J.K. Institute of Engineering

Affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai,

Affiliated to AICTE, New Delhi, INDIA

Village Karra, Near Gatora Railway Station, Bilaspur Chhattisgarh - 416 234

Internship Policy: Guidelines and Procedures

With Effect From Academic Year 2020-2021

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1 Introduction

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the College. Further, considering the curriculum structure approved by the college, multiple internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture.

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.

Following are the intended objectives:

- To expose the students to industrial environment (viz. various materials, processes, products and their applications along with relevant aspects of quality control which cannot be simulated in the classroom) for application of existing engineering knowledge in industrial situations
- To provide possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career
- Understand the social, environmental, economic and administrative considerations that influence the working environment [PO 6, 7]

- To expose students to the engineer's responsibilities and ethics [PO 8]
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team [PO 9]
- To gain experience in all types of professional communications (viz. pre-internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills) [PO 10]
- To demonstrate the impact of the internship on their lifelong learning and professional development [PO 12]
- To provide the linkages of future job/research opportunities to students in the organization [PO 12]

3 **Mode of Execution**

Internship may be done through following verticals through offline /online mode

I. Full time Industry Internship cum project
II. Full time research internship at research organization/ Indian University/ Foreign University
III. Short duration (4-8 weeks) internship in industry with in house project
IV. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)

Students may be allowed to change mode of execution in certain unavoidable circumstances. Department head shall take decision for change of mode on application by student with a valid reason with due permission of the director. List of such a students shall be submitted to the academic council for the information.

In certain specific cases wherein student is not able to register for internship through any of the above four modes, he/she shall apply to the director through Dean Alumni and Corporate Relations (Officer T&P Department) giving specific reason to arrange for alternate mode.

I. Full time Industry Internship cum project

Under this category, Execution methodology expect that students should work with respective industrial domains of Engineering. Students will be working on a problem identified and assigned by industry. This Problem will be treated as Problem statement of Academic Project for 7^{th} and 8^{th} semester. Departmental faculty will work as a guide/ supervisor in coordination with industry mentor to arrive at a feasible solution to problem assigned by industry within 7^{th} and 8^{th} semester of Engineering curriculum.

For this activity, time spent by student for collaborating with industry either in discussions (preapproved with prior appointments) OR Joining activity at location of industry OR periodical visits related to data collection will be treated as Industrial Internship activity. In this category no special provision is made to define specific period of 8th semester dedicated for Internship. However, project guide and industry mentor to prepare a mutual schedule of student interaction with industry throughout the project duration. This schedule to be strictly followed as a part of assessment mechanism. Table 1.1 represent the flow of activity to be followed under this category.

Table 1.1 Steps and timeline to be followed as a guideline for category I

Step. No.	**Description of Activity**	**Responsibility**	**Timeline**
1	Identification of industrial Problem for Project	Faculty /Students	Vacation between 6th and 7th semester
1.1	If faculty identify problem then necessary communication with Industry mentor and identify group of students/ single student	faculty	Vacation between 6th and 7th semester
1.2	If student identify problem then necessary communication with domain expert faculty and then step 1.1 follows	Student	Vacation between 6th and 7th semester
2.	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor	At 1st week of 7th semester
3	Final Objective, methodology and schedule of interaction presentation in front of project monitoring committee at department.	Students, Faculty and departmental Internship Coordinator	At 3rd week of 7th semester
4	Students to start adhering to schedule of interaction with necessary weekly reporting during Project hours of academic schedule*	Students	Throughout the 7th and 8th semester as per predefined schedule
5	Changes in schedule and work methodology to be agreed and signed off mutually between faculty and industry mentor.	Students, Faculty and Industry mentor	Special circumstances during execution
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7th semester

7	Project will continue during vacation at Industry location for Minimum 1 week and necessary Project offs are allowed with prior permission on paper	Students, Faculty and Industry mentor	During vacations between 7th and 8th semester
8	Project and Industrial internship will resume as per guidelines 4 and 5		8th semester
9	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8th semester

Students and faculties to maintain all documentary records as per monitoring, assessment protocol of Internship policy documents

Category II: Full time research internship at research organization/ Indian University/ Foreign University

Under This Category, research project undertaken by research organisation Or Internship Opportunities available at Organisations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organisation for conduct of research activity during span of project.

Faculty mentor from respective department will be monitoring student's progress periodically.

