Internship Policy

(RULES AND REGULATIONS)
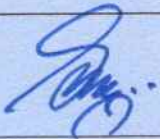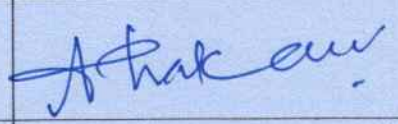
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1. INTRODUCTION

An internship is a structured work experience program that provides students or recent graduates with practical, real-world experience in a professional setting. Internships are typically temporary positions that can be part-time or full-time and can last anywhere from a few weeks to several months. Internships are valuable for gaining practical experience, enhancing resumes, and building professional networks. They play a crucial role in bridging the gap between academic learning and professional work, preparing individuals for successful careers.

1. To encourage and provide opportunities for students to gain industrial exposure and get aware with corporate culture.
2. To learn and apply technical knowledge acquired in academic learning to real-life and industrial contexts.
3. To familiarize students with various tools and technologies utilized in industries, along with their practical applications.
4. To facilitate the development of professional skills, encouraging students to expand their network by acquiring employer-valued attributes like teamwork and effective communication.
5. To utilize the experience gained during industrial internships to enhance the completion of academic course projects.
6. To cultivate professional and social ethics, emphasizing the importance of team building.
7. To enhance understanding of the social, economic, and administrative factors influencing the working environment of industrial organizations.

OUTCOMES

On completion of the internship, the students will be able to –

1. CO1: Cultivate expertise by combining academic knowledge with professional skills.
2. CO2: Establish a professional network and introduce students to potential future employers.
3. CO3: Recognize appropriate profiles or roles aligning with one's aspirations, areas of interest, and strengths
4. CO4: Define career objectives and personal aspirations.

Internship Duration

- Internship of a maximum 6 Months is mandatory for students.
- 50 % of students will get internship opportunity in Winter VII sem and 50 % of students will get internship opportunity in Summer VIII sem based on selection criteria like domain knowledge, company specific requirement etc., implemented by Industry Institute Interaction and Corporate Relation Cell of the institute.
- Internship will be considered only after submitting valid internship completion certificate along with project report and its presentation at end of internship.

a. **Internship Guidelines**

    i   Students must opt for technical internship (mandatory internship) after Third year/Sixth semester. This internship is considered for credit-based evaluation, which is mandatory for all students with weightage of 20% and 80% each for evaluation by institute and industry respectively shall be considered.

    ii The Internship Programme duration is for one semester (Six months) from 1st July to 31st December or 1st January to 30th June and it should be carried out in VII semester or VIII semester. The internship can be carried out in any Industry /R and D Organization/Research Institute Lab/ Reputed Educational Institute/ Incubation Centre/ Government Sector etc.

    iii The Department shall nominate staff member/s to facilitate, guide and supervise students under internship. The students shall report the progress of the internship to the guide in regular intervals and seek his/her advice.

    iv The department/TPO shall ask the companies to allocate industry mentors to the students so that they can interact with each other before joining the internship and undertake groundwork to make internship more effective.

v   Faculty-Industry Interaction: In addition to evaluations of students, the faculty coordinator will contact the industry coordinator frequently via e-mail/phone, video conferencing, visit to industry etc. to keep a close watch on the project & performance of the student.

vi   Students need to submit Synopsis, Permission letter and offer letter to departmental Internship coordinator/TPO before proceeding to internship.

vii   Internship completion will be considered only after submission of valid documents at the end of internship like Completion certificate, Report and presentation of work done, feedback from industry etc.

viii Students will appear for term work evaluation where he/she will present the work done before faculty mentor/departmental committee at the end of internship.

b. Student Dairy/ Daily Log

i   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.

ii   It should contain sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working.

iii   The diary should also be shown to the Faculty Mentor if visiting the industry and got ratified on the day of his visit.

iv   Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet (rubrics) duly signed and stamped by the industry to the Institute immediately after the completion of the training.

v   It will be evaluated based on the following criteria:

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

C. Internship Work Identification

Contacting various companies for Internship and Internship work identification process should be initiated in the VI Semester, in coordination with the Industry Institute Interaction and Corporate Relation Cell. This will help students to start their internship work on time. The internship may be done through the following verticals through offline/online mode.

- Industrial -Private, Public, LLP or Start-up Company.
- In-house Internship through third party or research problem statement.
- Incubation centre: Under start-up or pre-incubation registered with the Incubation center, Innovation/Entrepreneurship related activities.
- Government Sector and Research Labs/Government Research organization.
- Technical Clubs / Professional Societies activities.
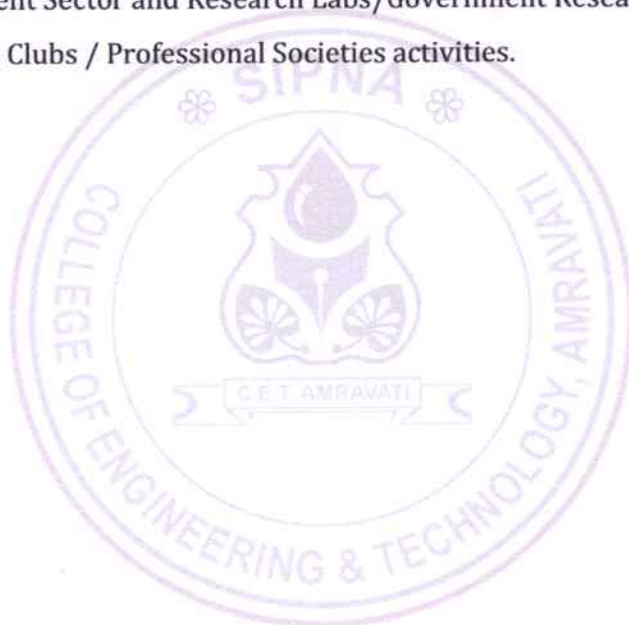
5. Internship Report

