SRES's
SHREE RAMCHANDRA COLLEGE OFENGINEERING
Lonikand, Pune – 412216

Reference №: SRCOE/2019-20/45A

Date: 07/12/2019

Student Internship Policy 2019-20

1. **Preamble:** Internship is the act/process of on –the job training and is very much useful for students to gain practical knowledge .We at SRCOE provide this marvelous opportunity during tenure of degree and diploma programs. To link-up academic experience with industry practices internship is very important tool. Internship would contribute to the development of a student's comprehension on technical skills,knowledge and practical problems. In view of this at the end of each semester, during vacations studentscan undergo internships. Our TPO and TPCs to co-ordinate this activity and each teacher shall work asmentor to monitor the internship.

2. **Objectives:** The main objective is to make the students gain meaningful experience so as to help them meet their future career goals. The primary objectives are

- To obtain on-job training /experience in industry
- To provide a platforms to students to co-relate theory with practical exposure
- To enable students to understand the functional behavior of organization and sensitise students towards corporates /industrial behaviors man-machine material management, entrepreneurship, industrial safety etc.
- To provide opportunity for students to work with industrial practioners /consultants etc.
- To expose students to potential employers
- To help students develop the personality and soft skills

3. **Duration** : The Period of internship shall be equal to or more than that mentioned in AICTE internship guidelines.

4. **Internship components :**

- Hands- on- training
- Real project based assignments
- Research / Design based activities
- Team work activities
- Leadership and management skills
- Safety awareness/ functions of various departments in an organization

5. **Internship monitoring committee:** Shall comprise of following staff

- HoD of each Department /Sr. faculty in the Dept.
- Training and placement co-ordinator of each Dept.
- Two students of final year from each dept.
- Training & Placement officer– member secretary.

The members of this committee shall meet at least twice in a semester.

P.T.O.

- **Imp Note:** The members of Internship monitoring committee and students shall follow the AICTE – Internship policy guidelines and procedures, formats and other details as mentioned in this manual Aug 2019-20. (Hard Copy of the same is available in the registrar's office for ready reference) . Soft copy is available on college website.

Principal

Shree Ramchandra College of Engineering



AICTE INTERNSHIP POLICY GUIDELINES & PROCEDURES

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
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CHAPTER 1
INTERNSHIP & ITS IMPORTANCE

1.1 INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The interaction of Technical Institutions with the industries has been restricted to the level of faculty communications and 2 to 4-hour industrial visits by the students generally. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from technical institutions lack the experience and skills required by industry. AICTE has initiated various activities for promoting industrial internship at the graduate level in technical institutes. The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions. AICTE has prepared a model curriculum with the help of prominent academicians of the country so that the country may produce competent employable graduates as per the needs of the industries. The model curriculum includes the internship for students of six months' duration at different stages of the programme.

Keeping this in view, AICTE has developed this Model Internship Guidelines for organizing Internship at degree and diploma level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internships. AICTE's MoUs with various Ministries / Government / Non-Government / Private organizations to facilitate internship have also been included.

The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

1.2 OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.

- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Making students more aware with the conditions of rural or socially deprived brothers & sisters through Rural /Social Internship. Making students to come up with innovative solutions leading to positive impact.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

1.3 BENEFITS OF INTERNSHIP

1.3.1 Benefits to the Industry

- Availability of ready to contribute 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 work force 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.

1.3.2 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 network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

1.3.3. 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.

CHAPTER - 2

AICTE GUIDELINES FOR ORGANIZING INTERNSHIP

2.1 INTERNSHIP DURATION AND ACADEMIC CREDENTIALS

The following framework is proposed to give academic credit for the internship undergone as part of the programme.

- A minimum of 14-20 credits of Internship / Entrepreneurial activities / Project work/ Seminar and Inter / Intra Institutional Training may be counted toward B. Tech./B.E. degree programme and 10-14 credits for three-year diploma programme.
- Here, 1 credit is equivalent to minimum 45 hours of work. Therefore, a full-time intern is expected to spend 45 hours per week on Internship, Training, Project work, Seminar activities etc. This will result in about minimum of 630 hours (i.e. 14 Credits) of total internship duration for B. Tech and minimum of 450 hours (10 Credits) for diploma.
- Internships may be full-time or part-time; they are full-time in the summer/winter vacation and part-time during the academic session. AICTE curriculum is flexible to adjust internship duration. Therefore, opportunities must be provided for experiences that cannot be anticipated when planning the course. The institutes have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, **minimum requirement regarding Internship duration and credits is as follows:**

Table 1: Credit Framework for Internship

S.No.	Suggested Schedule		Suggested Duration (In weeks)		Activities	Credits	
	Degree	Diploma	Degree	Diploma	Degree/Diploma	Degree (14-20)	Diploma (10-14)
1	Summer/winter vacation after 2nd/3rd Semester		3-4	3-4	Inter/Intra Institutional Activities	3-4	3-4
2	Summer/winter vacation after 4th/5th Semester		4-6	4-6	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship/ NSQF Level 3,4,5	4-6	4-6
3	Summer/winter vacation after 6th Semester	6th Semester	4-6	3-4	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship / NSQF Level 3,4,5	4-6	3-4
4	8th Semester	-	3-4	-	Project work, Seminar (excluding credits for Advanced Courses)	3-4	-

"Table 1" states that during the summer/winter vacations, after the 2nd/3rd Semester, students are required to be involved in Inter/Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by Training and Placement Cell of the respective institutions; contribution at incubation/innovation

/entrepreneurship cell of the institute; participation in conferences/workshops/competitions etc.; Learning at Departmental Lab / Tinkering Lab / Institutional workshop; Working for consultancy / research project within the institutes and Participation in all the activities of Institute's Innovation Council for e.g.: IPR workshop / Leadership Talks / Idea / Design / Innovation / Business Completion/ Technical Expos etc.

