

Internship in industry

Policy No:4



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO

Email.id-svpec.principal@gmail.com

Ph-9573334902



Policy: Internship in industry is an integral part of the academic curricula. Its satisfactory completion is an optional requirement for the degree to be awarded by the college. Further, depending upon the curriculum structure of the college, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula. The general structure of the internship(s) 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.

1. Introduction

The internship in industry program forms an important component of education at SVPEC. It is an attempt to bridge the gap between an academic institution and the corporate world. At SVPEC, students undertake one semester internship in industry program in companies during final year of B.Tech. The Program carries a weightage of 12 credits. The program, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment, both in form and in substance. In the process, it provides an opportunity for the students to satisfy their inquisitiveness about the corporate world, provides exposure to practicing technical skills, and also helps them acquire social skills by being in constant interaction with the professional of an organization.

At SVPEC, the internship in industry program is an opportunity to satisfy the student's curiosity. The student is expected to actively participate/take ownership of the engineering practices and experience the professional environment, thus making the program meaningful to both the company with which the student works and also to the student himself to further his/her career prospects.

During the internship in industry program, every student will be constantly guided by a College Guide and a Company Guide for successful training and completion of the program. For any other technical guidance/help, students can contact their concerned department through their department Coordinator. Department Committee will help the student right from the finalization of title of the work, providing any technical support during the internship in industry program, conducting interim evaluation and final evaluation.

2. Objectives of Internship in Industry

The objectives of the internship in industry program are

- > To provide an opportunity to students to practice the concepts learnt in a classroom, in real-life situations/company;
- > To sensitize the students to the touch of workplace by assigning time-bound projects in a company;
- > To create awareness among the students about their strengths and weaknesses in the work environment;
- > To provide the student's a platform to take up on-the-job Engineering Training and develop a network which will be useful in enhancing their career prospects; and

- > To make the students industry ready that will help in job placements.

To achieve the above objectives, the internship in industry program focuses on on-the- job Engineering Training.

Engineering Training: Every student is required to undertake On-the- Job Engineering Training (OJET) in his/her domain area along with day-to-day functions of the company, both at the assistance and the execution level. This will help the student to gain a deeper understanding of the professional work, culture, organizational targets, delivering results, work pressure, etc. of an organization.

Engineering Training involves task orientation, teamwork, goal orientation and managing the interpersonal relationships. Therefore, it helps students to develop the qualities required for an Engineer. A good internship in industry program undertaken with all the seriousness provides an excellent learning opportunity to the student and also paves the way for job placement.

3. Phases of Learning

Internship in industry program can be broadly classified into three phases viz., (i) Orientation in the Company, (ii) On -the-Job Engineer Training and (iii) Internship in industry Plus.

3.1. Orientation in the Company

During the first two weeks of the Program, every student shall undergo extensive orientation program in the Company. During this period, the student shall understand the company, its products and the processes. The study done during this period shall help in the preparation of a report consisting of the Company, its **Organizational structure, Technology, Processes and Products**. The student shall thoroughly understand the technology deployed by the company, understand the processes of production/manufacturing, and understand the technological environment in which the industry is operating. It is advisable for the student to prepare a SWOT analysis with reference to the technology used.

The student shall also get oriented to various departments of the company and get to know the key functionaries. The students shall meet these functionaries with prior appointment and understand various perspectives from them in managing their departments. This provides a unique opportunity for the students to gain insights into managing the departments directly from the head of those departments. The students shall also get to know their Company Guide and other executives/supervisors who shall be closely guiding them during the period of Internship in industry program.

The student shall also understand the organizational structure.

The College Guide of a student shall facilitate the orientation program at the company. It is suggested that the orientation program be prepared in advance in consultation with the company authorities and circulated to the students for smooth implementation.

3.1.1. Understanding the Organizational structure

It is important for a student to know organizational architecture and how it functions as a cohesive and productive unit.

3.1.2. Understanding the Products

The student must get a thorough understanding of the products manufactured by the firm, their technical specifications, application, the profile of end users and the kind of problems faced during their usage.

3.1.3. Understanding the Technology

The student should understand how the products are manufactured/produced. This would mean getting an insight into the technology used, production processes, machinery used, etc. Effort should be made on various aspects of technology usage, machinery installed, etc.

3.1.4. Understanding the Processes

The student is also expected to understand the production processes and manufacturing policies and understand the strengths, weaknesses, opportunities and threats vis-a-vis the competition in a given segment of operations.

3.2. On-the-Job Engineer Training

On-the-Job Engineer Training (OJET) may stretch from the beginning to the end of Internship in industry program. During this period, the student would be assigned various tasks by the organization, which is part of the day-to-day functioning of the department within the organization. Engineer Training gives direct exposure to execution and support functions of the department. It gives a flavour of teamwork, organizational culture, team dynamics, result orientation, organizational pressures, complexities in achieving the desired goals, etc. The students should take this as a learning experience and be ambitious of achieving the desired targets or accomplishing the required tasks, through professionalism and business knowledge. OJET provides a good scope for developing the necessary engineering skills and a positive attitude in the students.

3.3. Internship in industry Plus

In this component a student is engaged in academic pursuits such as writing a technical paper or case study related to their field of specialization, preferably on the Internship in industry. The purpose of writing a technical paper or a case study is given below.

