

PRIYADARSHINI COLLEGE OF ENGINEERING

Hingna Road, CRPF Campus, Digdoh Hills

Nagpur - 440019

INDUSTRY INSTITUTE INTERACTION CELL



POLICY AND GUIDELINES FOR INTERNSHIP/ TRAINING /CASE STUDY/ LIVE PROJECTS

(Session 2021-22)

Priyadarshini College of Engineering, Nagpur follows the Internship Policy laid down by AICTE and as per the policy adapted by Rashtrasant Tukadoji Maharaj Nagpur University, (RTMNU) Nagpur

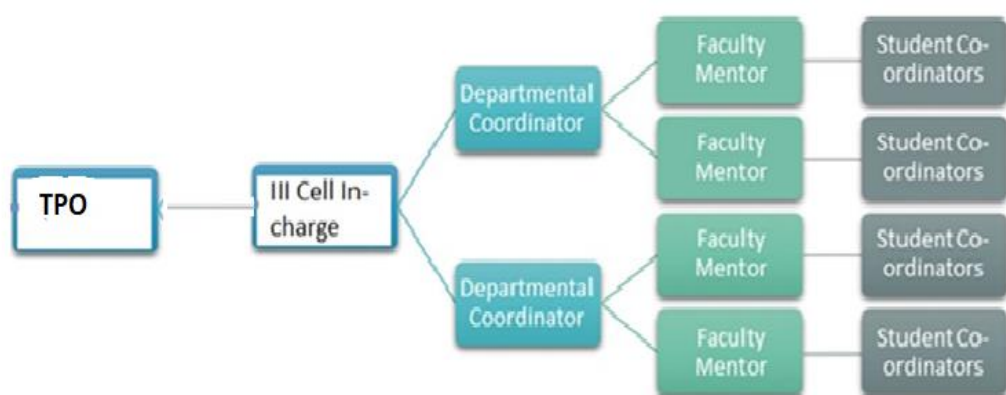
Introduction

AICTE has developed Internship Guidelines for organizing Internship at degree and diploma level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internships. Priyadarshini College of Engineering (PCE) will follow these guidelines for **Internship/Training/Case Study/ Live Projects**.

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term with defined timescales. An internship may be compensated, non-compensated or some time may be paid. 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' can 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.
- 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.

Proposed structure for the effective implementation of internship/training /case study/ live projects.



III Cell In-charge of the Institute will be supported by a Departmental coordinator 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. Departmental coordinator and Faculty Supervisors/Mentors will be nominated at the start of the Academic year for each batch.

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.

The general procedure for arranging internship is given below:

1. Request Letter/ Email from the Department and/or III cell of the college in collaboration should go to industry to allot various slots during winter/ 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.
2. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email to the department/III Cell In-charge. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the Department. Based on the number of slots agreed to by the Industry, students will be allocated to the Industry. In addition, slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the III Cell in-charge or faculty members who are particularly looking after the Final/Summer Internship of the students.
3. Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email to the departmental coordinator.
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 to the departmental coordinator with the consent of Industry persons/Trainers. (Sample Attached)
5. Students will submit training report after completion of internship to the departmental coordinator.
6. Training Certificate to be obtained from industry and needs to submit to the departmental coordinator.

INTERNSHIP REPORT

Internship Report should be submitted by the students along with an evaluation sheet duly signed and stamped by the industry to the Departmental co-ordinator immediately after the completion of the training. The Internship report will be evaluated 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.

MONITORING & EVALUATION OF INTERNSHIP

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

1. Evaluation by Industry.
2. Evaluation by faculty supervisor on the basis of site visit(s).
3. Evaluation through seminar presentation/viva-voce at the Institute.

1. EVALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, eagerness to learn, and skill test in addition to any remarks.

2. MONITORING/ SURPRISE VISIT BY STAFF/ FACULTY MENTOR

Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation, he/she will be warned that such activity may cancel his/her internship. Students should inform to the faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. 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.

3. EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE 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:

- i. Quality of content presented.
- ii. Proper planning for presentation.
- iii. Effectiveness of presentation.
- iv. Depth of knowledge and skills.
- v. 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.

