

MANDATE FOR INTERNSHIP

1.1 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:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

1.2 GCET GUIDELINES FOR ORGANIZING INTERNSHIP/ MINI PROJECT/ PROJECT

As GCET is affiliated to AKTU hence the curriculum designed by AKTU is followed. As per the AICTE B. Tech. Model Curriculum Structure designed by AKTU in 2019-20 for the the Internship, Project work, Seminar etc. , the schedule is as follows:

Table:1 Credit Framework for Internship

S.No.	Name	Duration	Internship/Mini Project/Project	Credits
1.	Mini Project or Internship Assessment* (Assessed in III semester)	3-4 Weeks (Summer vacation after 2nd Semester)	Inter/ Intra Institutional • Activities	1

2.	Mini Project or Internship Assessment* (Assessed in V semester)	4 Weeks (Summer vacation after 4th Semester)	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	1
3.	Mini Project or Internship Assessment* (Assessed in V semester)	4-6 Weeks (Summer vacation after 6 th Semester)	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	1
4.	7 th Semester, Project	6 Months (VII Semester)	Research project within the institute/ In collaboration with Organization	4
4	8th Semester, Project	6 Months (VIII Semester)	Project work, Seminar (excluding credits for Advanced Courses)	9
Total				16

Exception to above rule:

1. In case student want to pursue their family business and don't want to undergo internship, a declaration by a parent may be submitted directly to the CPDD cell and the HoD of concerned Department.
2. AICTE has taken various initiatives to connect AICTE approved institutions located in a particular district with nearby villages for technological intervention and networking for holistic transformation of the rural population by identifying the possibilities of localized employment, convergence, cost reduction, Youth and Women empowerment etc. Keeping this in view, AICTE Rural/ Social Internship Programme has been proposed. It is proposed that if a student chooses any of the suggestive activity under AICTE Activity Programme, **devotes 6 months** (required Internship duration) and **achieve significant goals**, during his degree programme, his credit requirement for the internship will be considered fulfilled.

1.3 EVALUATION OF INTERNSHIP/ MINI PROJECT/ PROJECT GUIDELINES:

Every student is required to prepare a file containing documentary proofs of the activities done by him/ her. The evaluation of these activities will be done by Programmed Head/ Cell In-charge/ Project Head/ CPDD cell/ 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

Major Head of Activity	Credits (Max.)	Suggested period (Max.)	Total Duration/ Week	Sub Activity Head	Proposed Document as Evidence	Evaluate d by	Performance appraisal/ Maximum points/ activity
	Degree		Degree				
				Inter/ Intra Institutional	Certificate	HoD, Train	Satisfactory/ Good/

Inter/ Intra Institutional Activities	1	During summer vacation after 2nd sem.	3-4	Workshop/ Training/		ing Coor dinat or	Excellent
				Working for consultancy/ research project	Certificate	HoD, Proje ct Coor dinat or	Satisfactory/ Good/ Excellent
				Festival (Technical / Business / Others) Events/	Certificate	HoD, Event Coor dinat or	Satisfactory/ Good/ Excellent
				Contribution in Incubation/ Innovation/ Entrepreneurshi p Cell/ Institutional Innovation Council	Certificate	Head GCTII*	Satisfactory/ Good/ Excellent
				Learning at Departmental Lab/Tinkering Lab/ Institutional workshop	Certificate	Faculty Mentor/ Project Coordinat or	Satisfactory/ Good/ Excellent
Innovation / IPR / ntrepreneurship	1	During summer vacation after 4 th Semester.	4	Participati on in innovation related completi ons for eg. Hackatho ns etc.	Certificate	Faculty Mentor / Head GCTII *	Satisfactory/ Good/ Excellent
				Development of new product/ Business Plan/ registration of start-up	Certificate	HoD	Satisfactory/ Good/ Excellent
				Participation in all the			