- > Present a national or international conference in a reputed educational institute such as IITs, IISc, etc.,
- > Publish in a journal of National or International repute.

Normally such technical papers or case studies shall be written jointly with the Guides. It is mandatory to obtain prior written permission from the industry for including any technical/operational data of the industry in the paper or case study.

A student is required to submit a hard copy of the paper presented/ published along with a copy of certificate or letter issued to this effect as a proof to earn marks under Internship in industry Plus.

4. Unique Opportunity

Internship in industry program is a unique opportunity to the students to get exposed to - corporate culture and acquire professional skills and experience by implementing the theoretical concepts learnt in the classroom. During Internship in industry program the

students will be developing his/her technical skills along with other corporate skills. The endeavour of the students during this period is to optimize his/her learning and convert the Internship in industry program opportunity into an enriching learning and placement opportunity through dedication, commitment and hard-work. This requires discipline, positive attitude, focused approach and inquisitiveness to learn.

5. Registration

All students participating in Internship in industry program should register themselves as per the notices given by Internship in industry program In-charge, SVPEC. It will be usually a week before the starting date of semester in academic calendar. Delayed registrations are not permitted. The procedure of registration and the documents to be submitted at the time of registration will be announced in the above notices.

After the allotments are made to the students at Internship in industry program College Office, SVPEC, they shall attend an orientation program to understand overview of Internship in industry program, their concerned Regional Offices, companies, evaluation components, duties and responsibilities of the students, etc.

All the students shall report to their concerned Regional Offices in time. On arrival at rite Regional Office, a student shall submit (a) duplicate copy of the Internship in industry program registration form (b) Copy of Company Allotment Letter and (c) Reporting Form at Regional Office to the Manger. Reporting Form at Regional Office shall be filled in by the student at the time of reporting.

The College Guide shall accompany the students to the Company on their first visit arid introduce the students to me Company Guide(s). In case this could not be done on the day of reporting, the College Guide has to visit the Company as early as possible and ensure smooth settlement of the student

5.1. Attendance policy

Absolute attendance (100%) is a symbol of dedication and commitment of the student. Unless there is a dire need for leave, student should not be granted leave. Dedicated effort from the student paves the way for healthy relationship with the organization and continued relationship. Analysis of the previous Internship in industry experience prove that those with good attendance record reformed better on the Job and also secured better job placement offer.

With a view to encourage attendance and reward those who are regular, the following guidelines are included:

The attendance system followed in the company in which Internship in industry program is being pursued should be followed by the student. The student is permitted to avail a maximum of 5 days leave during the period of Internship in industry program with prior approval from the company guide and college guide. Format of Application to leave is to be filled and submitted to college guide.

For leave availed beyond the stipulated 5 days, there will be a penalty in terms of reduction of 3 marks/day. Absence without prior approval will be viewed seriously and may even lead

to termination of Internship in industry program.

5.2. Transfer from one Company to another Company

Once a student registers with a company, he/she should continue with the same company till the completion of Internship in industry program. Change of company will not be entertained.

5.3. Conduct and Behaviour

The students must keep in mind that they are the ambassadors of SVPEC and conduct themselves in a manner befitting the SVPEC standards. The SVPEC expects the students to maintain high professional and social standards.

SVPEC expects that the students shall at all time, during the Internship in industry program, conform to the rules and regulations of his/her work. It is particularly important to be regular, punctual, obedient, honest, ethical and sincere at work. Unprofessional behaviour, dishonesty, misconduct, indiscipline, irregularity at work, unethical practices and unsatisfactory performance will lead to cancellation of Internship in industry program of the student.

6. DOs and DON'Ts for Students

DOs: Students should -

- 1) Get an overview of the Company/industry in which he/she is placed. This includes understanding organizational structure, products manufactured, services provided, the technology used, processes followed, key personnel in the company, manufacturing units of the company, etc.
- 2) Make an analysis of the technology environment of the company vis-a-vis the industry and prepare SWOT analysis.
- 3) Always maintain formal dress code
- 4) Always be polite in your dealings and maintain cordial relationship with the Company personnel
- 5) Always conduct/perform all transactions as per the laid down policies of the company and fulfill the commitments made by you
- 6) Always be positive and open to suggestions
- 7) Always make a note of the important points during meetings/discussions
- 8) Get in touch with the college Guide, if the situation warrants
- 9) Maintain strict confidentiality of the company's information
- 10) Consult the department faculty or refer to textbooks to reinforce relevant concepts
- 11) Always submit bills on time when reimbursement is to be claimed. Get conversant with the company's policies/rules before incurring expenditure.
- 12) Always be present whenever the college Guide visits the company
- 13) Focus on assignment and complete the individual tasks allotted on schedule.

Don'ts: Students should not

- 1) Criticize the company's policies and the Company Engineers/Managers/Executives.
- 2) Criticize or make adverse comments about SVPEC or the college Guide or other executives
- 3) Attend the office in informal dress
- 4) Get into arguments and lose temper
- 5) Misuse the facilities offered by the company

- 6) Go to meetings and presentations unprepared or ill-prepared
- 7) Be late to the office/meetings
- 8) Leave the office without prior permission from the Company Guide.
- 9) Be impolite or rude to the Company Engineers/Managers/Executives
- 10) Exceed the mandate given by the Company Guide and collect information that is confidential in nature.
- 11) Hold back any material/equipment/accessories provided by the company on a returnable basis
- 12) Borrow money or any other personal assets of the Company personnel
- 13) Interfere in third party assignments
- 14) Encourage friends visiting workplace during office hours and cause inconvenience to others.

