



प्रो. एम.पी. पूनीयाँ
उपाध्यक्ष
Prof. M.P. Poonia
Vice-Chairman



अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070
दूरभाष: 011-26131495
ई-मेल: vcm@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A STATUTORY BODY OF THE GOVT. OF INDIA)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
Phone: 011-26131495
E-mail: vcm@aicte-india.org

F. No. AICTE/ Internship Policy-2018

Date: 13/08/18

To

Principals / Directors of Technical Institutes, Directors (DTEs), Vice-Chancellors/ Registrars of
Technical Universities

Madam/Sir,

AICTE has formulated its Internship policy for students of Technical Education Programs viz Engineering & Technology, Pharmacy, Hotel Management & Catering Technology and Applied Arts, Crafts & Design.

The policy comprises of steps for Establishing, Maintaining & Fostering Internships. The internship experience will augment outcome based learning process and inculcate various attributes in a student in-line with the graduate attributes.

We are pleased to share these recommendations with you as attachment. The soft copy of same can also be downloaded from our website. You are requested to send your comments/ suggestions related to the effective implementation of the recommendations, by August 22, 2018 through email at internshippolicy@aicte-india.org.

With regards,

(Prof. M.P. Poonia)

13/08/18

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



MODEL INTERNSHIP GUIDELINES

INTERNSHIP

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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. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial scenario. 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 are an enhancement of the employability skills of the student 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 prescribing guidelines for the organizing Internship for both degree and diploma students. 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:



- Expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals in the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Get exposed to the current technological developments relevant to the subject area of training.
- Use the experience gained from the ‘Industrial Internship’ in discussions held in the classrooms.
- 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 reports in Technical works/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, career and/or personal development.
- Expose the students to future employers.
- Make students available to industry for employment.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations

1.3 Benefit of Internship/Training:

1.3.1 Benefits for Employers

- 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.
- 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 practice their networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Opens the door to a job offer or an employment recommendation.
- 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.
- Curriculum revision can be made based on feedback from employers.
- Helps in retention of the students.
- Improve institutional credibility & branding.
- Improvement in teaching learning process.
- Exposer of Staff to Industrial 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. degree programme and **10-16** credits for three-year diploma programme.
- Here, 1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 ~ 45 hours per week on Internship, Training, Project work, Seminar activities etc. This will result in 600 to 700 hours of total internship duration for B. Tech and 450-500 hours for diploma.

Internships may be full-time or part-time; they are full-time in the summer 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 duration according to the availability of the opportunities. However, minimum requirement regarding duration and credits is as follows:

Table:1 Credit Framework for Internship

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



Table1 states that during the summer vacations, after the 2nd Semester, students are required to be involved in **Inter/ Intra Institutional Activities** such as training with higher Institutions or 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; And working for consultancy/ research project with-in the institutes.

During the summer vacation after 4th/ 6th semester, 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. In case student want to pursue his family business and doesn't want to undergo internship, a declaration by a parent may be submitted directly to the TPO.

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	Credits (Max.)		Suggested period (Max.)	Total Duration/ Week		Sub Activity Head	Proposed Document as Evidence	Evaluated by	Performance appraisal/ Maximum points/ activity
	Degree	Diploma		Degree	Diploma				
Inter/ Intra Institutional Activities	4-6	3-4	During summer vacation after 2d semester	4-6	3-4	Inter/ Intra Institutional Workshop/ Training/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Working for consultancy/ research project	Certificate	Programme head	Satisfactory/ Good/ Excellent
						Festival (Technical / Business / Others) Events/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Contribution in Incubation/ Innovation/ Entrepreneurship Cell	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
						Learning at Departmental Lab/Tinkering Lab/ Institutional workshop	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
Innovation / IPR / Entrepreneurship	4-6	4-6	During summer vacation after 4 th / 6 th semester	4-6	4-6	Participation in innovation related completions for eg. Hackathons etc.	Certificate	Faculty Mentor	Satisfactory/ Good/ Excellent
						Development of new product/ Business Plan/ registration of start-up /	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Work experience at family business	Declaration by Parent	TPO	Satisfactory/ Good/ Excellent
Internship	4-6	4-6	During summer vacation after 4 th / 6 th semester	4-6	4-6	(Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise.	Evaluating Report	Faculty Mentor/ TPO/ Industry supervisor	Satisfactory/ Good/ Excellent
Project Work/ Seminar/	6-8	4-6	8 th semester	6-8	4-6	As specified in the curriculum of the institute.	Project Report	Project Head	Marks/ Grade

