Participate**

I have read the information concerning the internship program and give my son/daughter, \_\_\_\_\_, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

  
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**Date**

**Signature of Parent/Guardian**

**Part II: Emergency Authorization**

If I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

**Date:**

**Signature of Parent/Guardian**

**Part III: Liability**

I hereby agree to waive and release all rights that I, my ward, or our representatives may have to make claim against College or their respective officers, employees, or representatives arising from injury or damages, including lawyer's fees, that may result from my ward's participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer's fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward's participation in the internship program.

**Date:**

**Signature of Parent/Guardian**

**Annexure III**

**Format for request letter from institute to internship provider**

To  
The General Manager (HR)  
.....  
.....

Subject: Request for \_ weeks industrial training of B. Tech. in \_ Engineering,

*Sudha*  
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Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Discipline

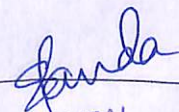
If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement  
Officer



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Student Relieving Letter Format

To,

.....  
.....

Subject: Relieving letter of student.

Dear Sir,

Kindly refer your letter/e-mail dated...on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr. No.	Name of Student	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, you are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Sr. No.	Name of Student	Evaluation Ranking
1	Attendance and general behaviour	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated. along with a copy of this letter.

Yours sincerely,

Dean (Alumni and Corporate Relations)

*Janda*  
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**Student Joining Letter Format**

To,  
The Dean (Alumni and Corporate  
Relations), KIT's College of  
Engineering (Autonomous),  
Kolhapur.

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organization) through letter/email dated \_\_, I hereby pleased to communicate you that I have joined as Internee on \_\_\_\_\_. Initially I have been posted in \_\_ department. During this Internship, my contact number will be, \_\_\_\_\_ and e mail id will be \_\_\_\_\_. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the student with sign)

For Immediate Supervisor

The above-mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.




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**Student Daily Diary (Log) Recording  
Format**

**Annexure- VI**

Day-1		Date:	
Time of arrival		Time of departure	Remarks
Depart./ Division		Name of finished job	
Name of HOD/ Supervisor			
With e-mail id			
Main points of the day			

**Signature of Industry Supervisor |**

  
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Annexure- VII

**Format for Supervisor Evaluation of Intern**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behavior				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

*Sanda*  
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ENGINEERING COLLEGE**

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



**Policy for Internship  
(W.e.f 2018-19)**

Approved by BOG  
Dated on 03/09/2018  
Under Agenda No. 3

Ref. No: DSDEC / POLY / 2018-19/16  Issue No- <u>3</u>	Compiled By: <i>M. K. Ghosh</i> Training and Placement Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex T&P Cell, 540, Dum Dum Road, Kolkata-700074	Checked By: <i>[Signature]</i> (IQAC Convener)	Approved By: <i>[Signature]</i> (Principal)
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Coordinator, IQAC  
 Dr. Sudhir Chandra Sur Degree  
 Engineering College  
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Principal  
 Dr. Sudhir Chandra Sur Degree  
 Engineering College  
 540, Dum Dum Road, Suremath  
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## 1. PREAMBLE

Internships are learning and career-building experiences that give you hands-on experience in a particular subject or profession. Internships are much more crucial because businesses are seeking workers with the right skills and knowledge of the environment, norms, and culture of the industry. The internship is a short-term, structured, and supervised training programme that is frequently centered on assignments or projects with clear deadlines.

## 2. OBJECTIVES


Internships are learning and career-development opportunities that give you hands-on experience in a particular subject or discipline. They are supervised, short-term, structured placements that are frequently organized around specific objectives or deadline-bound projects. An internship may be paid, unpaid, or paid for part of the time. The internship must be worthwhile and advantageous to both the organization and the intern.