During the summer/winter vacation after 4th/5th semester and during 6th Semester for diploma / In vacation after 6th semester for degree course, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.

AICTE has taken various initiatives to connect AICTE approved institutions located in a particular district with nearby villages for technological intervention and networking for holistic transformation of the rural population by identifying the possibilities of localized employment, convergence, cost reduction, Youth and Women empowerment etc. Keeping this in view, AICTE Rural/Social Internship Programme has been proposed. It is proposed that if a student chooses any of the suggestive activity under AICTE Activity Programme, devotes a total of 6 months (required Internship duration) and achieve significant goals, during his degree programme, his credit requirement for the internship will be considered fulfilled.

During the Last semester/8th semester, students may take Project Work & Seminar as specified in the curriculum of the institute.

Every student is required to prepare a file containing documentary proofs of the activities done by him. The evaluation of these activities will be done by Programmed Head/Cell In-charge/Project Head/TPO/Faculty mentor or Industry Supervisor as specified in the Table 2.

The Table 2 gives the Overall compilation of internship activities, list of sub-activities under each of these segments, the level of achievement expected, evidence needed to assign the points and the minimum duration needed for certain activities.

Table 2: Overall Compilation of Internship Activities/Credit Framework

Major Head of Activity	**Suggested Credits Distribution**		**Suggested Duration (In weeks)**		**Period**	**Sub Activity Head**	**Proposed Document as Evidence**	**Evaluated By**
	Degree	Diploma	Degree	Diploma				
Inter/ Intra Institutional Activities	3-4	3-4	3-4	3-4	Summer / winter vacation after 2nd/3rd Semester	Inter/ Intra Institutional Workshop/ Training	Certificate	Programme Head
						Working for consultancy/ research project	Certificate	Programme Head
						Festival (Technical / Business / Others) Events/	Certificate	Programme Head
						Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council	Certificate	Cell In-charge
						Learning at Departmental		

						Lab/Tinkering Lab/ Institutional workshop	Certificate	Cell In-charge
Innovation / IPR / entrepreneurship	4-6	4-6	4-6	4-6	During summer / winter vacation after 4th / 5th / 6th semester.	Participation in innovation related completions for e.g. Hackathons etc.	Certificate	Faculty Mentor
						Development of new product/ Business Plan/ registration of start-up	Certificate	Programme Head
						Participation in all the activities of Institute's Innovation Council for e.g.: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.	Certificate	President/ Convener of ICC
Internship	4-6	4-6	4-6	4-6	During summer / winter vacation after 4th / 5th / 6th semester.	Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship	Evaluating Report	Faculty Mentor / TPO / Industry supervisor
Rural Internship	4-6	4-6	4-6	4-6	During summer / winter vacation after 4th / 5th / 6th semester.	Long Term goals under rural Internship	Evaluating Report	Faculty Mentor/ TPO / NSS / NCC head
NSQF Level 3,4,5	4-6	4-6	4-6	4-6	During summer / winter vacation after 4th / 5th / 6th semester.	As per norms of NSQF	Certificate	Faculty Mentor/NSQF Supervisor
Project Work/ Seminar/	3-4	-	3-4	-	During summer / winter vacation after 4th / 5th / 6th semester.	As specified in the curriculum of the institute.	Project Report	Project Head

2.2 TRAINING & PLACEMENT CELL IN COLLEGES / UNIVERSITIES & ITS ROLE IN PROVIDING INTERNSHIP

All the AICTE approved institutes are required to have a dedicated Training and Placement Cell headed by Training and Placement Officer (TPO). In any institute TPO plays an important role in boosting the career of students. The purpose of the Training and Placement Officer is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry. The overall role of the Training & Placement cell is of a facilitator and counselor for training and placement related activities.

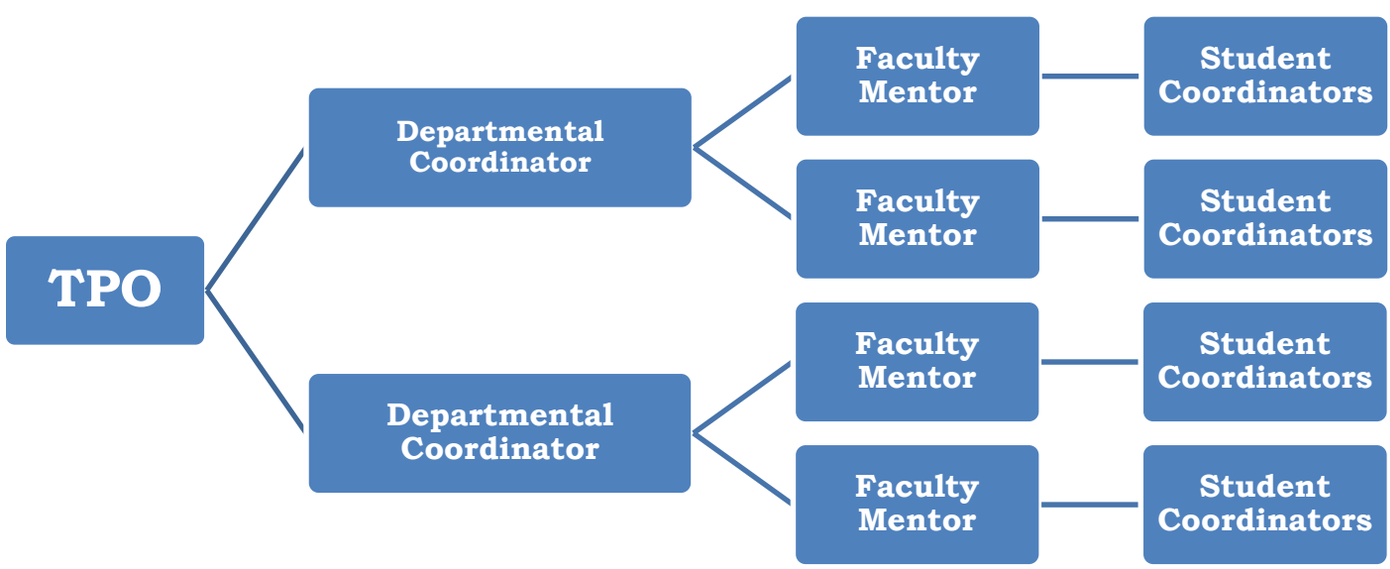
The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. TPO shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions. The placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct of the recruitment process of the employers for the purposeful placement of students of the institution.