Note:

- A minimum of 14-20 credits of Internship, Project work and Seminar may be counted toward B. Tech. degree programme and 10-16 credits for three-year diploma programme.
- Here, 1 credit is equivalent to minimum 40-45 hours/ 1 week of work.
- This will result in 600 to 700 hrs of total internship duration for B. Tech and 450-500 hrs for diploma students.
- During the summer vacations, after the 2nd Semester, students are required to be involved in **Inter/ Intra Institutional Activities**.
- During the summer vacation after 4th/ 6th semester, students are ready for industrial experience. Therefore, they may choose to undergo **Internship / Innovation / Entrepreneurship** related activities. In case student want to pursue his family business and doesn't want to undergo internship, a declaration by a parent may be submitted directly to the TPO.
- During the Last semester/ 8th semester, students may take **Project Work & Seminar** as specified in the curriculum of the institute.
- Institutions may devise their own evaluation sheet based on the above recommendations.



2.2 Training Placement Cell in Colleges / Universities & its role in providing Internship

All the AICTE approved institutes are required to have dedicated Training and Placement Cell headed by Training and Placement Officer (TPO). Training and Placement Cell with the help of the department coordinators will organize an internship and training in addition to the placement activities. 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. 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 fourth and sixth semester, Training & Placement cell shall also design and implement internal curriculum take classes, arrange expert, arrange agency for student's Personality Development, Improving Communication Skills, Vocabulary, preparing students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

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

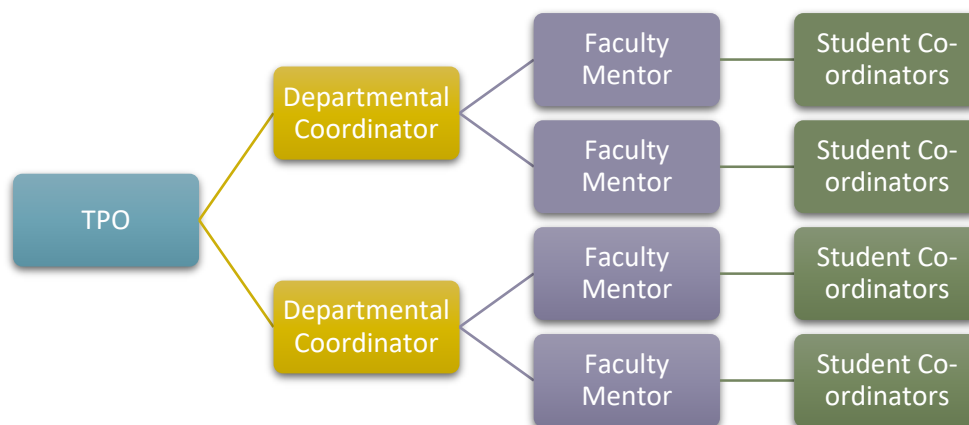


Fig.1. Organizational Structure at Institution Level

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.

2.3 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. The general procedure for arranging internship is given below:

- **Step 1: Request Letter** 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**. 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**.
- **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.



2.4 Guidelines for the students:

Internship/ Placement 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 Placement Brochure – Soft copy as well as Hard copy.
- Preparing list of potential recruiters and past recruiters.
- Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement 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 would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to TPO.

For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Format attached).

The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

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, Medical reasons, 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 apprentices:

The provisions of Internship act shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are 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 apprentices as if they were persons employed in the same.