7. Goals for Internship in Industry Program

The goals for Internship in industry program are as follows:

- **On-the-Job Engineer Training (OJET):** Each student is expected to focus on setting challenging organizational targets in consultation with Company Guide and college guide at the beginning of Internship in industry program and work towards achieving these targets should be specific and measurable. The objective of the student should be to meet the targets set by the company by being creative and innovative. At any time, the student can contact their concerned department faculty through department coordinator, for any technical help.
- **Project Report:** On-the-Job Engineer Training (OJET) shall culminate into a Project Report towards the end of the Internship in industry program. The Project Report shall be evaluated and marks awarded. Marks shall then be converted into grade as per the college norms.
- **Stipend:** Normally, to motivate the students, some companies may reward students based on performance by paying stipend during Internship in industry program. College Guide should submit a statement of stipend paid to the students, certified by the Company.
- **Job Placements:** Some companies may absorb the student's doing internship based on their performance. Hence, the students shall work to the expectation of the Company Guide and impress upon to get job placement offers by the end of Internship in industry program. College Guides shall also help the students in their job placement.
- **Allocation ratios:**
 - College Guide to Students ratio is 1:25.
 - Company Guide to Students ratio is 1:5 (desirable).
 - Company to Students ratio is 1:10 in a single location. However, exceptions may be approved by the coordinator, Internship in industry.
- **Internship in industry Program Plus:** Further students shall be encouraged to write technical papers in collaboration with Company Guide and/or college Guide and present them in a conference in an institute of national repute or publish in a journal of repute. Proofs for the same shall be submitted to get the marks for this component.
- **Week end Training Programs:** During the Internship in industry Program, the Regional Office shall organize week end training sessions for the students. The topics covered in these training programs would include both domain knowledge and soft skills sessions. The detailed training sessions requirements are discussed in the foregoing

paragraphs.

- **Expert Lectures/Webinars:** During the Internship in industry Program, each Regional Office shall bring experts from the industry to deliver Expert Lectures for the students both in the Internship in industry Program and for the students based in Campus. The lecturers to the Campus shall be delivered through Web based-technologies or in person.
- **Scholar lectures by Professors:** The Regional Offices shall also arrange scholar lectures by senior professors of SVPEC to the engineers/managers in the industry. The Professors shall be delivering high quality high value lectures on contemporary topics of interest to the industry. Departments can send selected senior professors to visit the companies.
- **Fortnight Review Meetings:** Fortnightly review meetings shall be conducted by the college Guide with the Company Guide at the company premises. There must be a minimum of 8 such review meetings during the period of Internship in industry program. The agenda for review meetings would include performance of the students on Engineer Training, other academic/placement related matters, etc. College Guide must ensure that these meetings are useful, productive, and the Company guide finds value in them.
- **Coordination:** Professor-in-charge, SVPEC will coordinate with all the students. College guides and department heads for smooth and successful implementation of Internship in industry program.
- **Internship in industry calendar:** All the stakeholders are required to strictly adhere to the Internship in industry calendar for various activities including evaluation

8. Role of Student

- 1) Each student is assigned to a college Guide and a Company Guide at the beginning of the Internship in industry program. He/She must discuss with the Guides, various components of OJET and seek clarifications on any matters related to them. The students shall -
- 2) Strictly follow the Internship in industry program guidelines contained in this Handbook.
- 3) Prepare and submit Company profile as soon as possible.
- 4) In the initial stages of Internship in industry program, understand the company and study its technical environment and prepare reports as required.
- 5) Achieve the goals/targets set for the Internship in industry program by actively participating in the OJET assigned.
- 6) Attend the week end training sessions as planned by the Regional Office, if applicable.
- 7) Have continuous interaction with the college Guide and Company Guide.
- 8) Interact with the Department Faculty through Department Coordinator for any further help.
- 9) Submit reports at various stages strictly as per Internship in industry program Calendar.
- 10) Take presentation as an opportunity to impress the host company and ensure its success.
- 11) Submit fortnightly progress report to the college Guide.

12) Endeavor to secure job placement offer in the Company through dedicated work and result orientation.

9. Training During Internship in Industry Program

Apart from on-the-job-training in the companies, depending on the possibility, additional intensive training programs will be conducted on the weekends to prepare the students for taking on responsible positions in industry in future. Students should attend these training programs and benefit from them. The attendance for these training programs is mandatory, unless leave of absence is authorized by the college Guide.

Training sessions conducted during Internship in industry program have useful impact on the students. Training sessions planned strategically and aligned to the goals of Internship in industry program would pay rich dividends to various stakeholders in terms of achievement of higher performance during OJET, higher per capita earnings, more job placement offers, etc.

The Training Sessions will have two modules namely, Sessions on Technical Skills and Sessions on Soft Skills

9.1 Sessions on Technical Skills

The objective of this module is to impart technical skills to students by organizing intensive input sessions mid workshops conducted by industry experts/specialist. A maximum of 5 sessions will be conducted as a part of this module, with session having duration of one hour. The sessions would include Input sessions as well as practice sessions. These sessions will be commencing at the end of 3rd week.