Further, to assist students for industrial training at the end of third, fourth, fifth and sixth semester, Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

Every institute may allocate 1% of their total budget to facilitate the functioning of Training and Placement Cell and meet the funding requirements for various activities.

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

Fig.1. Organizational Structure at Institution Level



Training and Placement Officer (TPO) of the Institute will be supported by a Departmental Coordinator for Training and Placement Activities and Faculty Supervisors/Mentors designated by the Head of the concerned

Departments. Each department will have a student's committee comprising of 1-3 students from each class for supporting Training and Placement activities headed by Student Coordinator. Departmental Coordinator and Faculty Supervisors/Mentors will be nominated at the start of the Academic year for each batch. However, Student Coordinator being the representative of the students will be selected by the students with the help of TPO.

Each student of the Institute need to have a Faculty Mentor. Faculty Mentor is a faculty from within the Institute who will guide students under him/her and keep track of the progress they are making at their Internship provider's end through proper communication from time to time. Faculty Mentor/Supervisors have to play active roles during the internship and minimum 20 students are to be supervised by each faculty mentor or as per the departmental strength.

2.3 INTERNSHIP GUIDELINES

The Training and Placement Cell will arrange internship for students in industries/organization after second, third, fourth, fifth and sixth semester(s) or as per AICTE / affiliating University guidelines. Institutions are encouraged to use AICTE's Internship Portal for arranging & managing internships. The procedure for arranging internship is given below:

A: Through AICTE Internship Portal

A.1: Student can register and find internship

- **Step 1:** Student can browse and apply for internships via AICTE's Internship Portal. Industry will select the student based on their selection criteria and will send a provisional offer letter/provisional confirmation (by approving on the portal) to the student.
- **Step 2:** Student need to obtain NOC (No Objection Certificate) from the TPC of their institute and send it to the industry supervisor, who will approve and send the final offer letter to the students via Email/Post.
- **Step 3:** Student will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- **Step 4:** Student will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of students once/twice either by visiting the Industry/Organization or through obtaining periodic reports from students.
- **Step 5:** Student will submit training report to the industry/organization at the end of internship.
- **Step 6:** On successful completion of the Internship, Industry/Organisation will issue Internship Certificate to the student.
- **Step 7:** Student will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

A.2: Institutes can register and find internship for their students: Institute ID will be handled by TPO.

- **Step 1:** TPO can browse through available internship opportunities and nominate their students for various opportunities accordingly.
- **Step 2:** Industry/Organisation will either approve or reject the nominations put by TPO. All Students whose nomination is accepted by Industry/Organisation will be eligible for internship. Industry will send final offer letter/email confirmation.
- **Step 3:** Student(s) will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- **Step 4:** Student(s) will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of student(s) once/twice either by visiting the Industry/Organization or through obtaining periodic reports from student(s).
- **Step 5:** Student(s) will submit training report to the industry/organization at the end of internship.

- **Step 6:** Industry/Organisation will issue Internship Certificate to the student(s).
- **Step 7:** Student(s) will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

B: General Procedure:

- **Step 1:** Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer/winter vacation as internship periods for the students. Student(s) request letter/Resume/interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)
- **Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/Email. In case the student(s) arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement Cell.
- **Step 3:** Student(s) will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- **Step 4:** Student(s) will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of student(s) once/twice either by visiting the Industry/Organization or through obtaining periodic reports from student(s). Evaluation Report of the students is to be submitted to his/her Faculty Mentor with the consent of Industry persons/Trainers. (Sample Attached)
- **Step 5:** Student(s) will submit training report to the industry/organization at the end of internship.
- **Step 6:** Industry/Organisation will issue Internship Certificate to the student(s).
- **Step 7:** Student(s) will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

2.4 GUIDELINES FOR THE STUDENTS

Internship is a student centric activity. Therefore, the major role is to be played by the students. TPOs may also include involvement of the student in the following activities:

- Design and Printing of Internship Brochure – Soft copy as well as Hard copy.
- Preparing list of potential Internship Providers and past Internship Providers.
- Presentation relevant to obtaining Internship Opportunity for students at various organizations, if required.
- Coordinating activities related to Internship including companies HR team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student from each department would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to TPO.

A student who will voluntarily give in writing that He / She does not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as – Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

2.5 HEALTH, SAFETY AND WELFARE OF INTERNS

As per AICTE approval procedure, all institutions are required to ensure insurance of all the students and when any intern is undergoing training in a mine, the provisions of Chapter V of the Mines Act, 195, shall apply in relation to the health and safety of the trainees as if they were persons employed in the same.

CHAPTER - 3
GUIDELINES TO INDUSTRY FOR PROVIDING INTERNSHIP

For meeting the objectives of the internship Programme and successful implementation, Internship program has to be designed keeping in view the company's requirements and students' profile. Design of internship programme can be developed by industry in collaboration with the institute. It may be comprised of the following steps:

3.1 IDENTIFY TARGETS/GOALS

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- What does the company hope to achieve from the interns?
- Is a small company searching for technical help?
- Is the company growing quickly and having difficulty in finding motivated new employees?
- Is it a non-profit organization that doesn't have a lot of money to pay, but can provide an interesting and rewarding experience?
- Is the organization searching out new employees with management potential?