Internship Report writing Guidelines

i. Upon completing the internship, the student should prepare a comprehensive report detailing their observations and learning experiences during the training period.

ii. 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.

iii. A daily diary will also help primarily in writing the industrial report since much of the information has already been incorporated by the student into the daily diary.

iv. The training report must be signed by the Industrial Supervisor, Training and Placement Officer, Head of the Department and Faculty Mentor.

v. The Internship report will be evaluated based on following criteria:
  - Originality.
  - Adequacy and purposeful write-up.
  - Organization, format, drawings, sketches, style, language etc.
  - Variety and relevance of learning experience.
  - Practical applications, relationships with basic theory and concepts taught in the course.

Report –Upon completing the internship, all interns must submit a report to the internal supervisor, which includes company information, details of the internship work, and concluding statements with remarks from the external supervisor. The report should cover, but is not limited to, the following recommended sections:

  - Title/Cover Page
  - Internship completion certificate
  - Abstract
  - Introduction
  - Problem statement/objectives

- Motivation/Scope and rationale of the study
- Challenges faced and steps followed to overcome those challenges (challenges can be technical, functional, financial or environmental)
- Methodological details
- Results/Analysis/Inferences
- Conclusion
- Suggestions/Recommendations for improvement to industry, if any
- List of reference (Library books, magazines and other sources)

In case the company wishes to protect its confidential information in the internship report, the internal supervisor should coordinate with the external supervisor to establish a reporting method that ensures no sensitive information is disclosed outside the academic context and is used solely for academic purposes and prevents any unauthorized dissemination of proprietary information.

1. Prepare and submit a hard copy and soft copy of your manuscript.

2. The report should be spiral bound.

   Limit your Internship report to preferably15-20 pages.

3. The footer should be included as "CollegeName-Branch— Academic Year. The footer should be TIMES NEW ROMAN 10 pt and Left aligned.

4. The main part of the manuscript should be TIMES ROMAN 12pt and justified. Use 1.5 line spacing and justify aligned.
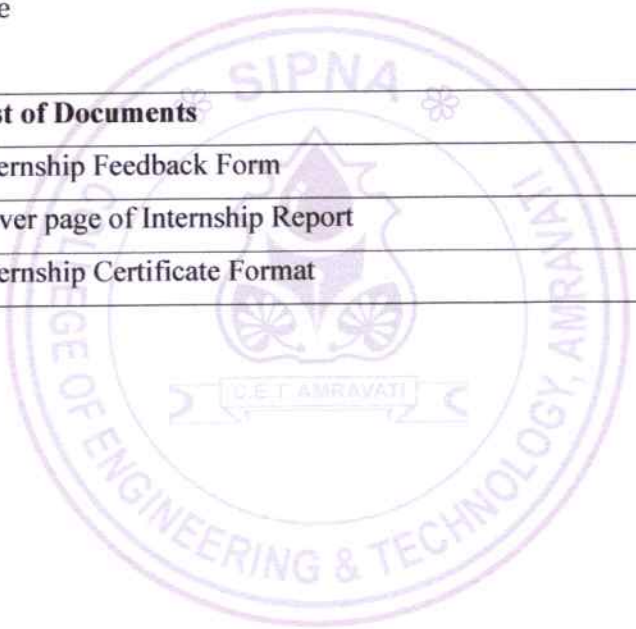
5. Please follow the following margins

Margin Location	PaperA4
Top	25.4mm
Bottom	37mm
Right	32mm
Left	25.4mm

6. All paragraphs will be 1.5 lines spaced and double space between each paragraph. Each paragraph will begin with a five—space indentation.

7. Chapter titles should be bold with 14pt typed in all capital letters and should be aligned at the center of the page. Section heading should be aligned at the left with 12pt and bold and capitalized. Section subheadings should bealigned at theleft with thetitlecase(thefirst letter of each word is to be capitalized). Leave two spaces between section headings and 1 space between two section subheadings.

8. Illustrations (Charts, drawings photographs, figures) are to be in the text. Use only illustrations really pertinent to the text. Illustrations must be sharp, clear, black, and white. Illustrations downloaded from the internet are not acceptable.

   a. Illustrations should be limited to a maximum of two per page. One could be ideal.

   b. Figure number and title at the bottom with12pt.

   c. Legends below the title in 10 pt.

   d. The proper margin on all sides.

   e. Illustrations as far as possible should not be photocopied

10. Please number the pages on the frontside, right bottom in the footer.

11. References should be in IEEE format.

Following will be the order of the report.