Since the technical skills requirement may vary from branch to branch, the Regional Office shall identify the clusters of students and provide required inputs.

9.2 Sessions on Soft Skills

3 sessions of Soft Skills will be conducted. These sessions would focus on training the students in the preparation of resume, group discussions and personal interview. Input sessions will be arranged by an expert faculty at the rate of one session for each topic wherein all the students are required to actively participate. These components are discussed in detail in the foregoing paragraphs.

9.2.1 Resume Preparation

Each student has to prepare two resumes during the Internship in industry program - the first resume will be prepared and submitted to the college Guide before the commencement of the session. The college Guide, upon receipt of the resume, will scrutinize the same and suggest modifications for making it effective. This resume will be used for conducting the personal interviews as mentioned in this Handbook.

Each student shall prepare a resume once again, wherein they would incorporate the value additions during the Internship in industry program and make their resume more impressive for the prospective employer. The college Guides shall vet these resumes and get the final resumes prepared.

9.2.2 Group Discussions

College Guides are required to conduct group discussions during Training Sessions for the benefit of the students guided by them by constituting them into groups of 7 - 10 each. Each group will be given a topic related to their domain area for discussion. The duration for each discussion is 30 minutes. The constitution of groups may be changed each week.

9.2.3 Personal Interviews

College Guides shall arrange personal interviews for the students with the industry experts focusing on performance during Internship in industry program. Each student is required to

undergo at least three personal interviews.

It is important for students to note that the training sessions shall be aligned to their training needs and hence they should not miss the training sessions.

10. Internship in Industry Program Proposal and Finalisation of Title

Once a project is assigned, the student must formulate a well-conceived Internship in industry Program Proposal. This will lead to proper implementation of the project. The student should think through the Proposal in the initial days and finalize the implementation plan appropriately.

Head of the Department will nominate a Department Committee with senior professors/ associate professors having more than 10 years of experience as members along with the Department Coordinator. Department Committee shall help the students of their department doing Internship in industry, right from the finalization of title of the work, providing any technical support during the Internship in industry program, conducting interim evaluation and final evaluation.

Each Internship in industry Program Proposal must have a title that shall fit to the students' actual work. All the students shall send their proposals to their Department Coordinator. Department Committee will vet the titles submitted by the students and suggest modification, if required.

- Name of the organization where Internship in industry is to be carried out.
- Measurable/quantifiable targets for OJET
- Clear identification of product/services related to the achievement of target.
- Technical description where the operations have to be carried out to achieve targets.

Example of title which is not suitable for Executive Training

- Designing of auto safety belts.

Care should be taken at the time of choosing Internship in industry Program title, as it will reflect in the resume of the student at the time of campus placements. Hence the title should be of Interest to the prospective employer and should reflect the actual work done by the student.

Department Coordinators shall submit the finalized titles of all their concerned students to the coordinator, Internship in industry.

11. Internship in Industry Program Evaluation Components

The Internship in industry program carries a weightage of 12 credits and therefore the evaluation is critical to Students overall performance. The evaluation will be based on the performance of the student during the OJET. Evaluation shall be based on results achieved and not just the effort put in. Evaluations should be transparent and fair. The evaluation shall be carried out at different stages viz. fortnightly progress reports, interim evaluation, and final evaluation as per the Internship in industry program calendar. In addition, marks shall also be awarded for Internship in industry program Plus component.

Internship in industry program is evaluated for a maximum of 100 marks. The aggregate marks awarded to each student shall subsequently be converted into grades as per the College regulations.

11.1 Summer Internship/On the Job Training

Two summer internships/ On the Job Training each with a minimum of six weeks duration, done at the end of second and third years, respectively are mandatory. The internship can be done by the students at local industries, Govt. Organizations, Research organization/college,

construction agencies, Industries, Hydel and thermal power projects and also in software MNCs. Evaluation of the summer internships shall be through the departmental committee. A student will be required to submit a summer internship/ On the Job Training report to the concerned department and appear for an oral presentation before the departmental committee.

Completion of summer internships/ On the Job Training is mandatory. If any student fails to complete internship/ On the Job Training, he/she will not be eligible for the award of degree. In such cases, the student shall repeat and complete the internship.

Students should undergo 6 weeks of Internship / On the Job Training during IV semester vacation (summer vacation). This internship/ On the Job Training will be given 1.5 credits in the V semester grade sheet. Students can complete 6 weeks of internship/ On the Job Training during VI semester vacation (summer vacation). This internship/ On the Job Training will be given 2 credits in the VII semester grade sheet.