3.2 PRE-INTERNSHIP PLANNING BY INDUSTRY

Will you pay the intern?
•If so, how much?
•Wages vary widely from field to field **and location to location**, so be sure to offer competitive incentives.

Where will you put the intern
•Do you have adequate workspace for them?

What sort of academic background and experience do you want in an intern?
•Intern's academic background must be relevant to the technology used by Industry.

Who will have the primary responsibility for the intern?
•In industry - Internship Supervisor.
•From Institute - Faculty mentor.

What task intern will be assigned and what is the desired outcome?
•Prepare a written plan (see section 9.3).
•Monitor through Daily Diary etc.

3.3 PREPARE A WRITTEN PLAN

Carefully plan and write the internship program – An internship plan has to be developed which will be referred to by industry supervisor/mentor, interns and institute faculty. An internship plan should incorporate the following:

- Job description/internship duties.
- Name of the project, if any.
- Internship Schedule and Expected learning outcomes.

Students can offer a fresh perspective to the business, strategies, and plans. To really reap these benefits, students may be included in brainstorming sessions and meetings etc. The intern may also be given opportunity to understand Project Management and finances. This will help him to apply these to one's own work, as a member and leader in a team. It's no secret that this new generation is more tech-savvy than any other before. Companies may take the opportunity to use them to find out some digital solutions for various issues.

3.4 ALLOCATION OF STUDENTS TO INDUSTRY

Request Letter/Email from the office of Training & Placement cell of the college should go to industry to allot

various slots of 4-6 weeks during summer/winter vacation as internship periods for the students. Request letter will have a list of student(s) from whom industry can select any no. of students based on their requirement. TPO should design transparent criteria to decide how the list of students to apply for a particular industry by institute is to be decided. If the Industry feel, they may also ask institute to arrange for interview with student(s).

3.5 MANAGING/FACILITATING THE INTERN(S)

Orientation of Interns: Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company. Give interns an overview of the organization; some companies give talks or hand out information about the company's history, vision and services. Explain who does what and what the intern's duties will be. Introduce him or her to co-workers.

Resource requirement of Interns: Provide the intern a desk/office space and some basic needs like an internet connection (if required), point out the supply room, and introduce the technical support people. Also provide the contact details of some people from organization in case of emergency.

Guidance/ Regular Feedback: It's important to give students lots of feedback. If interns have never done the kind of work before, they'll want to know if their work is measuring up to organizational expectations.

Monitoring of intern's progress every day: Interns need to maintain a Daily Diary/Daily Log. Industry Supervisor/Faculty Mentor of the student can demand to produce all daily log from the first day of internship at any point of time. Maximum use of short-term internship has to be ensured for the intern as well as industry. Industry Supervisor should periodically examine what the intern has produced so far and should give suggestions accordingly. Weekly supervision meetings can help to monitor the intern's work.

CHAPTER - 4
INTERNSHIP REPORT

4.1 STUDENT'S DIARY/DAILY LOG

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the student's thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The students are encouraged to use the facility available to maintain their daily log on AICTE's Internship Portal.

The daily diary may be asked to produce by the Industry Supervisor of Faculty Mentor of the student at any point of time. Failing to produce the same, Intern may be debarred for the remaining period of his/her internship. Thus, all interns must strictly maintain his/her diary. Daily Diary needs to be submitted to Faculty Mentor at the end of the Internship.

Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Faculty Mentor immediately after the completion of the training. It may be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary/log.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

4.2 INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor. The Internship report will be evaluated by the Industry Supervisor on the basis of following criteria:

i. Originality.
ii. Adequacy and purposeful write-up.
iii. Organization, format, drawings, sketches, style, language etc.
iv. Variety and relevance of learning experience.
v. Practical applications, relationships with basic theory and concepts taught in the course.

CHAPTER – 5
MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students will be evaluated in three stages:

- Evaluation by Industry.
- Evaluation by faculty supervisor on the basis of site visit(s) or periodic communication.
- Evaluation through seminar presentation/viva-voce at the Institute (This evaluation can be reflected through marks assigned by Faculty Mentor).

5.1 EVALUATION BY INDUSTRY

The industry will evaluate the students based on the punctuality, eagerness to learn, maintenance of daily diary and skill test in addition to any remarks. Finally, Industry supervisor will evaluate overall performance of intern on a scale of 1-10 where 1 indicates Unsatisfactory and 10 indicates Excellent Performance and any value in between 1 to 10 holds meaning accordingly.

5.2 MONITORING/ SURPRISE VISIT BY TPO/ STAFF/ FACULTY MENTOR

TPO/Staff/Faculty Mentor of the institutes should make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the concerned Industry, entire training may be cancelled. Students should inform through email to the faculty mentor as well as the industry supervisor at least one day prior to availing leave. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

5.3 EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOICE AT THE INSTITUTE

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

CHAPTER – 6
AICTE ACTIVITY POINT PROGRAMME

6.1 ADDITIONAL REQUIREMENT FOR EARNING 4 YEARS DEGREE PROGRAMME

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. In order to match these multifarious requirements, AICTE has created a unique mechanism of awarding minimum 100 Activity Points over and above the academic grades.

Every regular student, who is admitted to the 4 years Degree programme, is required to earn 100 Activity Points in addition to the required academic grades, for getting 4 Years degree programme. Students entering 4 years Degree programme through lateral entry are required to earn 75 Activity Points, in addition to the academic grades, for getting 4 years' degree program. Similarly, Diploma students are required to earn 75 Activity Points during 3 years of their diploma programme.

AICTE recommends 300-400 hours Activity Programme for each degree student for Community service and allied activities. Similarly, 200-250 hours should be devoted by Diploma student for Community service and allied activities as an additional requirement or non-credit programme. Here, 40-45 hours are equivalent to 1 week.