Table 1.2 Steps and timeline to be followed as a guideline for category II

Step. No.	Description of Activity	Responsibility	Timeline
1	Advertisements issued by research organisations for research activity or Internship for UG students	Faculty /Students	Prevailing period of advertisement in 6th and 7th semester
2.	Scrutiny of Students and support to students for application procedure	Faculty and Dean research/ Internship coordinator	Before last date of application available in advertisement

3	Faculty mentor to coordinate with parents of identified students and prepare necessary Documents	Students, Faculty and departmental Project/ Internship Coordinator	Before last date of application available in advertisement
4	Faculty mentor to Interact with representative of research organisation	Faculty	After selection of students for Research/ Internship program
5	Students to report weekly to faculty mentor about progress of Research activity/ Internship activity	Students, Faculty	Throughout tenure of Program
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 7^{th} semester
7	Final report and presentation to Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 8^{th} semester

If Research/ Internship tenure is more than 6 months/ spanned between last academic year of B. tech and students are required to stay at location allotted by Research organisation then student should appear for Institute examination with prior permissions taken from Research/ Internship Organisation during 7^{th} and 8^{th} semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

Category III: Short duration (4-8 weeks) internship in industry with in house project

Under This category, Academic Project and Internship will be treated as separate entity. Students will perform academic project issued by departmental faculties. Tenure of this project will be for 7^{th} and 8^{th} semester. Internship activity will be commenced from ESE of 7^{th} semester for minimum period of 4 to 8 weeks. This internship should be preferably aligned with Project activities and domain area.

Table 1.3 Steps and timeline to be followed as a guideline for category III

Step. No.	Description of Activity	Responsibility	Timeline
1	Project coordinator to collect Broad area of academic Project from departmental faculty	Project Coordinator	Before end of 6th semester
2.	Academic Project areas presented by faculty to be aligned with Industrial Problems	Departmental Faculty	Before end of 6th semester
3	List of Faculty and Domain of project to be made available for students	Project Coordinator	During Vacation Period between 6th and 7th semester
4	Students to approach Faculties and finalise their project groups and area of Project by discussion with faculty	Students and Faculty	During Vacation Period of 6th and 7th semester
5	Project guide will start identifying Industrial organisations for Internship of respective students aligned with project domain area	Project Guide	Before end of 7th semester
6	Internship coordinator to assist project guide for finalising organisation for Internship of respective students and keep records of the same	Internship Coordinator	Before end of 7th semester
7	Necessary documentation will be maintained by Internship Coordinator through project Guides as per Internship Policy of Institute.	Internship Coordinator	Before end of 7th semester

8	Students will start internship after end of 7th semester examination for minimum period of 8 weeks	Students	after end of 7th semester examination
9	Project Guide to monitor student's performance by Interacting with Internship on-site mentor Or by surprise visit at Internship location	Project Guide	During tenure of Internship with Minimum two communications
10	Report and Presentation	Students, Project guide and Internship Coordinator	After end of internship

Assessment of internship will be done as per Institute Internship Policy.

Category IV: Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)

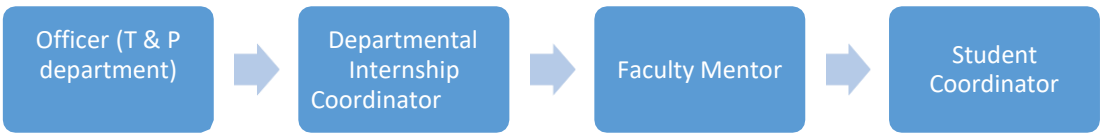
Mode of execution under this category is governed by rules and regulations of ED cell.

4 Internship Duration

The internship is mandatory as a part of the curriculum. Students will not graduate unless they complete the internship as prescribed. The structure and durations of the Internship may vary, it is normal for a minimum duration to be at least four weeks during the final semester of B. Tech. program. Typically, internships will start in second semester of final year around January every year and the durations range between four to twenty weeks. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

5 Roles and Responsibilities

The organizational structure of Training and placement cell for internship is as follows:



Training and Placement Officer of the college will be supported by a Departmental internship coordinator for Training and Placement Activities and Faculty Supervisors/ Mentors designated/assigned by the Head of the concerned Department. 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 role during the internship and minimum 4 students are to be supervised by each faculty mentor.

6 **Internship Execution Procedure**

The T&P cell will arrange internship for students in industries/organization after seventh semester or as per AICTE/ DTE/ affiliating University guidelines.

The following general procedure shall be adopted for execution of internship:

- **Step 1:** Request Letter/ Email from the office of Training & Placement cell of the institute shall be sent to the industry to allot different slots of 4-20 weeks during 8^{th} semester as internship periods for the students. Students request letter/profile/ interest areas will be submitted to industries for their willingness for providing the training. (Sample attached)
- **Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. The industry will be requested to allot mentor/supervisor for communication between supervisor and students. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the office of the Training & Placement through concerned department. Based on the number of slots agreed by the Industry, Officer T&P Department will allocate the students to the concerned industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the Dean (Alumni and Corporate Relations) or other members of the T&P cell / Faculty members who are particularly looking after the Internship of the students.
- **Step 3:** Students on joining Training at the concerned Industry / Organization, will submit the Joining Report/Letters / Email to the Officer T&P Department and Head of Department.
- **Step 4:** Students will undergo internship at the concerned Industry / Organization. The mentor/supervisor shall evaluate the performance of students once/twice by visiting the Industry/Organization or through video conferencing

and Evaluation Report of the students will be submitted to the Head of Department through Internship Coordinator. Head of the Department shall forward these report to Officer T&P Department with the consent of Industry persons/Trainers.(Sample Attached)

- **Step 5:** Students will submit internship report in the format provided by the institute after completion of internship along with certificate obtained from the industry.
- **Step 6:** List of students who have completed their internship successfully will be issued by Officer T&P Department to the office of concern department.