The Head of the Department may identify a faculty member as faculty In-charge for Internships/on the job training. Summer Internship/ On the Job Training shall carry 100 marks and shall be evaluated through CIE. At the end of Internship/ On the Job Training, the student shall submit a certificate from the organization where he/she has undergone Internship / training and a brief report. The evaluation will be made based on the report and a viva-voce examination conducted by a four-member Departmental Committee constituted by the Head of the Institution, consisting of the following members:

1	Head of the Department
2	Faculty In-charge Internships
3	Senior faculty member of the Dept /External Examiner
4	Guide

Based on the recommendation by the committee, the student will be awarded marks and the results will be sent to the Controller of Examinations. The distribution of marks for internship is given in table below

Evaluation Type	Evaluation Component	Weightage/Marks		Assessment Dates	Duration (Hours)	CO1	CO2	CO3	CO4	
In-Semester Formative Evaluation Total = 100 %	Oral presentation	Weightage	40%			10	10	10	10	
		Max Marks	100 M			25	25	25	25	
	Submission of Report with certificate	Weightage	40%				10	10	10	10
		Max Marks	100M				25	25	25	25
	Viva – Voce	Weightage	20%				5	5	5	5
		Max Marks	100M				25	25	25	25

11.1.1 Schedule for Submission

Documents	Descriptions	Time of submission
Confirmation Letter from Industry	Original hard copy before starting Internship/ On the Job Training	Min one week before Joining

One page report of industry, supervisor	Hard copy before starting Internship/On the Job Training	Min one week before Joining
Daily Dairy	Student shall maintain a daily record of activities done during the internship/ On the Job Training in the form of a diary in his/her own handwriting. Daily diary should be sign by industry supervisor at least ones in a week.	One week before submission of internship/ On the Job Training report
Internship/ On the Job Training Certificate	Original Certificate, Photo copy	One week before submission of internship/ On the Job Training Report
Internship / On the Job Training Report	Printed copy (spiral bound) - 2 no's duly signed by guide, coordinator & HoD to be submitted.	One week before one week final assessment or as per the date given by Chief controller of Examination.

Distribution and Weightage of marks

Si. No	Components	CIE	SEE	Total
1	Summer Internships	100	-	100

A student is declared to have passed in Summer Internship/On the Job Training if he / she secures **50%** marks in CIE

11.2 Internship in Industry: Students are encouraged to take up internship in reputed organizations. In such a case, a student is permitted to submit project report on the work carried out during the internship along with internship completion certificate. Full Semester seminar and internship in industry programme carries 12 credits. During Internship, student has to spend one full semester in an identified industry /firm / organization and has to carry out the internship as per the stipulated guidelines of that industry / firm / organization and the institute. In the Full Semester Internship programme at industries during VIII semester, student has to get practical insight relevant to their core branch of engineering or in allied branch of study under the guidance of internal and external expert members in the institute and at industries respectively. At the end of the semester the candidate shall submit an internship completion certificate and a project report. A student shall also be permitted to submit project report on the work carried out during the internship Seminar and Internship shall be evaluated for a maximum of 100 marks. There shall be continuous internal evaluation for 50 marks and semester end examination for 50 marks.

11.2.1 Continuous Internal Evaluation (CIE)

There shall be a continuous internal evaluation of the seminar and internship for 50 marks during VIII semester. 50 marks shall be allotted based on three seminar reviews which shall be evaluated by the Project Review Committee (PRC) comprising of Head of the Department, respective supervisor / guide and two senior faculty members from the department.

S. No	Item	Marks
1	Seminar 1: Industry profile, abstract of the project within three weeks from date of commencement of internship	10
2	Seminar 2: Presentation on work done up to 8 th week from date of	10

	commencement of internship	
3	Seminar 3: Presentation and Viva – Voce: Pre submission at 16th week from date of commencement of internship	20
4	Paper publication/Solution to industry/ Proto type Developmental implemented in campus.	10
	Grand Total	50

11.2.2 Semester end examination (SEE)

The SEE for Internship in Industry shall be conducted for 50 marks at the end of VIII semester. The evaluation for 50 marks shall be done by a PRC comprising of an External Examiner, Head of the Department and the Project Guide / Supervisor.

The 50 marks shall be evaluated as shown below.

S. No	Criterion	Marks
1	Internship Diary	10
2	Internship project report	20
3	Viva-voce & Final Presentation	20
	Total Marks	50

The distribution of 30 marks for Internship diary and internship project report among the members of the PRC shall be as shown below

Member	Marks
External Examiner	10
Head of the Department	05
Project Guide / Supervisor	15

The 10 marks for presentation & viva voce shall be evaluated by the external examiner.

A student is declared to have passed in seminar and internship if he / she secures 50% marks in SEE and 50% of marks on the whole (including CIE & SEE).

A student shall be treated as failed, if he/she does not submit a report on internship/on the job training, Project Work, Internship in Industry or does not make a presentation of the same before the evaluation committee as per the schedule.

Distribution and Weightage of marks

Si. No	Components	CIE	SEE	Total
1	Internship in Industry	50	50	100

Evaluation Type	Evaluation Component	Weightage/Marks		Assessment Dates	Duration (Hours)	CO1	CO2	CO3	CO4
		Weightage	Marks						
In-Semester Summative Evaluation Total = 50	Report	7.5%	40M	In-Sem Exam Dates		1.875	1.875	1.875	1.875
						10	10	10	10
	Seminar	7.5%				1.875	1.875	1.875	1.875

%		Max Marks	40M			10	10	10	10
	Project Review	Weightage	15%	Continuous evaluation		3.75	3.75	3.75	3.75
		Max Marks	40M			10	10	10	10
End-Semester Summative Evaluation Total = 50 %	SEE	Weightage	50%	3h		12.5	12.5	12.5	12.5
		Max Marks	100 M			25	25	25	25