These activities will be coordinated by NSS/NCC/Sports/SAGY Coordinator or TPO of the Institute. The student will be provided a certificate from the concerned coordinator and Institutional Head.

Every student is required to prepare a file containing documentary proofs of activities, done by him/ her. This file will be duly verified by the concerned evaluator as listed in Table-4. The student should earn at least 100 activity points before he/ she appears for his/ her Final Examinations. The points students have earned will be reflected on the student's transcript. However, there will be neither grades/ marks for these points nor will there be any effect on SPI/CPI/CGPA etc.

As proposed under the AICTE Rural Internship Programme, if a student completes any long term goal during his degree programme, it will be counted as Internship Activity and credit requirement for the internship is fulfilled. However, if only short term interventions under the programme are attempted it will be counted towards AICTE Activity Point Programme requisite. Following suggestive activities as Long Term Goals may be carried out by students in teams:

- Prepare and implement plan to create local job opportunities.
- Prepare and implement plan to improve education quality in village.
- Prepare an actionable DPR for Doubling the village Income.
- Developing Sustainable Water Management system.
- Prepare and Improve a plan to improve health parameters of villagers.
- Developing and implementing of Low-Cost Sanitation facilities.
- Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- Implement/Develop Technology solutions which will improve quality of life.
- Prepare and implement solution for energy conservation.

- Prepare and implement plan to develop skills of village youth and provide employment.
- Develop localized techniques for reduction in construction Cost.
- Prepare and implement plan of sustainable growth of village.
- Setting of Information imparting club for women leading to contribution in social and economic issues.
- Developing and managing Efficient garbage disposable system.
- Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.

The student may choose any activities as per their liking in order to earn the AICTE Activity points. These activities can be spread over the years, as per convenience of the student. The Minimum points required as per entry level of any student are presented in Table 3.

Table 3. The activity Point requirement for Degree/ Diploma/ Lateral entry students

Level of entry in degree course	Total Years for Points	Minimum Points
Degree Programmes		
1st Year Regular	1st to 4th Year	100
2nd Year (3rd Sem.) through lateral entry or transfer from other University	2nd to 4th year	75
Diploma Programmes		
1st Year Regular	1st to 3rd Year	75
2nd Year (3rd Sem.) through lateral entry	2nd to 3rd Year	50

Table 4: AICTE Activity Point Programme (Activity Summary Sheet)

Major Head of Activity	Credits (Max.) Degree/ Diploma	Suggested Period (Max.)	Total Duration/ Week		Sub Activity Head	Proposed Document as Evidence	Evaluated by	Maximum points/ activity	Maximum Points under this category
			Degree	Diploma					
AICTE Activity Programme	Non-Credit	Anytime during the semester during weekends or holidays	2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to create local job opportunities.	Project Report	NSS/ NCC/ SAGY Coordinator of the Institute	20	100
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to improve education quality in village.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Preparing an actionable DPR for Doubling the village Income.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Developing Sustainable Water Management system.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and Improve a plan to improve health parameters of villagers.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Developing and implementing of Low Cost Sanitation facilities.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to promote Local Tourism through Innovative Approaches.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Implement/Develop Technology solutions which will improve quality of life.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement solution for energy conservation.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to Skill village youth and provide employment.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Develop localized techniques for Reduction in construction Cost.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan of sustainable growth of village.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Setting of Information imparting club for women leading to contribution in social and economic issues.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Developing and managing Efficient garbage disposable system.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Contribution to any national level initiative of Government of India. For e.g. Digital India/ Skill India/ Swachh Bharat Internship etc.			20	

CHAPTER – 7

INDUSTRIAL PROJECT/INTERNSHIP/INDUSTRIAL RESEARCH GUIDELINES FOR POST GRADUATE LEVEL TECHNICAL STUDENTS

The Model Curriculum of AICTE has prescribed Standardized academic structure for all PG Programs with uniform credit distribution. Focus is on development of advanced knowledge and specific skills required for industrial development. Student may choose Industrial problem as Dissertation topic. The proposed Credit Framework for the same is as follow:

Table:1 Credit Framework for Internship/ Industrial Project at PG level.

S.No.	Schedule	Activities	Duration	Credits
1	Semester-III	Industrial Project/ Dissertation	20 weeks	10
2	Semester-IV	Industrial Project/ Dissertation	32 weeks	20

Guidelines:

1. The candidate should submit a synopsis of the proposed work to be done during Internship programme/Industrial Project/Dissertation/Industrial Dissertation. The synopsis received should be examined or evaluated by the departmental committee to ensure that the proposed work is equivalent to M.Tech. dissertation work. This synopsis should be submitted to the department before the candidate is relieved.
2. Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester.
3. The Industrial project work done during 6-month/one-year internship program is equivalent to their M.Tech. one semester/two semester thesis work.
4. Two guides will supervise the internship project work, one from the department and another one from industry.
5. Industry/Educational Organization must submit the month-wise satisfactory attendance of the students to the department.
6. Candidate should regularly visit the institute and present his/her project progress report to their respective guide(s).
7. The final project presentation is evaluated on the basis of the recommendation given by outside supervisor, and further can be evaluated by institute guide.
8. If the internship project is not found to be of high quality, then the student will have to reappear in the next semester for their M.Tech. dissertation work.
9. The candidate is required to publish internship work in conferences and journals with due permission/ consent from the organization/industry where he has undergone the internship.
10. If the student feels that the internship work is not of high quality/not related to their field of interest, then he/ she should submit the application to the department within three weeks and can re-join the institute.
11. Industry/Institute should allow to produce results obtained during project/internship period in the project report. The written certificate to this effect from the industry/institute is mandatory before consideration of the proposed project/internship.

CHAPTER – 8
AICTE's ASSISTANCE/FACILITATION

8.1 MoUs WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAMME

In order to facilitate internships for the students, AICTE has been identifying organizations/Ministries both in India & abroad and signing MoUs. AICTE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the AICTE website www.aicte-india.org. The institutions are requested to adequately publicize this information on their website so that students can apply for internship.