The following are the desired outcomes:

- To expose students to the industrial environment so that they can apply their existing technical knowledge in real-world settings (including a variety of materials, processes, products, and their applications, as well as relevant aspects of quality control that cannot be mimicked in the classroom).
- To offer possibilities for developing the practical technical and managerial abilities necessary for a professional career.
- Have a thorough understanding of the administrative, social, environmental, and economic factors that affect the workplace [PO 6, 7].
- To educate students about the duties and morals of engineers [PO 8]
- To become familiar with the working styles of various hierarchical sectors and develop teamwork skills [PO 9]
- To gain experience in all forms of professional communication, including pre-internship applications, people skills and documentation skills during internships, and post-internship reports/projects writing skills [PO 10].
- To illustrate how the internship has impacted their professional and lifelong growth [PO 12]
- To connect students within the organization with potential future employment or research possibilities [PO 12]

## 3. APPLICABLE TO:

1. Computer Science and Engineering
2. Computer Science and Engineering (AI & ML)
3. Electronics and Communication Engineering
4. Civil Engineering
5. Automobile Engineering
6. Electrical Engineering
7. Mechanical Engineering

  
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## 4. BENEFITS OF INTERNSHIP:

### 4.1. Benefits to the Industry:

- Availability of ready-to-contributing 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 workforce 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.

### 4.2. 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. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- 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.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating networks and social circles and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.



### 4.3. 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.

### 5. INTERNSHIP DURATION AND ACADEMIC CREDENTIALS:

To grant academic credit for the internship completed as part of the programme, the following approach is suggested.

• For the B. Tech. degree course, a minimum of 14–20 credits of internship, entrepreneurial activities, project work, seminars, and inter/intra institutional training may be used, and for the three-year diploma programme, 10–14 credits.

• In this case, 1 credit is equal to at least 40–45 hours of effort. As a result, a full-time intern is expected to put in 40 to 45 hours a week on things like their internship, training, projects, seminars, etc. This will result in a total internship period of 600–700 hours for B. Tech degrees and 450–500 hours for diplomas.

• Internships can be full-time or part-time; during the summer break, they are full-time, and during the academic year, they are part-time. The institute is open to scheduling internships, projects, seminars, and other activities based on the opportunities that are available. However, the following minimal requirements apply to internship length and credits:

**Table:1 Credit Framework for Internship**

S.N	Schedule		Duration		Activities	Credits	
	(Degree)	(Diploma)	(Degree)	(Diploma)		(Degree) 14-20	(Diploma) 10-16
1	Summer vacation after 2nd Semester	Summer vacation after 2nd Semester	3-4 weeks	3-4 weeks	Inter/ Intra Institutional • Activities	3-4	3-4
2	Summer vacation after 4th Semester	Summer vacation after 4th Semester	4-6 weeks	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	4-6
3	Summer vacation after 6th Semester	6th Semester	4-6 weeks	3-4 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	3-4
4	8th Semester	8th Semester	3-4 Weeks		Project work, Seminar (excluding credits for Advanced Courses)	3-4	



Students must participate in inter- and intra-institutional activities over the summer after completing the second semester, according to Table 1.

These activities include learning at departmental labs, tinkering labs, and institutes, as well as training with higher institutions and soft skill training organized by the training and placement cells of the respective institutions. Working on consulting or research projects for the institutions, as well as taking part in all events of the innovation council for the institute, such as IPR workshops, leadership talks, idea/design/innovation competitions, business completion competitions, technical expos, etc.

After the fourth or sixth semester, students are prepared for work experience during the summer break. As a result, students might decide to engage in activities connected to internships, innovation, or entrepreneurship. To prepare themselves for the industry, students can either opt to work on innovative or entrepreneurial activities that lead to start-ups or to complete an internship with business, non-profit, government, or micro, small, or medium companies.

A parent's declaration may be sent directly to the TPO if a student decides they do not want to do an internship and instead want to pursue their family company.

To facilitate technological intervention and networking for a comprehensive transformation of the rural population by identifying opportunities for localized employment, convergence, cost reduction, youth, and women empowerment, etc., AICTE has taken several initiatives to link AICTE approved institutions located in a particular district with nearby villages. The AICTE Rural/ Social Internship Programme has been proposed with this in mind.

It is suggested that a student's credit requirement for the internship will be deemed satisfied if they select any of the suggested activities from the AICTE Activity Programme, commit to them for the required six months, and accomplish substantial goals, all while enrolled in their degree programme.