11.3 Evaluation Criteria - Fortnightly Progress Report

1. Fortnightly progress reports shall be submitted every fortnight, as per the calendar of internship in industry, by every student without fail,
2. Fortnightly progress reports shall be evaluated by the concerned College Guide and Company Guide.
3. This should be done till the completion of the internship in industry program. Each fortnight progress report carries 50 marks. The average of all the fortnight reports is taken at the end of internship in industry
4. College Guide will evaluate on the following parameters
a) Student discipline, b) regularity. c) Punctuality. d) Commitment, e) willingness to work hard, f) attitude & behaviour, etc.
5. Company Guide will evaluate on the following parameters;
a) Progress achieved during the fortnight on OJET, b) work engagement, c) ability to solve problems, d) knowledge application, e) professional behavior, f) team work, g) new ideas generated for the company, h) appreciations received, etc.
6. Every fortnight, the College Guide shall have a personal interaction with the student and the Company Guide before awarding marks.
7. If the student does not submit fortnightly report in time, the marks will be awarded '0' for that fortnight.

11.3.1 Evaluation Criteria - Interim Evaluation

During the interim evaluation, the student shall prepare and submit a report and give a presentation before his/her Department Evaluator at the Company/Regional Office and evaluate the student for 10 marks.

11.3.2 Report

The student may refer to the following guidelines for writing the Interim Report, which may consist about 20-30 pages.

1. **Objective:** State the objectives of the Engineer Training and explain clearly the specific tasks set by the Company.
2. **Target/Tasks:** The target/tasks of the training should be stated and also be clearly measurable. The specific dates as to when these targets/tasks would be completed/achieved should also be mentioned.
3. **Strategy:** An outline of how the student is undergoing the Engineer Training in terms of the various activities and plans employed (or designed) to achieve the set targets should be specified.

4. Achievements: The achievements vis-a-vis the targets and tasks of the job assigned should be clearly mentioned.

5. Conceptual Framework: The student should articulate the concepts studied in the classroom and their application in his/her present task. This is critical for appreciation of the student's ability to apply theory to practice. It should also highlight the innovative and creative aspects of student's thinking in application.

6. Mid-course Correction: It is a review of the targets/tasks assigned by the organization and any revision thereof. The reason for the revision may be detailed.

7. Limitation: The constraints in achieving the targets/tasks should be highlighted in this section. The student should outline any specific problems or hurdles encountered. They should explain any significant obstacle that they might have encountered if it calls for a change in plan. They should also outline the changed plan.

8. Conclusion: The student should draw together the main issues discussed in the main sections and identify any implications of the work that he/she has described. The student should also describe how tasks and targets could have been better achieved, or the performance be improved upon.

Interim report will be evaluated on the following parameters:

9. Goals and Targets: Achievement of targets; progress made; Variance, reasons for variance, learning from experiences.

10. Quality of Report: Description of tasks, choice of strategies and techniques, technical details: objectives achieved.

11. Planning efficiency: Adherence to schedules.

12. Resource mobilization: Details of resources deployed, S/W tools used.

13. Compliance to guidelines: Adherence to guidelines prescribed in Handbook and Instructions by the Company.

11.3.3 Presentation/Seminar

A presentation for about 20 minutes, on the progress achieved till date should be made by the student to Department Evaluator. The objective is to provide an opportunity to get insights into the performance of the student and suggest actions for improved performance. This would also help the students to involve themselves actively in the operational review and make it more meaningful to the host company.

Parameters for the evaluation of interim presentation are the following:

- Achievement of targets: Accomplishment of the time bound assignments; tasks in progress; reasons for variance
- Strategies or Techniques applied, Action plan for unachieved targets
- Application of Management tools, State of the art skills; appropriate S/W tools
- Reliability: Carrying out jobs entrusted; delivery of results.
- Conduct: Values and attitudes; punctuality; discipline
- Question & Answers

Normally, such presentation should take place at the Company/Regional Office where the student is undergoing his/her internship in industry program.

11.4 Evaluation Criteria - Final Evaluation

During the final evaluation, the student shall prepare and submit a report and give a presentation before his/her Department Committee at the college. The Department Committee will evaluate the student for 20 marks.

11.4.1 Report

Successful Engineer Training shall enhance placement opportunity for the student. It is

therefore essential that the student is result-oriented and make his training valuable to the Company. In the final evaluation, a student should prepare a report for about 60-90 pages, on his/her Engineer Training covering the following aspects: a. Objectives of the training b. Targets/Tasks set.

- c. Strategy adopted.
- d. Analysis of performance vs. Target. Reasons for variance, if any.
- e. Problems/Constraints/Limitations.
- f. Relating theoretical concepts to the practices during training.
- g. Learning in the Engineer Training.
- h. Awards/rewards received during Training including earnings.

Final report is evaluated on the basis of the following parameters:

- > **Achieving Goals and Targets:** Target, actual results, variance, effectiveness or corrective measures indicated during interim report
- > **Content:** Description of assignments undertaken, company details, product analysis, competition analysis, SWOT, strategic tools used, objectives, achievements, future outlook of industry/function, and learning from the project.
- > **Quality of Report:** Structure of the report, formatting, conformity to guidelines, spelling, grammar, appropriate language, professional presentation of report
- > **Planning Efficiency & Implementation:** Approach to the overcoming complications management and organization, reliability and punctuality, individual contribution to the project.
- > **Resource Utilization:** Tools and techniques used, knowledge, skills acquired, learning from the results.
- > **Compliance to Guidelines:** Adherence to SVPEC- internship in industry/Company.