Some of the MoUs signed by AICTE are as follows:

S.No.	Memorandum of Understanding	For more details please visit
1.	AICTE's MoU with Internshala	https://www.aicte-india.org/downloads/letter_technical_inst_mou_internshala.pdf
2.	MoU with NETiit for internships in Taiwan.	https://www.aicte-india.org/downloads/mou_netiit.pdf
3.	AICTE's MoU with HireMee.	https://www.aicte-india.org/downloads/aicte_mou_HireMee12_9_17.PDF
4.	AICTE's MoU with Indira Gandhi National Centre for the Arts (IGNCA)	https://www.aicte-india.org/.../AICTE%20_IGNCA_MoU.pdf
5.	AICTE's MoU with Center for Creative Economy and Innovation (CCEI), Daegu, Republic of Korea.	https://www.aicte-india.org/.../AICTE-CCEI%20Daegu_ MoU%20Document_ Final.pdf
6.	AICTE's MoU with International Institute of Waste Management (IIWM), Bangalore	https://www.aicte-india.org/sites/default/files/AICTE-IIWM%20MoU.compressed.pdf
7.	AICTE's MoU with Engineering Council of India [ECl]	https://www.aicte-india.org/downloads/eci.pdf
8.	AICTE's MoU with Fourth Ambit	https://www.aicte-india.org/sites/default/files/Fourth%20Ambit.PDF
9.	AICTE's MoU with LinkedIn	https://www.aicte-india.org/downloads/LinkedIn%20MoU. PDF
10.	AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf
11.	AICTE's MoU with SCHOLARSMERIT	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12.	AICTE's MoU with Studenting Era to facilitate AICTE approved academic institutions with services for their students & academic faculty	https://www.aicte-india.org/sites/default/files/Studenting%20Era.PDF
13.	AICTE's MoU with Ministry of Micro, Small and Medium Enterprises (MSME)	https://www.aicte-india.org/sites/default/files/Signed_MoU_with_AICTE.compressed.pdf

Board of Apprenticeship Training (BOAT) and Board of Practical Training (BOPT) have shown their keen interest to facilitate internship training for 4 years Degree/3 years Diploma Programme students. The details of BOAT/BOPT are as follows:

S.No.	Board of Apprenticeship Training / Board of Practical Training (BOAT/BOPT)	Contact Details
1.	Board of Apprenticeship Training, BOAT, WR, Mumbai	director.boatwr@gmail.com
2.	Board of Apprenticeship Training, BOAT, SR, Chennai	boat_sr@vsnl.net
3.	Board of Apprenticeship Training, BOAT, NR, Kanpur	director@boatnr.org boatkanpur@gmail.com
4.	Board of Practical Training, ER, Kolkata	director@bopter.gov.in

8.2 GENERAL INTERNSHIPS GUIDELINES

- Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
    - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
    - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

8.3 MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH NBA GRADUATE ATTRIBUTES

S.No.	Graduate Attributes from NBA	Activities proposed	Outcome
1.	**Engineering Knowledge:** Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Practical experience during industrial internship/Project work.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2.	**Problem analysis:** Identify, formulate, research literature and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3.	**Design/Development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
4.	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced engineering courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
5.	**Modern tool usage:** Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.
6.	**The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	The AICTE Activity Point Program focuses on supporting all the sections of society especially in villages.	Students will learn their social responsibilities and to use their professional engineering knowledge to assess societal, health, safety, legal and cultural issues.

7.	**Environment and Sustainability:** Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Under the community service activities, focus on the environment and sustainability issues has been laid down.	Students will learn the importance and methods of environment protection & sustainability and will develop an ability to analyze social and environmental aspects of engineering activities.
8.	**Ethics:** Apply ethical principles and commit to professional's ethics and responsibilities and norms of the engineering practice.	The intern will learn to demonstrate honesty, punctuality and obey Company's business practices and procedures.	Learning of professional ethics and accountability will make student ready for the future.
9.	**Individuals and teamwork:** Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Students are required to help the Committees for organizing Conference/ workshop/Competition at Institutional Level.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
10.	**Communication:** Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	To assist students in industrial training at the end of second and fourth semester. Training & Placement shall also organize training for student's Personality Development, improving Communication Skills, report writing, presentation skills, Foreign Languages etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills.
11.	**Project Management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.
12.	**Life-long learning:** Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students will learn to implement knowledge into practice and innovate.	Students' ability to ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.

CHAPTER – 9
PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

9.1 STUDENT INTERNSHIP PROGRAM APPLICATION FORM

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

STUDENT INTERNSHIP PROGRAM APPLICATION FORM			
Student Name			
Roll No.		Program Type	Degree/Diploma (Tick One)
Discipline			
Institute Name			
Student's Email ID		Student Contact No.	
Current Overall GPA		Current Semester	
Faculty Mentor Name		Mentor's Designation	
Faculty Mentor Email ID		Mentor's Contact No.	
Internship Preferences			
	Industry Sector	Location	Dream Company/Institution
Preference-1			
Preference-2			
Preference-3			
Faculty Mentor's Signature: Date: Place: Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program and has received approval for Internship from his/her Advisor.			
Student Signature: Date: Place: Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.			

9.2 REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To,

Date: DD/MM/YYYY

The General Manager (HR)

.....

.....

Subject: Request for 04/06/__ Weeks Industrial Internship for B. Tech / 4 years Degree Programme / Diploma Programme Students.

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.

OR (For first time industry)

You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline	GPA

A line of confirmation will be highly appreciated.

With warm regards,

Mr. XYZ

Training & Placement Officer

ABC Institute of Technology

Email ID:

Contact No.