CHAPTER – 3 : GUIDELINES FOR INDUSTRY FOR PROVIDING INTERNSHIP

3. Guidelines for 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

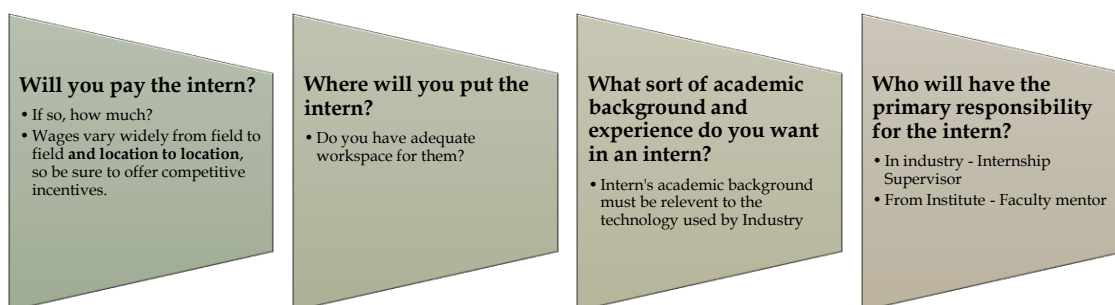


Fig2. Internship Planning by Industry

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 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

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, TPO may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

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: Give the intern a desk, point out the supply room, and introduce the technical support people.

Guidance/ Regular Feedback: Along those same lines, it's important to give them lots of feedback. Especially 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: Daily progress report of Intern is to be evaluated by industry supervisor. Maximum use of short term internship has to be ensured for the intern as well as industry. Periodically, examine what the intern has produced and make suggestions. 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 students' 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 daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

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 Institute immediately after the completion of the training. It will be evaluated on the basis of 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.

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, TPO and Faculty Mentor. 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.



CHAPTER – 5 : MONITORING & EVALUATION OF INTERNSHIP

5.1 Monitoring/ Surprise visit by TPO/ Staff/ Faculty Mentor

TPO/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 to the T & P Cell, entire training will be cancelled. Students should inform the TPO, 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.

5.2 Evaluation

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

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

5.2 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.

5.3 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:

- 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.



6. 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 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 to 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 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 shall ask more and more questions to try and get as much exposure as possible.
- 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 it to their full advantage while they are at it.
- The intern will 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.
- No fee would be charged from the interns by companies.



CHAPTER 6: AICTE ACTIVITY POINT PROGRAMME

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 program, 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.

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

Following suggestive activities may be carried out by students in teams:

- a) Helping local schools to achieve good results and enhance their enrollment in Higher/technical/Vocational Education.
- b) Preparing an actionable business proposal for enhancing the village Income.
- c) Developing Sustainable Water Management system.
- d) Tourism Promotion Innovative Approaches.
- e) Promotion of Appropriate Technologies.
- f) Reduction in Energy Consumption.



- g) To Skill rural population.
- a) Facilitating 100% Digitized money transactions.
- b) Setting of the information imparting club for women leading to contribution in social and economic issues.
- c) Developing and managing efficient garbage disposable system.
- d) To assist the marketing of rural produce.
- e) Food preservation/packaging.
- f) Automation of local activities.
- g) Spreading public awareness under rural outreach programmes.
- h) Contribution to any national level initiative of Government of India. For eg. Digital India/ Skill India/ Swachh Bharat Internship etc.

The student may choose, their activities as per their liking in order to earn the points (as per Table-3), depending on their entry level), before becoming eligible for award of the Degree. These activities can be spread over the years, as per convenience of the student.

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
3rd Year (5th Sem.) through transfer from other University	3rd to 4th year	50
Diploma Programmes		
1st Year Regular	1st to 3 rd Year	75
2nd Year (3rd Sem.) through lateral entry	2 nd to 3 rd Year	50