Students may enroll in Project Work & Seminar as listed in the institute's curriculum during their final/eighth semester.

Every student is obliged to compile a file with official documentation of the work they have completed.

According to Table 2, the Programme Head, Cell In-Charge, Project Head, TPO, faculty mentor, or Industry Supervisor will evaluate these actions.

Table 2 lists the overall compilation of internship activities, a list of sub-activities under each of these segments, the expected degree of performance, the supporting documentation required to award points, and the minimum time frame required for specific activities.

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**Table – 2 Overall compilation of Internship Activities / Credit Framework**

Major Head of Activity	Credits (Max.)		Suggested period (Max.)	Total Duration/ Week		Sub Activity Head	Proposed Documentas Evidence	Evaluated by	Performance appraisal/ Maximum points/ activity
	Degree	Diploma		Degree	Diploma				
Inter/ Intra Institutional Activities	3-4	34	During summer vacation after 2d sem.	3-4	3-4	Inter/ Intra Institutional Workshop/ Training/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Working for consultancy/ research project	Certificate	Programme head	Satisfactory/ Good/ Excellent
						Festival (Technical / Business / Others) Events/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
						Learning at Departmental Lab/Tinkering Lab/ Institutional workshop	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
Innovation / IPR / entrepreneurship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	Participation in innovation related completions for eg. Hackathons etc.	Certificate	Faculty Mentor	Satisfactory/ Good/ Excellent
						Development of new product/ Business Plan/ registration of start-up	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Participation in all the activities of Institute's Innovation Council for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.	Certificate	President/ Convener of ICC	Satisfactory/ Good/ Excellent
						Work experience at family business	Declaration by Parent	TPO	Satisfactory/ Good/ Excellent
Internship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	(Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship	Evaluating Report	Faculty Mentor/ TPO/ Industry supervisor	Satisfactory/ Good/ Excellent
Rural Internship	4-6	4-6	During summer vacation after 4th/ 6th sem.	4-6	4-6	Long Term goals under rural Internship	Evaluating Report	Faculty Mentor/ TPO/ NSS/ NCC head	Satisfactory/ Good/ Excellent
Project Work/ Seminar/	3-4	-	8th sem.	3-4	-	As specified in the curriculum of the institute.	Project Report	Project Head	Satisfactory/ Good/ Excellent

## 6. TRAINING & PLACEMENT CELL IN COLLEGES / UNIVERSITIES & ITS ROLE IN PROVIDING INTERNSHIP

A separate Training and Placement Cell for the institute is run by a Training and Placement Officer (TPO). TPO is a crucial component of the institute's career



development programme for students. The Training and Placement Officer's job is to help students choose the appropriate vocation and to create programmes and activities that will improve knowledge, skill, attitude, and the appropriate kind of aptitude to satisfy the industry's personnel needs. The Training & Placement cell's overall function is that of a facilitator and counsellor for activities linked to training and placement.

The sector is constantly looking for students who are enthusiastic, upbeat, and willing to take on challenges, as well as those who are attentive, have strong academic backgrounds, are quick learners, are open to learning even at work, and, most importantly, have strong communication skills. Through one-on-one counselling and group sessions, TPO will help students identify their academic and career interests as well as their short- and long-term goals. The placement cell will serve as a point of contact and facilitator to organize student internships, campus visits, and the employer recruitment process for the intentional placement of students at the school.

Additionally, the Training & Placement cell shall develop and implement internal curriculum, take classes, hire experts, hire agencies for student personality development, improve communication skills, vocabulary, and prepare students for group discussions, interviews, resume preparation and email writing, technical report writing, presentation skills, and industrial training at the end of the fourth and sixth semesters.

The institution allots 1% of its overall budget to support the Training and Placement Cell's operations and meet the budgetary needs for various programmes.