				activities of Institute's Innovation Council for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.	Certificate	Head, GCTII*	Satisfactory/ Good/ Excellent
				Work experience at family business	Declaration by Parent	CPDD, HoD	Satisfactory/ Good/ Excellent
Internship	1	During summer vacation after 6th sem.	4-6 weeks	(Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship	Evaluating Report	Faculty Mentor, CPDD Coordinator, Industry supervisor	Satisfactory/ Good/ Excellent
Rural Internship	**	**	**	**	**	**	**
Project Work	4	7th sem.	6 Months -	As specified in the curriculum by AKTU for affiliated Institutes	Project Report	Project Coordinator, HoD	Satisfactory/ Good/ Excellent
Project Work	9	8th sem.	6 Months -	As specified in the curriculum by AKTU for affiliated Institutes	Project Report	Project Coordinator, HoD	Satisfactory/ Good/ Excellent

***GCTII (Galgotias Centre for Technical Innovation and Incubation) in association with MSME provides guidance for start ups, develop entrepreneurial skill among students and provide assistance for students to get project funding from various government institutes.**

****As per the AICTE Guidelines**

1.4 ROLE OF CPDD IN PROVIDING INTERNSHIP

GCET has dedicated Training and Placement cell named as Career Planning and Development Division, Headed by Director, CPDD. The CPDD cell focuses on providing Career Guidance, Training and Placement.

Further, to assist students for industrial training at the end of fourth and sixth semester, Training & Placement cell provides the following facilities:

1. Arrange expert lectures, internship for the students, conduct the recruitment process for the placement of students of the institution.
2. GCET has a separate department named SLLL (School of Life Long Learning) which conducts Personality development Program (PDP) classes which focuses on **Improving** Communication Skills, Vocabulary, preparing students for Resume Preparation & Email Writing, Group Discussions, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, and presentation skills.

The proposed organizational structure for Internship is as follows:

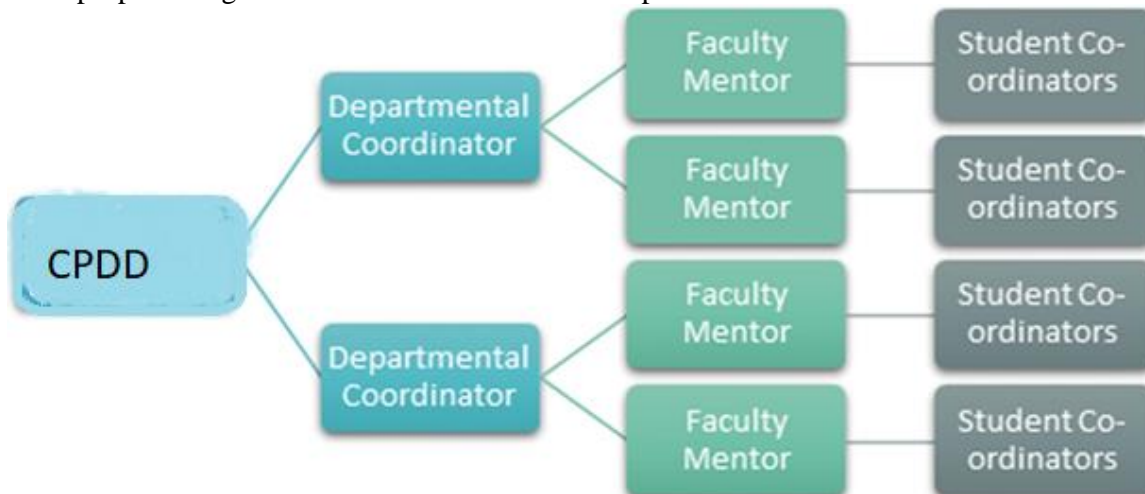


Fig.1. Organizational Structure at GCET

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 CPDD Cell.

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.