11.4.2 Presentation/Seminar

The presentation on Engineer Training by a student is a valuable component of internship in industry program. The presentation made by the student before the Department Committee should be impressive.

The presentation can be made for about 30 minutes. Such presentation should take place at the college, after completion of internship in industry program.

Parameters for the evaluation of final presentation are the following:

- **Achievement of targets:** Targets assigned; tasks worked on; desired outcome; timely completion; variance, if any.
- **Strategies applied:** Action plan for achieving the targets
- **Performance:** Result orientation; quality of output; reliability; ownership;
 - resourcefulness; team work; effectiveness and efficiency in carrying out jobs entrusted; Overall success.
- **Overcoming Limitation:** Effective ways of overcoming constraints, problems.
- **Attitude and Conduct:** Appearance; Interpersonal skills; punctuality, discipline and sincerity.
- Questions & Answers

12. Finalisation of Marks and Grading

All the College Guides from the Regional Offices shall submit the Fortnightly Progress Reports and internship in industry Plus certificates & proofs, along with the students leaves data to the Professor in-charge, internship in industry. College Office, SVPEC. Department Coordinator shall submit internship in industry program proposal, interim evaluation forms and final

evaluation forms to the Professor in-charge, internship in industry. College Office, SVPEC. Professor in-charge will consolidate the marks of all the above reports and submit the same to the Controller of Examinations. Exams Section will do the grading process as per the college norms and declare the results of internship in industry students.

13. Procedure of Submission of Reports

Fortnightly Progress Report: Each student shall submit a hardcopy to the College Guide. College Guide shall ensure that he and the Company Guide have awarded the marks appropriately and duly signed.

College Guide shall forward the fortnightly reports of all his concerned students, to the Professor in-charge, internship in industry College Office, SVPEC, once in every fortnight. Late submission of reports shall not be entertained.

Interim Report: Student shall submit 2 copies of the reports duly signed by Company Guide, one copy to the Company Guide and the other to the Department Evaluator at the time of evaluation.

The Department Evaluators of each department shall submit these evaluation reports to the Professor in-charge, internship in industry. College Office, SVPEC, immediately after the evaluation, through their Department Coordinator.

Final Report: Student shall submit 2 copies of the reports duly signed by Company Guide, one copy to the Company Guide and the other to the Department committee at the time of evaluation in the college.

The Department Evaluators of each department shall submit these evaluation reports to the Professor in-charge, internship in industry. College Office, SVPEC, immediately after the evaluation, through their Department Coordinator.

Leave Letter: Students shall take prior approval of leave from Company Guide and College Guide. Duly filled and signed leave letters in the prescribed formats are to be submitted to the College Guide.

Students shall keep one copy of each fortnightly report, interim report and final report with him/her. A copy of all the reports retained by the student is meant for future use, including for placement purposes.

14. Closing of Internship in Industry Program

On successful completion of the internship in industry Program, the student must collect a relieving letter and a no dues certificate from the host Company and submit them at internship in industry College Office, SVPEC.

15. Important Tips

Apart from giving the students an exposure to real work situations, the internship in industry program provides them a meaningful opportunity to learn the art and skills of the practice of engineering.

The Engineer Training under internship in industry program could be of significance to the host organization - in terms of their objective of technical documentation aiming at updating or modernization of information systems. The students, therefore, should take care to properly document their work. They should consult college Guide/Company Guide for any problems they might encounter.

For any further help with regard to technical matters of their specialization (either at the time of finalizing titles and at the time of preparing reports), the students can contact their concerned Department Faculty through Department Coordinator. Entire department is

available for the students for any technical assistance.

The students are advised to strictly adhere to the deadlines of submitting reports and making presentations. Non-submission of reports by the due date may lead to the student not being evaluated.

The students are advised to submit the Engineer Training report to the host Company for scrutiny before submitting it to the college Guide. This gives an assurance to the host organization on maintaining the confidentiality of certain data.

At the outset, by the end of internship in industry program, every student is expected to have sufficient exposure to the work culture of industry, with which the student can get better job placement offers.

e) Task for the months: f) Task for the month 4: g) Task for the month 5: (Attach separate sheet, if required)
5. Title: (Finalized by Department Committee)

(Signature of the Student)
Name
Date

(Signature of Department coordinator)
Name
Date

INTERNSHIP IN INDUSTRY: SVPEC
INTERNSHIP IN INDUSTRY PROGRAM PROPOSAL (II_, A.Y. 24 -)
FORTNIGHTLY PROGRESS REPORTS (II_, A.Y. 24 -)

Name of the Student		College ID No		Branch			
Regional Office		INTERNSHIP IN INDUSTRY Company					
Company Guide		College Guide					
Project Title:							
Fortnight No	Commencement date of fortnight	No of working days		No of working days		No of working days	
		This fortnight	Till date	This fortnight	Till date	This fortnight	Till date
Report on the Job Oriented				OJET)			
Achievement/ Progress till date (Provide full details, use additional papers if required)							
Plan for the coming fortnight (mention in detail) From To							
Exceptions, if any (such as time over run, unanticipated problems, etc.)							
Date:				Signature of the Student			
Criteria for evaluation: a) student discipline, b) regularity, c) punctuality, d) commitment e) willingness to work hard, f) attitude & behaviour etc.						Assessed by—College Guide for 20M per fortnight	
(Signature of College Guide)							
Criteria for the evaluation: a) progress achieved during the fortnight on OJET, b) work engagement, c) ability to solve problems, d) knowledge application, e) professional behaviour, f) team work, g) new ideas generated for						Assessed by—Company Guide for 30M per fortnight	