The proposed organizational structure of each Training and placement cell is as follows:

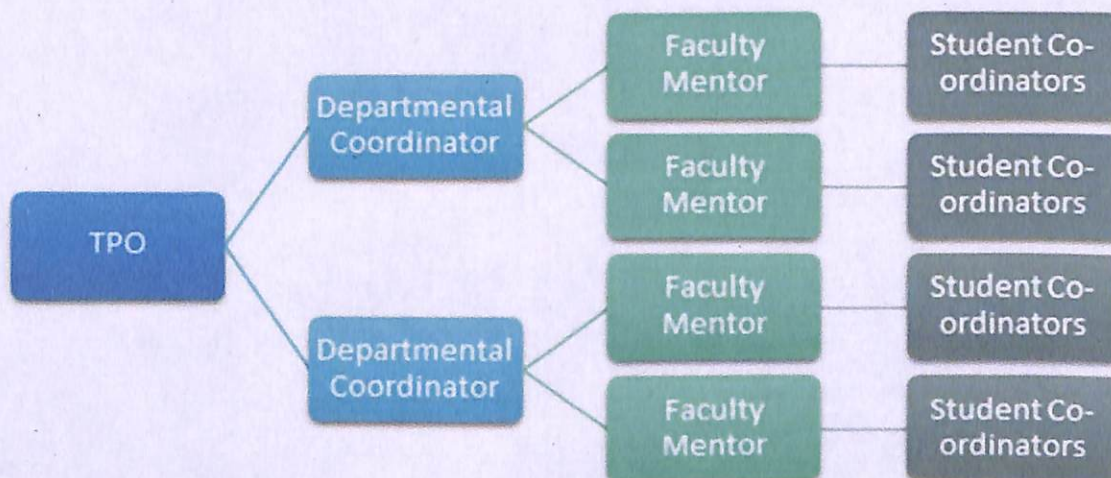



Fig.1. Organizational Structure at Institution Level

  
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A Departmental Coordinator for Training and Placement Activities and Faculty Supervisors/Mentors chosen by the Head of the Concerned Departments/Principal will support the Institute's Training and Placement Officer.

A student committee made up of 1-3 students from each class will support training and placement efforts in each department under the direction of the student coordinator.

At the beginning of the academic year, candidates for departmental coordinator and faculty supervisors/mentors will be chosen for each batch.

However, with the assistance of the Training and Placement Officer, the students will choose the student coordinator, who will serve as their spokesperson.

Each faculty mentor is required to actively supervise at least 20 students during the internship, or more depending on the department's capacity.

## 7. HOW TO SEARCH INTERNSHIP?

- Apply through company official portals
- Search a company nearby to your stay
- Ask for the company from your family/friends

## 8. MODE OF EXECUTION

Internship may be done through following verticals through offline /online mode

- I. Full time Industry Internship cum project
- II. Full time research internship at research organization/ Indian University/ Foreign University
- III. Short duration (4-8 weeks) internship in industry within house project
- IV. Internship accounted through incubation Centre (Project Prototype through entrepreneur development and start-up)

Students may be allowed to change mode of execution in certain unavoidable circumstances. The department head shall take a decision for change of mode on application by student with a valid reason with due permission of the director. A list of such a students shall be submitted to the academic council for information.

In certain specific cases wherein, student is not able to register for internship through any of the above four modes, he/she shall apply to the director through Dean Alumni and Corporate Relations (ACR) giving specific reason to arrange for alternate mode.

### I. **Full time Industry Internship cum project**

Under this category, Execution methodology expects that students should work with respective industrial domains of Engineering. Students will be working on a problem




identified and assigned by industry. This Problem will be treated as Problem statement of Academic Project for 7th and 8th semester. Departmental faculty will work as a guide/ supervisor in coordination with industry mentors to arrive at a feasible solution to problem assigned by industry within 7th and 8th semester of Engineering curriculum.

For this activity, time spent by student for collaborating with industry either in discussions (preapproved with prior appointments) OR Joining activity at location of industry OR periodical visits related to data collection will be treated as Industrial Internship activity. In this category no special provision is made to define the specific period of 8th semester dedicated for Internship. However, the project guide and industry mentor prepared a mutual schedule of student interaction with industry throughout the project duration. This schedule is to be strictly followed as a part of assessment mechanism. Table 1.1 represents the flow of activity to be followed under this category.

Table 8.1 Steps and timeline to be followed as a guideline for category I.