1.4.1 INTERNSHIP GUIDELINES:

The CPDD cell will arrange internship for students in industries/organization after second, fourth and sixth semester as per AICTE and AKTU guidelines. The general procedure for arranging internship is given below:

- **Step 1: Request Letter/ Email** from the office of Training & Placement cell of the Institute goes to industry to allot various slots of 4-6 weeks during summer vacation as per the internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. (Annexure 2)

- **Step 2: Industry will confirm the training slots** and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves, the confirmation letter will be submitted by the students in the CPDD cell through concerned department. Based on the number of slots agreed to by the Industry, CPDD cell 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 CPDD 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 / Email.
- **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, CPDD with the consent of Industry persons/ Trainers. (Annexure 3)
- **Step 5:** Students will submit training report after completion of internship. (Annexure 9)
- **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.

1.4.2 GUIDELINES FOR THE STUDENTS:

Internship/ Placement is a student centric activity. Therefore, the major role is to be played by the students. CPDD coordinator 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.

Selection and Role of Student coordinator for internship activities are as follows:

- At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to CPDD cell 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 CPDD.
- For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Annexure 1).
- 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, opting for higher education or competitive examination 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.

1.5 INTERNSHIP REPORT

1.5.1. 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.

1.5.2 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 /CPDD coordinator 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, CPDD 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.

Practical applications, relationships with basic theory and concepts taught in the course.

1.6 MONITORING & EVALUATION OF INTERNSHIP

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

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

1.6.1 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.

1.6.2 MONITORING/ SURPRISE VISIT BY CPDD/ STAFF/ FACULTY MENTOR

CPDD cell/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 CPDD Cell, entire training will be

cancelled. Students should inform the CPDD cell, faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

1.6.3 EVALUATION THROUGH SEMINAR PRESENTATION/ VIVA-VOCE

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.

1.7 AICTE ACTIVITY POINT PROGRAMME

1.7.1 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 programme, 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 programme.

AICTE recommends 300-400 hours Activity Programme for each degree student for Community service and allied activities. Similarly, 200-250 hours should be devoted by Diploma student for Community service and allied activities as an additional requirement or non-credit programme. Here, 40-45 hours are equivalent to 1 week.

These activities will be coordinated by NSS/NCC/Sports/SAGY Coordinator or CPDD cell 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. 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 etc.

As proposed under the AICTE Rural Internship Programme, if a student completes any long term goal during his degree programme, it will be counted as Internship Activity and credit requirement for the internship is fulfilled. However, if only short term interventions under the programme are attempted it will be counted towards AICTE Activity Point Programme requisite. Following suggestive activities as Long Term Goals may be carried out by students in teams:

1. Prepare and implement plan to create local job opportunities.
2. Prepare and implement plan to improve education quality in village.

3. Prepare an actionable DPR for Doubling the village Income.
4. Developing Sustainable Water Management system.
5. Prepare and Improve a plan to improve health parameters of villagers.
6. Developing and implementing of Low Cost Sanitation facilities.
7. Prepare and implement plan to promote Local Tourism through Innovative Approaches.
8. Implement/Develop Technology solutions which will improve quality of life.
9. Prepare and implement solution for energy conservation.
10. Prepare and implement plan to Skill village youth and provide employment.
11. Develop localized techniques for Reduction in construction Cost.
12. Prepare and implement plan of sustainable growth of village.
13. Setting of Information imparting club for women leading to contribution in social and economic issues.
14. Developing and managing efficient garbage disposable system.
15. Contribution to any national level initiative of Government of India. For eg. Digital India/ Skill India/ Swachh Bharat Internship etc.

The student may choose any activities as per their liking in order to earn the AICTE Activity points. These activities can be spread over the years, as per convenience of the student. The Minimum points required as per entry level of any student are presented in Table 3.

