



Procedures for Internship from session 2018-19

(as per AICTE guidelines)

For improving employability skills as per the guidelines of AICTE all the students from session 2018-19 have to complete 4 weeks training/ internship programme after completing of 2nd, 4th, and 6th semester. In last semester (8th Semester) students will be assigned project work as specified in university curriculum.

1. Total Internship Credit 14-20 in four years.
2. Internship guidelines:
 - a) Internship in inter and intra institute after 2nd Sem. in summer vacation.
 - b) Entrepreneurial activities/ Innovation- After 4th and 6th Sem. in summer vacation.
 - c) Project Seminar –in 8th Semester as per syllabus.
3. One credit is equivalent to 40 to 45 hours of work (for one week time is 40 to 45 hours) for 14 to 20 credits means work time- 600 hours to 700 hours.
4. Internship may be full time during summer vacation and part time during academic session.
5. Minimum 20 students are to be supervised by each faculty mentor.
6. Duration of Internship
 - a) 2nd Semester 3 to 4 weeks, credits 3 to 4
 - b) 4th Semester 4 to 6 weeks, credits 4 to 6
 - c) 6th Semester 4 to 6 weeks, credits 4 to 6
 - d) 8th Semester 3 to 4 weeks, credits 3 to 4

7. (A) After 2nd semester students are required to be involved in

- a) Inter/ intra institutional activities
- b) Training with higher institutions
- c) Soft skill development by TPO cell
- d) Contribution in incubation cell/ innovative idea / entrepreneurial cell of institute
- e) Participation in work shop / conference / competition
- f) Learning in departmental lab/ tinkering lab/ institutional workshop/ working for consultancy/Research project within the institute.
- g) IPR workshop / leadership talk/idea/ design/innovation/business completion/ technical exposure

(B) After 4th and 6th Semester:-

- a. After 4/6 semester they may go for industrial training for technical exposure and they may choose to undergo internship/ Innovation/ Entrepreneurship / startup or undergo internship with industry/ NGOs/ government organization/ micro/small/medium enterprises to make themselves ready for industry.
- b. In case student who wants to pursue their family business and don't want to go for internship, a declaration may be taken from parents and submitted it in TPO office
- c. At the end of 4 and 6 semester TPO cell will design and implement internal curriculum, take classes, arrange expert for PDP, agency for personally development preparing resume, vocabularies, communication skill, practices test aptitude training technical report writing , presentation skills, languages proficiency etc.



(C) 8th Semester:-

Project/ Seminar as per curriculum.

8. AICTE MOUs with industries to be sent to students in advance so that students can apply with their choices.
9. Filled format from students should be taken with choice of industry and area of work before sending letter to industry.
10. Request letter/ telephonic conversation from TPO cell to industry will go with request letter of students and their work areas.
11. In case student arrange the training themselves, the confirmation letter should be submitted by students to TPO through concern department.
12. Mapping of internship program outcome with NBA attributes.
13. Day wise report of internship to be prepared in the format given by AICTE by each student.
14. Monitoring and Evaluation of activities will be done by program head/ faculty mentor/TPO/industry supervisor.

(A) Evaluation by industry:-

- a) Punctuality
- b) Eagerness to learn
- c) Maintenance of daily diary
- d) Skill test in addition to any remarks.

(B) Monitoring and surprise:-

Surprise visit by TPO/ Staff/Faculty Mentor to internship site to check the students presence physically, if students found absent without prior information to TPO cell, entire training will be cancelled. Students should inform to TPO/ Faculty Mentor/ Industry Supervisor at least one day prior to availing leave. Students can avail one day leave in 4 weeks and 2 days leave in 6 weeks of internship period.

(C) Evaluation through Seminar / Presentation/ Viva voice as Institute:-

It will be Seminar based training report before expert committee constituted by department as per norms of Institute. The evaluation will be based on the following criteria:-

- (a) Quality content presented
 - (b) Proper planning for presentation
 - (c) Effectiveness of presentation
 - (d) Depth of knowledge and skill
 - (e) Attendance record, daily diary, departmental reports will be analyzed with internship report.
15. Attendance record of students during internship to be maintained
 16. After completing of internship every student has to take certificate from concerned dept.