9.3 OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

PART I: Contact Information			
Student Name			
Roll No.			
Email ID		Contact No.	
Institute Name			
Faculty Mentor Name			
Designation			
Email ID		Contact No.	
Postal Address			
Industry Supervisor Name			
Designation			
Email ID		Contact No.	
Industry Sector			
Organisation Name			
Postal Address			
PART II: Internship Objectives/Learning Activities			
What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories.			
Knowledge and Understanding		Skills	
Learning Activities	*How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above ?*		
On the Job Activities	*Describe how your internship activities will enable you to meet your learning objectives. Include projects, research writing, conversations etc. which you will do while working.*		
Teaching/Mentoring Activities	*How your technical knowledge can be applied at the site of the Internship? How you can create value through mentoring/help people learn new things.*		
Off the Job	*List reading, writing, contact with faculty supervisor, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.*		
PART III: Expected Field of Internship (Prepare after consultation with Industry)			
Describe in brief the Project Title or the expected topic related to which internship will be offered			
PART IV: Evaluation			
Industry Supervisor will provide following two details to the Faculty Mentor at the end of the Internship. • **Total Duration of Internship (In Hours)** • **Overall Marks Obtained (Out of 10)**			
PART V: Agreement			
This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.			

Student Name		Date		Signature	
Faculty Mentor Name		Date		Signature	
Industry Supervisor Name		Date		Signature	

9.4 RELIEVING LETTER OF STUDENT FROM INSTITUTE

To

.....

.....

Subject: Relieving letter to below mentioned students of ABC Institute.

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 guidance & directions.

S.No.	Name of Student	Roll No.	Branch	Faculty Mentor Name	Faculty Email ID	Postal Address of Faculty

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 frequently.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the scale of 1 to 10 where 1 indicates Unsatisfactory and 10 indicates Excellent Performance and any value in between 1 to 10 holds meaning accordingly.

The performance report of the student (as shown below) must be forwarded to the Faculty Mentor of the student on completion of training in sealed envelope or to the above-mentioned email ID of Faculty Mentor. Performance Report should preferably be printed with Organisation Header.

PERFORMANCE REPORT OF STUDENT			
Name of Student			
Total Hours Devoted for Internship			
Marks Obtained (Out of 10)			
Date		Place	
Industry Supervisor Name		Signature	

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,

Training & Placement Officer

9.5 STUDENT'S DAILY DIARY/DAILY LOG

Date		Time of arrival		Time of Departure	
Dept./Division		Project Title			
Main points of the day (Include Figures, if any)					

9.6 EVALUATION OF INTERN BY INDUSTRY SUPERVISOR

EVALUATION PERFORMA			
Student Name		Roll No.	
Institute Name			
Internship Project Title			
Industry Supervisor Name		Organisation Name	
Internship From (Start Date)		Internship To (End Date)	
Parameters			**Marks Obtained (Out of 10)**
Behaviors			.....
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 Marks Obtained ***(Average of marks entered for above parameters)***			**9 (e.g.)**
Industry Supervisor Name		Signature	
Signature of Industry Supervisor			

PERFORMANCE REPORT OF STUDENT			
Name of Student			
Total Hours Devoted for Internship	90		
Marks Obtained (Out of 10)	9 (*same as Overall Marks Obtained in section 9.6*)		
Date		Place	
Industry Supervisor Name		Signature	

The performance report of the student must be forwarded to the Faculty Mentor of the student on completion of training in sealed envelope or to through email to Faculty Mentor. Performance Report should preferably be printed with Organisation Header.

9.7 STUDENT's FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENT AFTER INTERNSHIP COMPLETION)

STUDENT FEEDBACK FORM					
Student Name		Roll No.			
Institute Name					
Faculty Mentor Name		Faculty's Designation			
Internship Project Title					
Industry Supervisor Name		Supervisor's Designation			
Organisation Name					
Internship From (Start Date)		Internship To (End Date)			
Give a brief description of Internship Work					
Was your internship experience related to your major area of study	*Yes, to a large degree*	*Yes, to a slight degree*		*Not related at all*	
This experience has:	*Strongly Agree*	*Agree*	*No Opinion*	*Disagree*	*Strongly Disagree*
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical					

implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
In what areas did you most develop and improve?
What has been the most significant accomplishment or satisfying moment of your internship?
What did you dislike about the internship?
Considering your overall experience, how would you rate this internship? (Tick One)

Satisfactory	*Good*	*Excellent*

Give suggestions as to how your internship experience could have been improved.

Student Signature		*Date*	

9.8 ATTENDANCE SHEET

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Internship	
Date of Completion of Training	
Organisation Name	

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
2. Student should sign/initial in the attendance column. Do not mark 'P'.
3. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.
4. Signature of Company Internship supervisor with company stamp/ seal.

Industry Signature:

Industry Supervisor Name:

Email ID:

CHAPTER – 10
EVALUATION OF INTERNSHIP

Evaluation Methodology

A sample sheet for overall evaluation of Internship has been designed. Sample excel sheet can be downloaded (for both degree as well as diploma program) from AICTE Internship Portal. **Evaluators just need to enter the fields highlighted in Blue Color.**

Faculty mentor / TPO will enter following details in the sheet (**Fields marked in blue**). E.g.

STUDENT NAME			DHARMESH KUMAR DEWANGAN	
ROLL NO/INSTITUTE ID			1401ME12	
PROGRAM NAME			B.E. in Mechanical Engineering	
INSTITUTE NAME			BHILAI INSTITUTE OF TECHNOLOGY DURG	
PROGRAM TYPE (DEGREE/DIPLOMA)			DEGREE	
Total Internship Credits for the Degree Program			**16**	**Credits**
For 1 Credit			**45**	**Hours of work is required**
For	**16**	**Credit**	**720**	**Hours of work is required (Minimum)**

Note that 1 Credit corresponds to 45 hours of work. Thus, say 16 credits as in above e.g. will require a minimum of 16 x 45 = 720 hours of work to be considered for evaluation. Hours of work beyond minimum requirement may be considered for evaluation as it may help student to improve his/her net score.