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

Level of entry in degree course	Total Years for Points	Minimum Points
Degree Programme		
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

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

Major Head of Activity	Credits (Max.) Degree	Suggested period (Max.)	Total Duration / Week		Sub Activity Head	Proposed Document as Evidence	Evaluated by	Performance appraisal/ Maximum points/ activity	Maximum Points under this category
			Degree	Diploma					
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to create local job opportunities.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to improve education quality in village.			20	
			2 Weeks	1 Week	Preparing an actionable				

AICTE Activity Programm e	Non Credit	Anytime during the semester during weekends or holiday s	(80-90 hrs)	(40-45 hrs)	DPR for Doubling the village Income.	Project Report	NSS/ NCC/ SAGY Coordinat or of the Institute	20	100
			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)	Prepare and Improve a plan to improve health parameters of villagers.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Developing and implementing of Low Cost Sanitation facilities.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to promote Local Tourism through Innovative Approaches.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Implement/Devel op Technology solutions which will improve quality of life.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement solution for energy conservation.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan to Skill village youth and provide employment.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Develop localized techniques for Reduction in construction Cost.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Prepare and implement plan of sustainable growth of village.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Setting of Information imparting club for women leading to contribution in social and economic issues.			20	
			2 Weeks	1 Week	Developing and managing				

			(80-90 hrs)	(40-45 hrs)	Efficient garbage disposable system.			20	
			2 Weeks (80-90 hrs)	1 Week (40-45 hrs)	Contribution to any national initiative of Government of India. For eg. Digital India/Swachh Internship etc			20	

1.8. AICTE'S ASSISTANCE/FACILITATION

1.8.1 MOUs WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAMME

In order to facilitate internships for 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.

Table 5: Some of the MoUs signed by AICTE are as follows:

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.	https://www.aicte-india.org/downloads/aicte_mou_HireMee12_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.	1.1 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.	a. AICTE's MoU with Engineering Council of India [ECI]	https://www.aicte-india.org/downloads/eci.pdf
8.	b. 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.	c. AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf

11.	1.10. AICTE's MoU with SCHOLARSMERIT	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12.	1.11. 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.	1.12. 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 facilitate internship training for 4 years Degree programme 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@bopter.gov.in

8.2. 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 in final year.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.

- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
 - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

1.9 MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH NBA GRADUATE ATTRIBUTES:

S.No	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.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
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 and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
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.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.

4.	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships 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 & sustainability and will develop an ability to analyze social and environmental aspects of engineering activities.
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 accountability 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.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
10.	Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to	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	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills).

	comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	writing, presentation skills, Foreign Languages etc.	
11.	Project Management and finance: 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.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.
12.	Life-long learning: 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.	Students will learn to implement knowledge into practice and innovate.	Students' ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.

ANNEXURE 1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the CPDD/ Internship Program Coordinator. Type or write 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, 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 Internship Program			

ANNEXURE 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,

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.

/(For first time industry) You must be aware that AICTE has made internship mandatory for all technical education Students.

In view of the above, I request your good self to allow our following _____ students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/ Off-Campus Interview for _____ batch passing out students in above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards, Yours
sincerely,
CPDD Cell

ANNEXURE 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, Pin: _____

Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____

Course #: _____ Credits: _____

Grading Option: _____ Credit/Non-credit _____

Beginning Date: _____ Ending Date: _____

Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

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

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 _____

ANNEXURE 4: RELIEVING LETTER OF STUDENT

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 behavior	
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,

CPDD Cell

ANNEXURE 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

ANNUXURE 6: SUPERVISOR EVALUATION OF INTERN

StudentName: _____ 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:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

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?)

ANNEXURE 8: PROFORMA FOR EVALUTION OF INTERNSHIP BY GCET, Greater NOIDA

Department of CPDD

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.**

ANNEXURE 9: INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme & MBA)

Name & Address of Organization

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

ANNEXURE 10: ATTENDANCE SHEET

(For 4 years Degree Programme. & MBA)

Name & Address of Organization

Name of Student																															
Roll. No																															
Name of Course																															
Date of Commencement of Training.:																															
Date of Completion of Training:																															

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Note:

- Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
- Student should sign/initial in the attendance column. Do not mark 'P'
- 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.