<p>company, h) appreciations received etc.</p> <p style="text-align: center;">(Signature of company Guide)</p>	
<p>Feedback, if any, to the student</p> <p>(College Guide shall forward to the coordinator, Industrial Practice School)</p>	<p>Total Marks for the fortnight(20+30=50M)</p>

INTERNSHIP IN INDUSTRY:: SVPEC
INTERNSHIP IN INDUSTRY PROGRAM PROPOSAL (II_ , A.Y. 24 -)
INTERIM EVALUATION - REPORT (II_ , A.Y. 24 -)

College ID No:	Regional Office:
Name of the Student:	Branch:
Name of the Company:	Location:
Title of Project:	
Department Evaluators (DE):	
Company Guide:	College Guide:

No of pages: 15-20

Si. No	Description	Max. Marks	Obtained Marks
1		30	
2		20	
3		20	
4		10	
5		10	
6		10	
	Total	100	

Remarks, if any

(Signature of Department Evaluator)

Place:

Date:

INTERNSHIP IN INDUSTRY: SVPEC
INTERNSHIP IN INDUSTRY PROGRAM PROPOSAL (II_ , A.Y. 24 -)
INTERIM EVALUATION - SEMINAR (II_ , A.Y. 24 -)

College ID No:	Regional Office:
Name of the Student:	Branch:
Name of the Company:	Location:
Title of Project:	
Department Evaluators (DE):	
Company Guide:	College Guide:

Duration: 20 minutes

Si. No	Description	Max. Marks	Obtained Marks
1	Achievement of targets Accomplishment of the time bound assignments; tasks in progress; reasons for variance	30	
2	Strategies or Techniques applied Action plan for unachieved targets	20	
3	Application of Management tools State of the art skills; appropriate S/W tools	20	
4	Reliability Carrying out jobs entrusted; delivery of results	10	
5	Conduct Values and attitudes; punctuality; discipline	10	
6	Question & Answers	10	
	Total	100	

15% Weighted Marks of Internal Evaluation = [Report (100) + seminar (100)] /20 =

(Signature of Department Evaluator)

Place:

Date:

INTERNSHIP IN INDUSTRY:: SVPEC
INTERNSHIP IN INDUSTRY PROGRAM PROPOSAL (II_ , A.Y. 24 -)
FINAL EVALUATION - REPORT (II_ , A.Y. 21 -)

College ID No:	Regional Office:
Name of the Student:	Branch:
Name of the Company:	Location:
Title of Project:	
Department Committee (D.C):	
Company Guide:	College Guide:

Si. No	Description	Max. Marks	D.C. Judge 1	D.C. Judge 2	D.C. Judge 3	Average Marks
1	Achieving Goals and Targets: Target, actual results, variance, effectiveness or corrective measures indicated during interim report.	30				
2	Content: Description of assignments undertaken, company details, product analysis, competition analysis, SWOT, strategic tools used, objectives, achievements, future outlook of industry/function, and learning from the project.	25				
3	Quality of Report: Structure of the report, formatting, conformity to guidelines, spelling, grammar, appropriate language, professional presentation of report.	10				
4	Planning Efficiency & Implementation: Approach to the project; overcoming complications; management and organization; reliability and punctuality; individual contribution to the project	15				
5	Resource Utilization: Tools and techniques used, knowledge, skills acquired, learning from the results	10				

6	Compliance to Guidelines: Adherence to SVPEC- Internship in Industry /Company	10				
	Total	100				

(Signatures of Department Committee Judges)

Place:

Date:

INTERNSHIP IN INDUSTRY: SVPEC

INTERNSHIP IN INDUSTRY PROGRAM PROPOSAL (II_ , A.Y. 24 -)

FINAL EVALUATION - SEMINAR (II_ , A.Y. 24 -)

College ID No:	Regional Office:
Name of the Student:	Branch:
Name of the Company:	Location:
Title of Project:	
Department Committee:	
Company Guide:	College Guide:

Si. No	Description	Max. Marks	D.C. Judge 1	D.C. Judge 2	D.C. Judge 3	Average Marks
1	Achievement of targets: Targets assigned; tasks worked on; desired outcome; timely completion; variance, if any.	20				
2	Strategies applied: Action plan for achieving the targets	20				
3	Performance: Result orientation; quality of output; reliability; ownership; resourcefulness; team work; effectiveness and efficiency in carrying out jobs entrusted; Overall success.	30				
4	Overcoming Limitation: Effective ways of overcoming constraints, problems.	10				
5	Attitude and Conduct: Appearance; interpersonal skills; punctuality, discipline and sincerity,	10				
6	Questions & Answers	10				
	Total	100				

70% Weighted Marks of Final Evaluation = [Report (100) + seminar (100)] / 20 =

(Signatures of Department Committee Judges)

Place:

Date: