
C. ABDUL HAKEEM COLLEGE OF ENGINEERING & TECHNOLOGY, MELVISHARAM

Hakeem Nagar – 632 509, Ranipet District, Tamil Nadu



INTERNSHIP POLICY



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Preamble

An internship is the form of experiential learning that promotes the development of practical skills among the professional learners. The students can opt for internship in any industry, R&D, Government - Non Government Organizations. Students can improve their presentation, writing, and communication skills through internship. This caters students, the opportunity to gain valuable applied experience and explore networks in professional fields they are considering for career paths. Also, Internship often acts as a gateway for final placement for students and gives employers the opportunity to guide and evaluate student's talent.

Objectives

The intended objectives of internship training:

- The main objective of internship is to provide the real time technical/managerial skills to the students, and thus promoting industry ready professionals.
- To gain practical exposure to the current industrial developments and apply the technical knowledge in real industrial problems.
- The students are exposed to acquire roles and responsibilities of an engineer.
- Promote the development of engineering professional's in innovative problem solving approach supporting both academic as well as personal development.

Schedule for Internship

- Summer/winter vacation after 2nd/3rd Semester
- Summer/winter vacation after 4th/5th Semester
- Summer/winter vacation after 6th/7th Semester
- During 8th semester

Credits for Internship: As per Anna University, Chennai curriculum

Responsibilities of the Placement and Training Cell (P&T) Cell for Industrial Relationship

Placement and Training Cell is a nodal point of contact for companies seeking to establish a meaningful relationship with the Institute. Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc. The placement team consists of Professor In-charge, Faculty In-charge, Training and Placement officer, Student coordinators and the secretariat.

The P&T cell will actively implement following roles and responsibilities for Internship:

- The cell ensures that top notch opportunities to students where internship and Industrial trainings can be offered.
- The cell will invite Industries/Organization for Internship and Industrial trainings for a period of minimum 2 to maximum 8 weeks or more. During their visit, the cell will be managing all relations between the visiting companies and the Institute and will provide all the possible assistance to the recruiters for Pre- Placement Talks, Conducting Tests and Interviews to the company personnel.
- The cell will do collaborations or sign MoU with the required Industries/organization/Platforms for availing internship and Industrial trainings opportunities for the students.
- For building relationship and understanding industry needs, the P&T cell officials will also visit organizations. (In some cases visits can be planned with faculty mentors through one faculty one industry scheme)

Roles and Responsibilities of the Industry / Organization

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. Industry will be monitoring and evaluating interns/industrial training as per their standard criteria. Still the organizations/Industry should maintain the basic guidelines discussed as follows:

- The industry/organization will allot at least one mentor, who will be mentoring the interns in the internship/industrial training tenure.

- Assigned Industrial mentor will monitor and evaluate the interns and also will share the assessment form with the faculty mentor on completion of internship/industrial training, so that students can be groomed in right direction.
- The industry/organization policies and job description should be clearly shared with the interns.
- Industry/organization must maintain the attendance record of the interns.
- To evaluate the student's performance based on their experience with the students.
- To assist the faculty mentor/P&T cell officials in their visit to your organization, as this is part of internship evaluation process.
- To issues an Internship/Industrial training/Project work completion certificate to the students.

Roles and Responsibilities of the Department

The active involvement of concerned departments along with their internship committee and faculty mentor will add value to Internship. The departments will make arrangements for all those UG students who do not get any opportunity for industrial training/Internship/Project work through P&T cell and assign faculty mentor to assist them for In-house Industrial training program.

- Head of concerned departments will be monitoring Internship.
- Faculty mentor will be allotted to each student before they start their internship. The mentors, who will do industrial visit, guide and evaluate them during their internship tenure.
- For effective intern supervision, the faculties mentors are expected to have discussion (Online) with the intern store view their progress on projects, and provide them feedback.
- For conducting student's Final assessment, the HoD will constitute different faculty groups (2 faculty members recommended in each group), to evaluate the internship report/presentation of all the students.
- In case faculty mentor/HoD gets any disciplinary issue report/feedback from the industrial mentor, it may be shared with P&T office.

Guidelines for Students

Internship/Industrial training offer great opportunities for them to learn in industrial environment without being an employee of the company. Following are the guidelines for the students:

- Students should register themselves for participating in the internship drive

through Google form provided by P&T cell.

- Selected students may collect their confirmation letter from the P&T cell (Refer Annexure -I)
- Before starting their internship or Industrial training, every student should coordinate with their department for assigning a faculty mentor to monitor and guide them, during their internship/industrial training tenure.
- Students on joining internship/industrial training at the concerned Industry / Organization should submit the Joining letters to their respective supervising faculty mentor and P&T cell with the contact details of their internship supervisor. (Refer Annexure-II)
- The training and Placement Cell will monitoring the internship and Industrial training process.
- The P&T cell guidelines will be applicable on the students throughout the process. Hence, they must go through these guidelines before participating in Internship drive.
- Students may submit their Internship experience through the Student Feedback form (Refer Annexure – IV) to P&T cell for future reference.

Evaluation

Evaluation process in interns provides the feedback about the students performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustments (as well as suggestions for what those adjustments might be). While it is up to organization which way they want go, we recommend the below mentioned evaluations process (Refer Annexure – III) to be part of industry feedback mechanism.



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CONFIRMATION LETTER

To

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Subject: Confirmation letter of students for an internship - Reg

Dear Sir / Madam,

With reference to your letter/e-mail dated on the above mentioned subject. As permitted by your good self the following students will undergoweeks to weeks Internship in your esteemed organization under your guidance & directions.