In "Evaluation Sheet for Degree Courses", Work done under respective sub-activity will be evaluated by the mentioned evaluator/In-charge. **Every Sub-Activity In-charge, will send two details to the Faculty Mentor of the student, for the sub-activity student performed under his/her guidance i.e.**

i. **Total Duration (In Hours)**: For a particular sub activity, how many hours that student devoted. For e.g. in below mentioned evaluation sheet, For Sub activity "Inter/Intra Institutional Workshop/Training", student devoted 51 hours.

ii. **Marks Obtained (Out of 10):** For a particular sub activity, how much marks do the evaluator/In-charge of the sub-activity gives to that student. E.g. for "Inter/Intra Institutional Workshop/Training", Programme Head has given 5 marks out of 10 to the student for his/her work.

Important Note: It is not mandatory to perform each and every sub-activity. However, it is mandatory to complete minimum no. of hours of work corresponding to the credits assigned to the Internship Program as per curriculum.

TABLE 10.1 A - EVALUATION SHEET FOR DEGREE COURSES									
S. N.	**Major Head Of Activity**	**Sub Activity Head**	**Total Duration (Hours)**	**Total Hours**	**Proposed Document as Evidence**	**Evaluated by**	**Marks Obtained**	**Maximum Marks**	**Suggested Period (Max.)**
1	Inter/Intra Institutional	Inter/Intra Institutional Workshop/Training	51	166	Certificate	Programme head	5	10	During Summer vacation after 2nd Semester
		Working for Consultancy/Research Project	30		Certificate	Programme Head	10	10	
		Festival (technical/Business/Other) Events	20		Certificate	Programme Head	8	10	
		Contribution in Incubation/Innovation/Entrepreneurship Cell/Institutional Innovation Council	30		Certificate	Cell In-charge	8	10	
		Learning at Departmental Lab/Tinkering Lab/Institutional Workshop	35		Certificate	Cell In-charge	8	10	
2	Innovation/IPR/Entrepreneurship	Training at Centre of Excellence IITs/NITs	45	210	Certificate	Faculty Mentor	9	10	During Summer vacation after 4th/6th Semester
		Participation in Innovation Related Competition E.g. Hackathon	0		Certificate	Faculty Mentor	0	10	
		Development of New Product/Business Plan/Registration of Startup	45		Certificate	Programme Head	7	10	
		Participation in all the activities of Institutes Innovation Council for e.g. IPR Workshop/Leadership talks/idea/Design/Innovation/Business Competition/technical Expose	100		Certificate	President/Convener of ICC	10	10	
		Work Experience at Family Business	20		Declaration by Parents	TPO	10	10	
3	Internship	Internships/Training Live Projects with Industry/Govt./NGO/PSU/Any MSME/Online	90	90	Evaluating Report	Faculty Mentor/TPO /Industry Supervisor	8	10	During Summer vacation after 4th/6th Semester
4	Rural Internship	Long term Goals under rural Internships	55	55	Evaluating Report	Faculty Mentor/TPO /NSS/NCC Head	6	10	During Summer vacation after 4th/6th Semester
5	NSQF Level 3,4,5	As per norms	0	0	Certificate	Faculty Mentor/ NSQF Supervisor	0	10	During Summer vacation after 4th/6th Semester
6	Project Work/Seminar	As specified in the curriculum of the institute	300	300	Project Report	Project Head	8	10	8th Semester
				821					

In case of Industrial Internship, Institute should conduct seminar/presentation/checking of daily diary etc. or any other criteria to evaluate what the student has learned at Internship/concerned sub-activity, marks allotted for that sub activity will be the weighted average, with 70% weightage given to marks allotted by Industry Supervisor / equivalent authority and 30% weightage given to marks allotted by Institute Panel / Faculty Mentor.

E.g. say during Internship at Industry: -

Total Hours Devoted for Internship (Working Hours) = 90 (as entered in above evaluation sheet)

Marks Obtained (As evaluated by Industry Supervisor) = 9 (as per sample mentioned in section 9.6)

Based on Internship Presentation at Institute Level, Say Institute Panel gave student = 5.67 (Out of 10)

So, **the final marks obtained by student for these sub-activity is** $= \frac{70 \times 9 + 30 \times 5.67}{100} \times 10 = 8$

For final evaluation of Internship, Once the total hours devoted and marks for all the sub-activities performed by student is submitted by respective In-charges/Supervisor/Faculty Mentor/ Programme Head to the Faculty Mentor / TPO, He / She should enter those details in the highlighted blue fields.

Based on these inputs, NET SCORE will be evaluated.

For Calculating Net Score, Weighted Average based on hours devoted will be used.

Thus for e.g. in above case,

$$\text{NET SCORE} = \frac{0.744\times166+0.914\times210+0.8\times90+0.6\times55+0\times0+0.8\times300}{166+210+90+55+0+300} \times 10 = \mathbf{8.05}$$

Table 10.1 B

S. No.	Major Head of Activity	Obtained Score	Maximum Score	Hours Devoted	Net Score in Internship
1	Inter/Intra Institutional	7.44	10	166	**8.05**
2	Innovation/IPR/Entrepreneurship	9.14	10	210	
3	Internship	8.00	10	90	
4	Rural Internship	6.00	10	55	
5	NSQF Level 3,4,5	0.00	10	0	
6	Project Work/Seminar	8.00	10	300	

Thus, Net Score of the student in Internship Evaluation in this sample case is 8.05 out of 10.00

Note: In case of Diploma Programme, Similar methodology is to be used although few sub-activities and total credits are different for diploma programme as compared to degree programme.

Sample Evaluation Sheet Can be downloaded at: **https://tinyurl.com/INTEVALSHEET**



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