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



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

Major Head of Activity		Credits (Max.) Degree/ Diploma	Suggested period	Total Duration/ Week		Sub Activity Head	Proposed Document as Evidence	Evaluated by	Performance appraisal/ Maximum points/ activity	Maximum Points under this category
				Degree	Diploma					
AICTE Activity Programme		Non Credit	Anytime during the semester during weakens/ holidays	2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Helping local schools to achieve good result and enhance their enrolment in Higher/ technical/ Vocational Education.	Project Report	NSS/ NCC/ SAGY Coordinator of the Institute	20	100
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Preparing an actionable business proposal for enhancing 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)	Tourism Promotion Innovative Approaches.			20	
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Promotion of Appropriate Technologies.			20	
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Reduction in Energy Consumption.			20	
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	To Skill rural population.			20	
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Facilitating 100% Digitized money transactions.			20	
				2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Setting of the 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)	To assist the marketing of rural produce.			20	
				2 Weeks (40-45 hrs)	1 Week (40-45 hrs)	Food preservation/packaging.			20	
				2 Weeks (40-45 hrs)	1 Week (40-45 hrs)	Automation of local activities.			20	
				2 Weeks (40-45 hrs)	1 Week (40-45 hrs)	Spreading public awareness under rural outreach programmes			20	
				2 Weeks (40-45 hrs)	1 Week (40-45 hrs)	Contribution to any national level initiative of Government of India. For eg. Digital India/ Skill India/ Swachh Bharat Internship etc.			20	

- AICTE Activity Programme recommends that each B.Tech student should devote 300-400 hrs for Community service and allied activities.
- Similarly, diploma students should devote total 200-250 Hrs. for Community service and allied activities.
- Here, 40-45 Hrs= 1 week.
- Students may choose activities as per their choice. However, minimum hours' requirement should be fulfilled.
- Institutions may devise their own evaluation sheet based on the above recommendations.



CHAPTER – 7: AICTE’S ASSISTANCE/ FACILITATION

a. MoUs with different organisations to facilitate internship programme

In order to facilitate internships of 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 under :

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_netit.pdf
3.	AICTE’s MoU with HireMee (K.A.AaMPvt. Ltd.)	https://www.aicte-india.org/downloads/aicte_mou_HireMee_12_9_17.PDF
4.	AICTE’s MoU with Indira Gandhi National Centre for the Arts (IGNCA)	https://www.aicte-india.org/.../AICTE%20IGNCA_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 [ECI]	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 provide the internship training for 4 years Degree Program 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@boptr.gov.in

Chapter 8: Mapping of internship programme outcome with NBA Graduate attributes:



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.	Fluent application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes
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.
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.	Industrial Internship working experience.	Practical applications and their co-relation with basic theory and concepts taught in the course.
4. Conduct investigations of complex problems.	Project work/ industrial training 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 and sustainability.
8. Ethics: Apply ethical principles and commit to professional 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 practices will make student ready for the future.
9. Individuals and team work: 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.	This will help student to learn teamwork and work for common goals.



<p>10. Communication:</p> <p>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.</p>	<p>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.</p>	<p>The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills)</p>
<p>11. Project Management and finance:</p> <p>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.</p>	<p>The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.</p>	<p>These competencies will help the student in horizontal and vertical mobility.</p>
<p>12. Life-long learning:</p> <p>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.</p>	<p>Students will learn to implement knowledge into practice and innovate.</p>	<p>Students' ability to innovate and their capacity to adjust to change will be enhanced.</p>

List of Annexures:

FORMAT 1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the Internship Program Coordinator. Type or print 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, has met the minimum overall GPA of 2.0, average GPA within major of 2.5 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 ASC 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, 4th/ 6th SEMESTER, STUDENTS DURING.....

Dear Sir,

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

In view of the above, I **request your good self to allow our following_____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.

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.

S. No.	Name	Roll No.	Year	Discipline

With warm regards,

Yours sincerely,

Training & Placement Officer



FORMAT 3. 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, Zip: _____

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.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

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 _____



FORMAT 4: RELIEVING LETTER OF STUDENT AND INDUSTRY.

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:

Behaviors	4	3	2	1
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):

(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 EVALUATION OF SIX MONTHS INDUSTRIAL 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

Period of Training: From _____ To _____

Class (With Discipline) _____

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



Format 10: ATTENDANCE SHEET

Name of Student																																
Roll. No																																
Name of Course																																
Date of Commencement of Trg.:																																
Date of Completion of Training:																																
Initials of the student																																
Sr. No	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.

