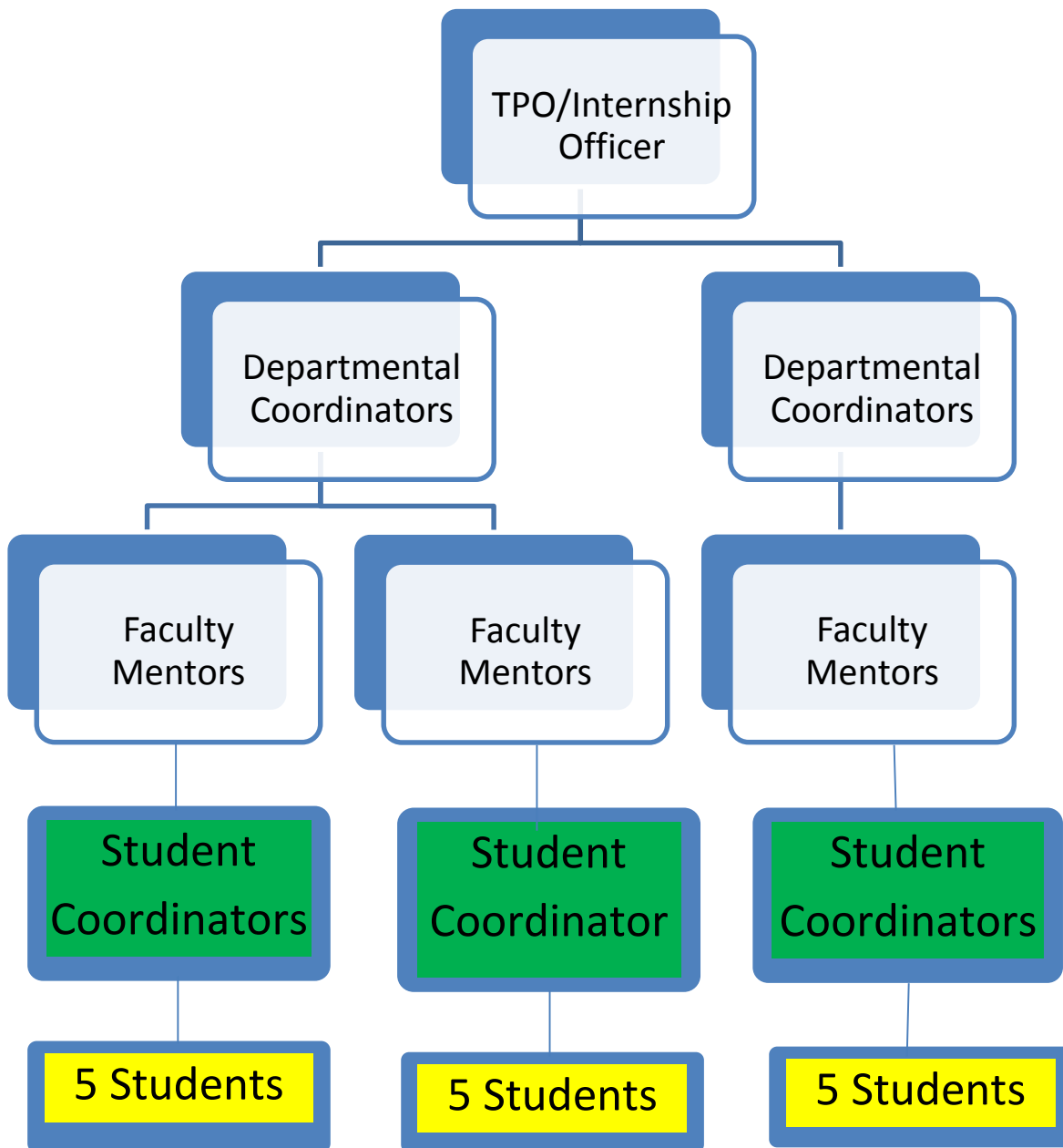


Internship Activity

Organizational structure of Training and placement for Internship



Training and Placement Officer 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/ Principal. 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 students will be selected by the students with the help of Training and Placement Officer.

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.

2.1 INTERNSHIP GUIDELINES:

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/ affiliating University guidelines. Institutions may also device online system for arranging & managing internships. The general procedure for arranging internship is given below:

- **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 vacation as internship periods for the students. Students request letter/profile/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 students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Faculty members who are particularly looking after the Final/Summer Internship of the students.
- **Step 3: Students on joining Training** at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.
- **Step 4: Students undergo industrial training** at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/ Trainers. (Sample Attached)
- **Step 5: Students will submit training report** after completion of internship.
- **Step 6: Training Certificate** to be obtained from industry.
- **Step 7: List of students** who have completed their internship successfully will be issued by Training and Placement Cell

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

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

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration	5. Internship Semester: _____ Year.		
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			

FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

The General Manager (HR)

.....

.....

Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING of M.Tech/4 years Degree Programme,

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.

/ (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 raining 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

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

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement

FORMAT 4: RELIEVING LETTER OF STUDENT

To

.....
.....

Subject: Relieving letter of student and Industry.

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:

S.No.	Name of Students	Roll No.	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.

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.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behaviour	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	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,

Training & Placement Officer

FORMAT 5: STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finished Product		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor

FORMAT 6: SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
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 performance of student intern (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

FORMAT 7: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid ___ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

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)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
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? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

FORMAT 8 : PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I) _____

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In-charge _____
8. Type of Work _____
9. Date of Evaluation _____
 - a) Attendance: _ (Satisfactory/ Good/ Excellent)
 - b) Practical Work: (Satisfactory/ Good/ Excellent)
 - c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
 - d) Evaluation of Industry: ___ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor (Industry)

With date and stamp

***Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma**

FORMAT 9: INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme. / M.Tech. & MBA)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

FORMAT 10: ATTENDANCE SHEET

(For 4 years Degree Programme. / M.Tech. & MBA)

Name & Address of Organization

Name of Student																															
Roll. No																															
Name of Course																															
Date of Commencement of Trg.:																															
Date of Completion of Training:																															

Initials of the student

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 :

- Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
- Student should sign/initial in the attendance column. Do not mark 'P'
- Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **'A' in Red Ink.**

*Signature of Company internship
supervisor with company stamp/
seal*

(Name _____) Contact No.