7 **Guidelines for students**

1. All the students need to go for internship for minimum of 4 weeks.
2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
5. Student should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Student should contact his /her academic guide from college on weekly basis to communicate the progress.
8. Each student has to prepare internship report in consultation with the academic guide.

General Internships Recommendations

- 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 mind-set 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.

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.

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, Officer T&P Department 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.

8 **Health, Safety and Welfare of Students**

T & P cell will ensure insurance of all the students when any intern is undergoing training in a specific notified area such as mining industry in relation to the health and safety of the trainees as if they are persons employed in the same.

Also considering guidelines of the industry, T & P cell will instruct students to get insurance.

9 **Academic Credentials**

Total 6 credits for the Final Year Project and internship in 8th semester.

10 **Monitoring & Evaluation**

Monitoring Phase

Monitoring at the Industry Side –

1. Internship schedule (for stipulated time of 4 weeks to 20 weeks) may be prepared and a copy of the same may be sent to departmental project guide/faculty mentor/supervisor.

2. Each student is required to keep Internship diary/ notebook, update daily and get it checked by industrial mentor/supervisor.
3. Each student is required to prepare a monthly report, presentation and get it verified by industrial mentor/supervisor.
4. The formal entry (the start procedures) and exit (the internship closure procedures) are required to be followed by the industry.
5. The early termination of the internship (earlier than the stipulated time period) or the extension of the stipulated tenure is required to be discussed from time to time with departmental project guide/faculty mentor/supervisor. (This in turn will be notified and discussed with departmental internship coordinator and head.)

Monitoring at the Institute Side –

1. Each student is required to send a monthly report, presentation and get it verified by departmental project guide/faculty mentor/supervisor.
2. Each student is required to present monthly activities online/offline to departmental project guide/faculty mentor/supervisor.
3. Each student is required to present the whole activities of internship online/offline to departmental project guide/faculty mentor/supervisor at the end of the internship.
4. Faculty Mentor/ Internship coordinator/ HoD of the department or Dean (Alumni and Corporate Relations) 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 industry mentor, entire training will be cancelled/ student is liable for the punishment)
5. Students are eligible to avail 1-day leave in every 4 weeks training with permission of the respective industry during the internship period apart from holidays and weekly offs. Students should inform industry mentor and Faculty Mentor, Internship coordinator, HoD, TPO, at least one day prior to availing leave by email.

Evaluation of Internship and Project

6 credits = 150 marks

1. Full time Industry Internship cum project

   ISE –I: 75 marks- Evaluation by Faculty/Mentor- 50 marks

   -Evaluation by Industry mentor– 25 marks

   ISE –II: 75 marks- Evaluation by Faculty/Mentor- 50 marks

   -Evaluation by Industry mentor– 25 marks

2. Full time research internship at research organization/ Indian University/ Foreign University

   ISE –I: 75 marks- Evaluation by Faculty/Mentor- 50 marks

   -Evaluation by University Mentor– 25 marks

   ISE –II: 75 marks- Evaluation by Faculty/Mentor- 50 marks

   -Evaluation by University Mentor– 25 marks

3. Short duration (4-8 weeks) internship in industry with in house project

   ISE –I: 75 marks- Evaluation by Faculty/Mentor- 50 marks

   -Evaluation by Industry Mentor– 25 marks

   ISE –II: 75 marks- Evaluation by Faculty/Mentor- 75 marks

4. Project Prototype through entrepreneur development and start-up

   ISE –I: 75 marks- Evaluation by faculty/Mentor- 50 marks

   Evaluation by COO – incubation centre – 25 marks

   ISE –II: 25 marks- Evaluation by faculty/Mentor- 50 marks

   Evaluation by COO – incubation centre – 25 marks

Format for ISE Evaluation (Rubrics) by Faculty Mentor for Category I,II,III,IV

Attribute	Poor (1)	Mediocre (2)	Above average (3)	Good (4)	Excellent (5)
Learning aptitude, work interest					
Technical knowledge and expertise, problem analysis skills					
Initiative					
Organizational skills					
Communication skills					
Cooperation with co-workers and supervisors / Team work					