S.No	Name of student	Reg. No.	Branch	Name of Faculty Mentor	Faculty Mentor Email ID
1.					
2.					
3.					

This internship being a mandatory part of the curriculum, the following guidelines have been prescribed in the curriculum for the internship. You are therefore, requested to please issue the following guidelines to the concerned manager/Industrial Mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Issue instruction regarding working hours during training and maintenance of the attendance record.
- The faculty mentor may connect industrial mentor for Industrial visit to evaluate student's performance.
- Each student is required to prepare Internship report under the supervision of industrial mentor.
- On completion of internship, the assessment report may please be forwarded to the undersigned in scanned copy to faculty mentor mail ID.

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 your organization and will maintain a proper discipline with keen interest during their Internship.

Yours sincerely,

Placement & Training

JOINING REPORT

(Scanned copy of the Report to be sent by the student within a week by email to the faculty mentor)

1. Reg. No. : _____

2. Name : _____

3. Name & Address of the Organization : _____

Telephone No. : _____

E-mail : _____

4. Residential Address of the Student : _____

Contact / Mobile No. : _____

E-mail : _____

Stipend (If any) : _____

Any Other Facility provided : _____

(Like Accommodation / meals /Conveyance etc.)

I hereby inform that I have joined the organization on _____ for the ___ Semester.

Date:

Signature of the Student

CERTIFICATE BY THE INDUSTRIAL MENTOR/CO-ORDINATOR

Certified that Mr/Ms. _____ has joined our organization for project semester.

Date:

Signature of the Coordinator
(With Seal)

1. Name of the Ind. Coordinator : _____

2. Designation : _____

3. Phone No. : _____

4. E-mail : _____

Student Intern Performance Review / Employer assessment of Intern Form

We appreciate your contribution to the professional growth and development of our students. In order for us to best assess the experience, we request you to complete this form and return it to us at the end of the internship period. We believe that your comments will help the student to build his career.

Student Information

Intern's Name		Department	
Semester		Type: Paid/Unpaid	
Period of Internship	From:	To:	

Please rate the intern in each area using the following criteria and score:

Not Applicable-0; Not acceptable-1; Needs improvement-2; Meets Requirements-3; Above Average-4; Exceptional-5.

1. Technical competencies

Meets attendance and punctuality expectations; completes assigned tasks in time; keeps commitments and takes responsibility for own actions.

- Meets Requirements Needs improvement Above Average
 Exceptional Not Applicable Not acceptable

2. Team Player

Consistently demonstrates proactive nature takes independent action and calculated risks; knows when to seek prior approval.

- Meets Requirements Needs improvement Above Average
 Exceptional Not Applicable Not acceptable

3. Communication Skills

Exhibits good listening and comprehension; Interacts well with others and resolves conflicts.

- Meets Requirements Needs improvement Above Average
 Exceptional Not Applicable Not acceptable

4. Learning Curve

Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision ability to apply creative solutions to problems.

- | | | |
|---|--|---|
| <input type="checkbox"/> Meets Requirements | <input type="checkbox"/> Needs improvement | <input type="checkbox"/> Above Average |
| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Not acceptable |

5. Decision making

Accepts criticism and constructive feedback applies skills appropriate for carrying tasks and solving problems; makes sound decisions.

- | | | |
|---|--|---|
| <input type="checkbox"/> Meets Requirements | <input type="checkbox"/> Needs improvement | <input type="checkbox"/> Above Average |
| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Not acceptable |

6. Responsibility and Reliability

Demonstrates accuracy and thoroughness; work reflects compliance to standards, commitment to excellence and attention to detail; strives to increase productivity.

- | | | |
|---|--|---|
| <input type="checkbox"/> Meets Requirements | <input type="checkbox"/> Needs improvement | <input type="checkbox"/> Above Average |
| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Not acceptable |

7. Employment Skills

Willingness to learn new skills which are job-specific or more general.

- | | | |
|---|--|---|
| <input type="checkbox"/> Meets Requirements | <input type="checkbox"/> Needs improvement | <input type="checkbox"/> Above Average |
| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Not acceptable |

OVERALL EVALUATION:

What would you grade this student?

A(25-35) - Excellent; B(15-24) - Good; C(10-14) - Average; D(0-9) - Poor

Please give in written form of assessment of the student's performance.

Is the student better prepared for the industry? What is the possibility of being hired as a permanent employee in your concern?

What is your suggestion for improvement of the intern?

Employer Information:

Name and Signature of the Reviewer	
Designation & email	
Name of the Company	
Address	
Date of Evaluation	



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STUDENT FEEDBACK FORM
(After completion of internship)

Name of Student: _____ Branch: _____ Reg. No: _____

Title : _____

Organization Name & City: _____

Supervisor Email : _____ Internship was: __Paid __Unpaid

Faculty Mentor: _____

Dates of Internship: From _____ To _____

1. Was the work a valuable experience in relation to your academic studies?

Yes No

2. Were you given responsibilities that enabled you to apply the knowledge and skills you are learning through university course work?

Yes No

3. Were you allowed to take the initiative to work beyond the basic requirements of the job?

Yes No

4. Did the organization and/or supervisor work with you regularly?

Yes No

5. Were they available to answer questions when necessary?

Yes No

6. Briefly note new skills, techniques and knowledge gained in this position.

7. What was your favourite experience of the internship?

8. Is there anything that was not covered that should have been covered in the internship program?

9. How would you describe the overall internship experience?

10. Would you recommend this internship to other students?

Yes No

11. Any other comments?


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