Step. No.	Description of Activity	Responsibility	Timeline
1	Identification of industrial Problem for Project	Faculty /Students	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
1.1	If faculty identify problem, then necessary communication with Industry mentor and identify group of students/ single student	faculty	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
1.2	If student identify problem, then necessary communication with domain expert faculty and then step 1.1 follows	Student	Vacation between 6 <sup>th</sup> and 7 <sup>th</sup> semester
2.	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor	At 1 <sup>st</sup> week of 7 <sup>th</sup> semester
3	Final Objective, methodology and schedule of interaction presentation in front of project monitoring committee at department.	Students, Faculty, and departmental Internship Coordinator	At 3 <sup>rd</sup> week of 7 <sup>th</sup> semester

  
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4	Students to start adhering to schedule of interaction with necessary weekly reporting during Project hours of academic schedule*	Students	Throughout the 7 <sup>th</sup> and 8 <sup>th</sup> semester as per pre-defined schedule
5	Changes in schedule and work methodology to be agreed and signed off mutually between faculty and industry mentor.	Students, Faculty, and Industry mentor	Special circumstances during execution
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7 <sup>th</sup> semester
7	Project will continue during vacation at Industry location for Minimum 1 week and necessary Project offs are allowed with prior permission on paper	Students, Faculty, and Industry mentor	During vacations between 7 <sup>th</sup> and 8 <sup>th</sup> semester
8	Project and Industrial internship will resume as per guidelines 4 and 5		8 <sup>th</sup> semester
9	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8 <sup>th</sup> semester

Students and faculties maintain all documentary records as per monitoring, assessment protocol of Internship policy documents.

## **II: Full time research internship at research organization/ Indian University/ Foreign University**

Under This Category, research project undertaken by research organization Or Internship Opportunities available at Organizations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organizations for conduct of research activity during span of project.

Faculty mentor from respective department will be monitoring student's progress periodically.



  
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Table 1.2 Steps and timeline to be followed as a guideline for category II.

Step. No.	Description of Activity	Responsibility	Timeline
1	Advertisements issued by research organizations for research activity or Internship for UG students	Faculty /Students	Prevailing period of advertisement in 6th and 7th semester
2.	Scrutiny of Students and support to students for application procedure	Faculty and Dean research / Internship coordinator	Before last date of application available in advertisement
3	Faculty mentor to coordinate with parents of identified students and prepare necessary documents	Students, Faculty and departmental Project/ Internship Coordinator	Before last date of application available in advertisement
4	Faculty mentor to Interact with Representative of research organization	Faculty	After selection of students for Research/ Internship program
5	Students to report weekly to faculty mentor about progress of Research activity/ Internship activity	Students, Faculty	Throughout tenure of Program
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7th semester
7	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8th semester

If Research/ Internship tenure is more than 6 months/ spanned between last academic year of B. tech and students are required to stay at location allotted by Research organization then student should appear for Institute examination with prior permissions taken from Research/ Internship Organization during 7th and 8th semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

  
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### III: Short duration (4-8 weeks) internship in industry within house project

Under This category, Academic Project and Internship will be treated as separate entity. Students will perform academic project issued by departmental faculties. Tenure of this project will be for 7th and 8th semester. Internship activity will be commenced from ESE of 7th semester for minimum period of 4 to 8 weeks. This internship should be preferably aligned with Project activities and domain area.

Table 1.3 Steps and timeline to be followed as a guideline for category III

Step. No.	Description of Activity	Responsibility	Timeline
1	Project coordinator to collect Broad area of academic Project from departmental faculty	Project Coordinator	Before end of 6th semester
2.	Academic Project areas presented by faculty to be aligned with Industrial Problems	Department al Faculty	Before end of 6th semester
3	List of Faculty and Domain of project to be made available for students	Project Coordinator	During Vacation Period between 6th and 7th semester
4	Students to approach Faculties and finalize their project groups and area of Project by discussion with faculty	Students and Faculty	During Vacation Period of 6th and 7th semester
5	Project guide will start identifying Industrial organizations for Internship of respective students aligned with project domain area	Project Guide	Before end of 7th semester
6	Internship coordinator to assist project guide for finalizing organization for Internship of respective students and keep records of the same	Internship Coordinator	Before end of 7th semester
7	Necessary documentation will be maintained by Internship Coordinator through project Guides as per Internship Policy of Institute.	Internship Coordinator	Before end of 7th semester