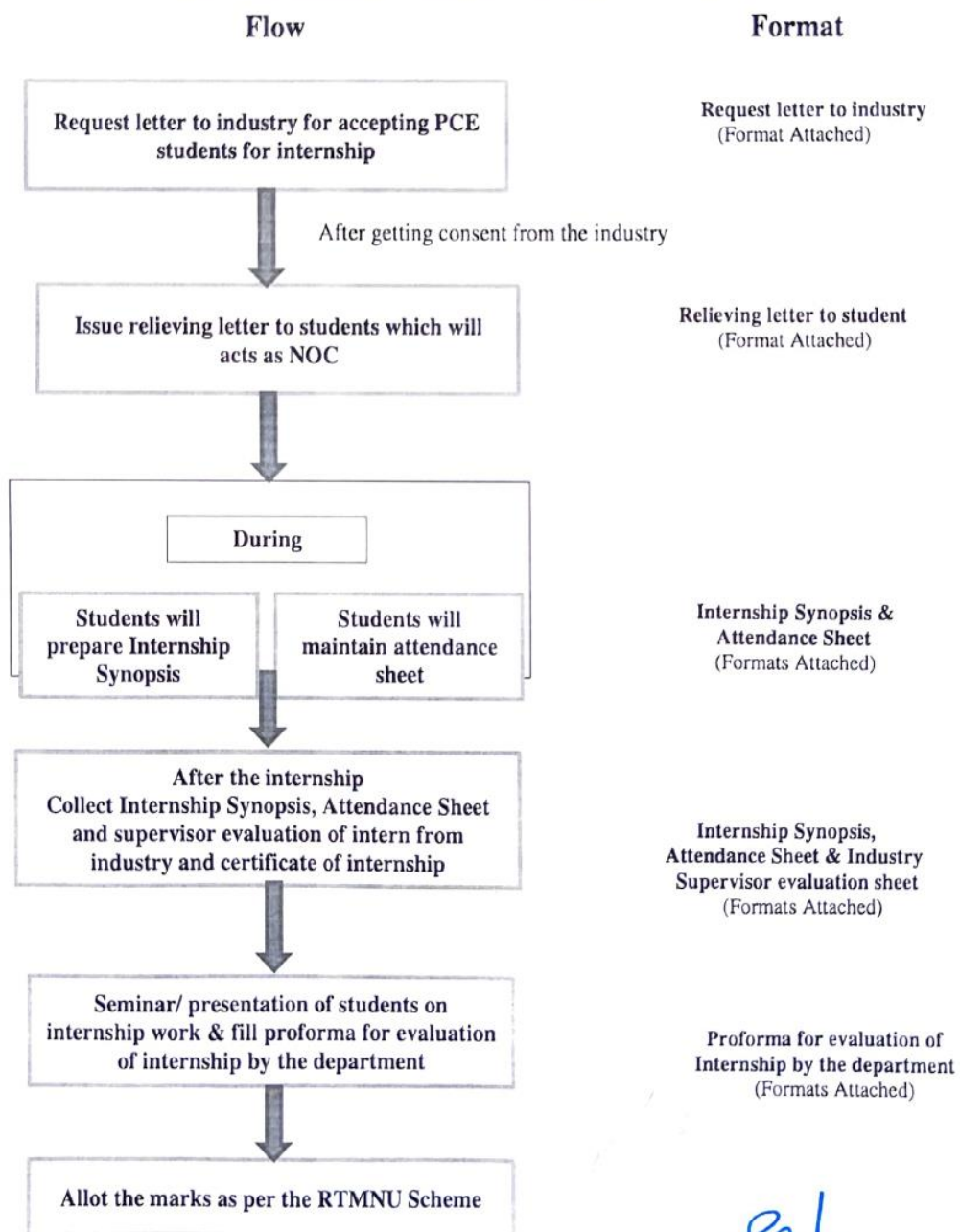
GENERAL INTERNSHIPS GUIDELINES


- 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. Departments 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.

Flow of Internship and the concerned Formats




 (Dr. Nilesh Shelke)
 Associate Dean (Industry Interactions)


 (Dr. S. A. Dhale)
 Principal
Priyadarshini College of Engg.
Nagpur

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS.



REQUEST LETTER FOR THE INTERNSHIP

To

The General Manager (HR) /

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Subject: REQUEST FOR INTERNSHIP of M.Tech/4 years Degree Programme.

Dear Sir/Madam,

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.

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.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Head of the Department

RELIEVING LETTER OF STUDENT

To,

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Subject: Relieving students for joining Internship in the Industry.

Dear Sir,

As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions from _____ to _____

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.

Sr. No.	Name of Students
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,

Head of the Department,



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

An internship is a unique learning experience that integrates studies with practical work. 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: _____ Student ID# _____ Class Year: _____
 Campus Address: _____
 City, State: _____
 Phone: _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____
 Company/Organization: _____
 Internship Address: _____
 City, State, Pin: _____
 Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
 Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____
 Course #: _____ Credits: _____
 Grading Option: _____ Credit/Non-credit _____
 Beginning Date: _____ Ending Date: _____
 Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: 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: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing,

conversations, etc., which you will do while working, relating them to what you intend to learn.

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, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: 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 _____

Date _____

Faculty Mentor _____

Date _____

Industry Supervisor _____

Date _____



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 :

- 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**.

Signature of Company internship supervisor with
company stamp/ seal

(Name _____) Contact No.



Lokmanya Tilak Jankalyan Shikshan Sanstha's
PRIYADARSHINI COLLEGE OF ENGINEERING
(Approved by A.I.C.T.E., New Delhi & Govt. of Maharashtra, Affiliated to R.T.M. Nagpur University, Nagpur)
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AICTE ID No. 1-5435581; DTE CODE No. 4123; UNIVERSITY CODE No. 278

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: **(Tick)**

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 _____



PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF (name of Department)

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

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