1. Title/CoverPage

2. Internship completion certificate.

3. Abstract.

4. Introduction.

5. Problem statement/objectives.

6. Motivation/Scope and rationale of the study.

7. Challenges faced and steps followed to overcome those

   challenges (challengeable technical, functional, financial, or environmental)

8. Methodological details.

9. Results/Analysis/inferences and conclusion

10. List of references (Library books, magazines, and other sources)

11. Appendix

12. Annexure

Sr. No.	List of Documents
1	Internship Feedback Form
2	Cover page of Internship Report
3	Internship Certificate Format

Internship Report

on

"Topic Name"

[TimesNewRoman22]

Submitted by

[Times New

Roman 14]

Mr ABC

Under the Supervision

of [TimesNewRoman14]

Prof. XYZ

Department Name

Sipna College of Engineering and Technology, Amravati. (M.S.)

Academic Year

CERTIFICATE

        This is to certify that the Internship report entitled **"Title of Internship"** being submitted by **Name of Student (PRN No. / Roll No.)** is a student of Department. The work carried out by him/her under the supervision of **Name of Internal Supervisor** in partial fulfilment of the requirement for **F.Y. B. E.** Course in the academic year ____.

Date:

Place:

Department .Internship Coordinator   Head of the Department

Internship Performance Evaluation

The departmental Internship Coordinator will carry out the evaluation.

Review–

Every intern should give progress report to the internal supervisor.

This evaluation is based on an overview of internship activities, sub-activities, the expected degree of success, proof needed to assign points, and the duration of specific tasks. Every student is obliged to keep a written record of his/her activities, such as an internship journal or a workbook, which is assessed during the review in front of internal supervisor. The evaluation can be based on the following criteria.

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.

Internship Monitoring and Evaluation

- **Monitoring at the Industry Side**

    i.   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.

    ii. Internship schedule (for stipulated time of 6 months) may be prepared and a copy of the same may be sent to departmental faculty mentor/supervisor.

    iii. Each student is required to keep Internship diary/ notebook, update daily, and get it checked by an industrial mentor/supervisor.

    iv. Each student is required to prepare a monthly report, presentation and get it verified by industrial mentor/supervisor.

The formal entry (the start procedures) and exit (the internship closure procedures) are required to be followed by the industry. The early termination of the internship (earlier than the stipulated period) or the extension of the stipulated tenure is required to be discussed from time to time with departmental faculty mentor/supervisor. (This in turn will be notified and discussed with departmental internship coordinator/HoD/TPO.)

- **Monitoring at the Institute Side**
    i. Each student is required to send a monthly report, presentation and get it verified by departmental faculty mentor/supervisor.
    ii. Each student is required to present monthly activities online/offline to departmental faculty mentor/supervisor.
    iii. Each student is required to present the whole activities of internship online/offline to departmental faculty mentor/supervisor at the end of the internship.
    iv. The Faculty Mentor, Internship coordinator, Head of the Department or Training and Placement Officer of the department/College may conduct a surprise visit to the internship site to verify the student's physically presence (if the student is found absent without prior intimation to the industry mentor/Faculty mentor/TOP, entire training will be cancelled, and student will be subject to disciplinary action)
    v. During the internship period, students are entitled to take one day of leave every four weeks, in addition to holidays and weekly off, with the permission of the respective industry. Students must notify both their industry mentor and faculty mentor by email at least one day in advance before taking leave.

- **Evaluation through Seminar Presentation /Viva-Voce at Institute level**
    The student will present a seminar based on their training report to an expert committee constituted by the concerned department, which will evaluate the following parameters.
    - Depth of knowledge and skill improvement
    - Communication & presentation skills

- Team works and creativity
- Planning & organizational skills
- Adaptability and Analytical skills
- Attitude & behaviour at work.
- Societal understanding and ethics
- Regularity and punctuality
- Feedback from internship supervisor
- Attendance record and log book
- Initiative and efforts in learning
- Contribution to the organization
- Understanding about daily / weekly activities / processes, approval workflows at project level.

Internship Evaluation		
Sr. No.	Evaluation Parameters	Credits
1	Knowledge	
2	Attendance	
3	Presentation skill	
4	Report	
5	Student's feedback from the departmental Internship Coordinator	
	Total	

Date: /   /

Name of Student:

Company Name:

Supervisor:

Duration:

Performance Evaluation	Poor (1)	Fair (2)	Good (3)	Excellent (4)	Outstanding (5)
Attendance (punctuality)					
Subject knowledge					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-starter,resourceful)					
Attitude (enthusiasm, curiosity, desire to learn)					
Ability to Learn (comprehension of new concepts)					
Communications Skills (written and oral expression)					
Overall Performance					

Course:

Additional comments or suggestions for the student:

_____

Name & Signature of Supervisor