  
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8	Students will start internship after end of 7 <sup>th</sup> semester examination for minimum period of 8 weeks	Students	after end of 7 <sup>th</sup> semester examination
9	Project Guide to monitor student's performance by Interacting with Internship on-site mentor Or by surprise visit at Internship location	Project Guide	During tenure of Internship with Minimum two communications
10	Report and Presentation	Students, Project Guide and Internship Coordinator	After end of internship

Assessment of internship will be done as per Institute Internship Policy.

#### **IV: Internship accounted through incubation center (Project Prototype through entrepreneur development and start-up)**

Mode of execution under this category is governed by rules and regulations of ED cell.

### **9. INTERNSHIP DURATION**

The internship is mandatory as a part of the curriculum. Students will not graduate unless they complete the internship as prescribed. The structure and durations of the Internship may vary. It is normal for a minimum duration to be at least four weeks during the final semester of B. Tech. program.

Typically, internships will start in the second semester of final year around January every year and the durations range between four to twenty weeks. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

### **10. PROCEDURE FOR EXECUTING & IMPLEMENTING AN INTERNSHIP:**

After the seventh semester or in accordance with AICTE/DTE/affiliating University rules, the T&P cell will organize internships for students in businesses/organizations.

The general procedure to be used for internship execution is as follows:

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- **Step 1:** The Training & Placement Cell office of the Institute shall send a letter or email to the company requesting different slots of 4–20 weeks throughout the 8th semester as internship periods for the students. Students' letters of request, profiles, and areas of interest will be forwarded to businesses to gauge their interest in offering training. (Example provided).
- **Step 2:** Through a confirmation letter or email, the industry will confirm the training sessions and the number of seats designated for internships. The industry will be asked to assign a mentor or supervisor so that the supervisor and students can communicate. If the students arrange the training themselves, they will submit the confirmation letter to the office of Training & Placement through the relevant department. Dean ACR will assign the students to the relevant industry based on the number of slots agreed upon by the industry. In addition, the Dean (Alumni and Corporate Relations) or other T&P cell members or faculty members who are specifically responsible for the students' internships may communicate internship openings by telephone or written communication (by fax, email, etc.).
- **Step 3:** Students must submit joining reports, letters, or emails to the dean ACR and head of department after beginning training at the relevant industry or organization.
- **Step 4:** Students will complete an internship with the relevant business or organization. Once or twice, the mentor or supervisor would visit the industry or organization to assess the students' performance. The Head of Department will receive an evaluation report from the students through the internship coordinator. With the approval of the Industry Personnel/Trainers, the Head of the Department shall transmit these reports to ACR. (Example Appended.)
- **Step 5:** After completing their internships, students must submit an internship report in the format specified by the institute along with the certificate they received from the host company.
- **Step 6:** ACR will provide the office of the concerned department with a list of students who have successfully completed their internships.

## 11. RECOMMENDATIONS FOR STUDENTS:

1. All students must do an internship that lasts at least 4 weeks.
2. Students can take on mini projects, tasks, and case studies by talking with relevant industry leaders and working on them during an internship.
3. All students should be required to adhere to the guidelines established by the business world.
4. If a student wants to utilize any drawings, photographs, or other documents from



- industry, they must first obtain permission from the relevant industrial authorities.
5. Students must adhere to all ethical standards and business procedures.
  6. Students must follow the industry-required health and safety procedures.
  7. Students should share their progress each week with their college-based academic advisor.
  8. Each student, in consultation with the academic advisor, must produce an internship report.