Dependent, self-reliant and responsible					
Creativity/originality/innovativeness					
Criticism acceptance					
Time utilization					

Format for ISE Evaluation (Rubrics) by Industry Mentor for Category-I and III

Sr.	Attribute	Marks (total 25)
1	Attendance and general behaviour	…../5
2	Relation with workers and supervisors	…../5
3	Initiative and efforts in learning	…../5
4	Knowledge and skill improvement	…../5
5	Time utilization and professional attitude	…../5
	Total	…../25

Format for ISE Evaluation (Rubrics) by Research Organization Mentor for Category II

Sr.	Attribute	Marks (total 25)
1	Attendance and general behaviour	…../5
2	Initiative and efforts in learning	…../5
3	Knowledge and skill improvement	…../5
4	Time utilization and flexibility	…../5
5	Research aptitude and orientation	…../5
	Total	…../25

Format for ISE Evaluation (Rubrics) by COO of incubation centre for Category IV

Sr.	Attribute	Marks (total 25)
1	Attendance and general behaviour	…../5
2	Start-up aptitude and initiative	…../5
3	Business aptitude based on market research	…../5
4	Efforts taken for proof of concept	…../5
5	Time utilization and professional attitude	…../5
	Total	…../25

Note:

1. Evaluation of all the courses in the 8th semester will be done through blended mode.
2. ISE, MSE and ESE may be conducted online / offline mode.

Annexures

Annexure I

Student internship program application format

Complete and submit to the Officer T&P Department/ Internship Program Coordinator. Type or write clearly

1. Student Name:		
2. Current Address		
3. Residence Address		
4. Email id		
5. Mobile Nos.		
6. Overall GPA		
7. Mode of Internship		

8. Internship Preferences

	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			

I confirm that I agree with the terms, conditions, and requirements of the Internship Program

Student Signature:_____Date_____

I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her guide/supervisor.

Sign of Departmental Internship Coordinator Date

Annexure II

Parent/Guardian Consent Form—Internship

Please complete all blanks and sign in *three* places.

Student's Name:

Part I: Permission to Participate

I have read the information concerning the internship program and give my son/daughter, _____, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

Date **Signature of Parent/Guardian**

Part II: Emergency Authorization

In the event that I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

Date: **Signature of Parent/Guardian**

Part III: Liability

I hereby agree to waive and release any and all rights that I, my ward, or our representatives may have to make claim against College or their respective officers, employees, or representatives arising from injury or damages, including lawyer's fees, that may result from my ward's participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer's fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward's participation in the internship program.

Date: **Signature of Parent/Guardian**

Annexure III

Format for request letter from institute to internship provider

To,
The General Manager (HR)
.....
.....

Subject: Request for_____ weeks industrial training of B. Tech. in_____Engineering,

Dear Sir,

An Institute established in 2008, J.K. Institute of Engineering, Village Karra, Near Gatora Railway Station, Bilaspur, Chhattisgarh reflects the vision of leading industrialists and educationalists. Institute is affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai, and is approved by AICTE, New Delhi. Currently, the Institute is offering and running four UG programs.

You may 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 (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. 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,

Training & Placement Officer

Format for request letter from institute to internship provider

To
The General Manager (HR)
.....
.....

Subject: Request for_____ weeks industrial training of B. Tech. in _____ Engineering,

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 (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. 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,

Training & Placement Officer

Annexure- IV

Student Relieving Letter Format

To,
.....
.....

Subject: Relieving letter of student.

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:

Sr. No.	Name of Student	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.

Further, 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 Student	Evaluation Ranking
1	Attendance and general behaviour	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	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,

Dean (Alumni and Corporate Relations)

Annexure- V

Student Joining Letter Format

To,

Training and Placement Dept.

J.K. Institute of Engineering, Bilaspur C.G.

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organisation) through letter/email dated_____, I hereby pleased to communicate you that I have joined as Internee on _____. Initially I have been posted in_____department. During this Internship, my contact number will be_____and e mail id will be_____. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the student with sign)

For Immediate Supervisor

The above-mentioned student of your institute has joined our organization as per information providedabove.

Authorized Signature

Name:

Contact No.

Annexure- VI

Student Daily Diary (Log) Recording Format

Day-1		Date:		
Time of arrival		Time of departure		Remarks
Depart./Division		Name of finished job		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor

Annexure- VII

Format for Supervisor Evaluation of Intern

Student Name:_____Date:_____

Work Supervisor:_____Title:_____

Company/Organization:_____

Internship Address: _____

Dates of Internship: From_____To _____

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviour				
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 (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor_____HR Manager _____

Annexure- VIII

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)					
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					

This experience has:	**Strongly agree**	**Agree**	**No opinion**	**Disagree**	**Strongly disagree**
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Tick one).

(Satisfactory/ Good/ Excellent)

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