## 12. RECOMMENDATIONS FOR GENERAL INTERNSHIPS:

- An internship is a fantastic way to gain work experience without really working for the firm. Prior to beginning their internship, students are recommended to identify their goals and concentrate on achieving them.
- If a student accepts an internship at a very large company, he should take advantage of the chance to learn about the tasks carried out in the various departments by working in each of them for a brief period. He will gain a more comprehensive view of the professional opportunities in relation to his goals thanks to this experience.
- The way we approach and approach learning greatly influences how much we learn. Do everything you're asked to do with excitement and a good outlook.
- Interns must avoid negativity and never pass up the possibility to learn more about a concept, technology, industry, or company that is being presented to them.
- Interns need to be curious and work to learn as much as they can.
- Interns must find a capable mentor within the organization and take the initiative to start new projects where they may have a positive impact on the business.
- Interns should have fun while on the job and go home with real accomplishments.
- The Intern and his or her Project Head will establish a regular internship schedule.
- Interns should see their internship as a transition between school and the working world. Utilize these to their fullest potential while doing an internship: - Throughout the internship programme, the intern must exhibit honesty, punctuality, and a willingness to learn.
- The intern will abide by the company's policies, rules, and regulations as well as its operational guidelines.

## 13. DIARY OF THE STUDENT/DAILY LOG

The major goals of keeping a daily journal are to develop the habit of documentation and to motivate the pupils to look up information. The students' ability to reason and assimilate information grows as a result. The day-to-day description of the observations, impressions, information gathered, and suggestions made, if any, should be recorded by the students in the daily training diary. It should include sketches and drawings that are connected to the observations the pupils made. The supervisor or person in charge of the department where the





student has been working needs to sign the daily training log at the end of each day. The journal should also be displayed to the Faculty Mentor who occasionally visits the industry and whose approval was given on the day of his visit. Students should submit their student diaries and internship reports to the institute as soon as the training is through, along with attendance records and an assessment form that has been properly filled out and stamped out by the industry.

The following criteria will be used to evaluate it:

- Regularity in diary upkeep.
- Adequacy & quality of information entered.
- Drawings, sketches, and data recorded.
- Techniques for thought and recording.
- The way the information is organized.

## **14. REPORT ON INTERNSHIP:**

The student should write a thorough report on his observations and lessons learned during the training programme after completing his internship. The student should produce the final report on the prescribed themes and may speak with the Industrial Supervisor, Faculty Mentor, or TPO on any issues or problems. Since the student has already included much of the information in the daily notebook, it will also be very helpful when writing the industrial report. The internship supervisor, the dean of ACR, and the faculty mentor must all sign the training report.

The following factors will be used to evaluate the internship report:

- i. Originality.
- ii. Sufficient and well-intentioned writing.
- iii. Structure, format, images, sketches, language, etc.
- iv. The learning experience's diversity and relevancy.
- v. Real-world applications, connections to fundamental theories, and ideas covered throughout the course.

## **15. MONITORING & EVALUATION**

### **15.1. Monitoring Phase**

#### **15.1.1. Monitoring at the Industry Side –**

1. A copy of the internship schedule, which should be produced for the specified period—4 to 20 weeks—can be given to the departmental project advisor, the faculty mentor, and the supervisor.
2. Every student must keep an internship journal or notebook, update it daily, and



have it reviewed by an industry mentor or supervisor.

3. Each student must create a monthly report and presentation, which must be approved by an industry mentor or supervisor.

4. The industry needs to follow the formal entry (the start processes) and exit (the internship closure procedures).

5. The departmental project guide, academic mentor, and supervisor must periodically debate the early conclusion of the internship (earlier than the agreed time-period) or the extension of the stipulated tenure. (This will also be communicated to and discussed with the department's director and coordinator for internships.)

Format for Evaluation (Rubrics) by Industry:

Sr.	Attribute	Marks (total 25)
1	Attendance and general behavior	...../5
2	Relation with workers and supervisors	...../5
3	Initiative and efforts in learning	...../5
4	Knowledge and skill improvement	...../5
5	Time utilization and professional attitude	...../5
	Total	...../25

### 15.1.2. Monitoring at the Institute Side –

1. Each student must submit a monthly report and a presentation, which must be approved by the departmental project guide, a faculty mentor, or a supervisor.

2. Each student must present monthly activities to the departmental project guide, faculty mentor, or supervisor in person or online.

3. At the conclusion of the internship, each student is required to present the entirety of their online and offline internship activities to their departmental project guide, faculty mentor, and supervisor.

4. The student's physical presence at the internship site will be checked by a faculty mentor, internship coordinator, head of the department, or dean (Alumni and Corporate Relations) unexpectedly (if the student is found absent without notifying the industry mentor in advance, the entire training will be cancelled, and the student is responsible for the punishment).

5. In addition to vacations and weekly off, students can take one day of leave every four weeks of training with the authorization of the relevant industry. To take



advantage of the leave, students must email their industry mentor, faculty mentor, internship coordinator, HoD, and TPO at least one day in advance.

Format for Evaluation (Rubrics) by Faculty Mentor of the Institute:

Attribute	Poor (1)	Mediocre (2)	Above average (3)	Good (4)	Excellent (5)
Learning aptitude, work interest					
Technical knowledge and expertise, problem analysis skills					
Initiative					
Organizational skills					
Communication skills					
Cooperation with co-workers and supervisors / Teamwork					

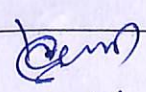


## Annexure I

### Student internship program application format

Complete and submit to the ACR/ Internship Program Coordinator.  
Type or write clearly.

1. Student Name:			
2. Current Address			
3. Residence Address			
4. Email id			
5. Mobile Nos.			
6. Overall GPA			
7. Mode of Internship			
8. Internship Preferences			
	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program			
Student Signature: _____ Date _____			
I confirm 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 guide/supervisor.			
Sign of Departmental Internship Coordinator			Date

  
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## Annexure II

### Parent/Guardian Consent Form—Internship

Please complete all blanks and sign in

three places. Student's Name:

#### **Part I: Permission to Participate**

I have read the information concerning the internship program and give my son/daughter, \_\_\_\_\_, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

**Date**

**Signature of Parent/Guardian**

#### **Part II: Emergency Authorization**

If I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

**Date:**

**Signature of Parent/Guardian**

#### **Part III: Liability**

I hereby agree to waive and release all rights that I, my ward, or our representatives may have to make claim against College or their respective officers, employees, or representatives arising from injury or damages, including lawyer's fees, that may result from my ward's participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer's fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward's participation in the internship program.

**Date:**

**Signature of Parent/Guardian**



**Annexure III**

**Format for request letter from institute to internship provider**

To  
The General Manager (HR)  
.....  
.....

Subject: Request for \_ weeks industrial training of B. Tech. in \_ Engineering,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Discipline

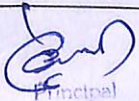
If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement  
Officer

  
Principal  
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Annexure- IV

**Student Relieving Letter Format**

To,

.....  
.....

Subject: Relieving letter of student.

Dear Sir,

Kindly refer your letter/e-mail dated...on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr. No.	Name of Student	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, you are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Sr. No.	Name of Student	Evaluation Ranking
1	Attendance and general behaviour	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated. along with a copy of this letter.

Yours sincerely,

Dean (Alumni and Corporate Relations)



**Annexure- V**

**Student Joining Letter Format**

To,  
The Dean (Alumni and Corporate  
Relations), KIT's College of  
Engineering (Autonomous),  
Kolhapur.

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organization) through letter/emailedated\_, I hereby pleased to communicate you that I have joined as Internee on \_\_\_\_\_. Initially I have been posted in \_\_\_ department. During this Internship, mycontact number will be, \_\_\_\_\_ and e mail id will be \_\_\_\_\_. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the student with sign)

For Immediate Supervisor

The above-mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.





**Student Daily Diary (Log) Recording Format**

**Annexure- VI**

Day-1		Date:	
Time of arrival		Time of departure	Remarks
Depart./ Division		Name of finished job	
Name of HOD/ Supervisor			
With e-mail id			
Main points of the day			

**Signature of Industry Supervisor |**



**Annexure- VII**

**Format for Supervisor Evaluation of Intern**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

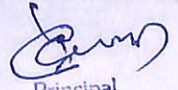
Parameters	Needs improvement	Satisfactory	Good	Excellent
Behavior				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/

Excellent Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

  
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