



INTERNSHIP COMMITTEE POLICY DOCUMENT



1. Objective

The internship should be meaningful and mutually beneficial to the intern, the faculty and the organization. It is a structured academic opportunity that allows students to apply academic skills and knowledge in the workplace. Experiential education that is based on a set of learning objectives helps students to prepare to meet career responsibilities after graduation.

Hence it is important that the objectives and the activities of these programs are clearly defined and understood.

Following are the intended **objectives** for the same:

- ❖ Provide industrial exposure to the students, which cannot be simulated in the classroom and hence creating competent professionals in the industry.
- ❖ Provide opportunity to the faculty mentors; interact with industrial/organization experts to get an insight/exposure of the latest technologies used by them.

- ❖ Provide possible opportunities for interns to learn, understand and sharpen the real time technical / managerial skills required at the job.
- ❖ Provide opportunity to the students to work directly under the faculty mentor on dedicated projects at the organizing company.
- ❖ To evaluate the student's competency on the basis of feedback received from industrial mentors so that the faculty can guide the student in the required area.
- ❖ To evaluate the industrial experience of students (Student Feedback form - to be filled by students on internship completion).

The Internship **aims to achieve** the following for the students:

- ❖ Learnings as students apply their analytical, integrative, team skills in the workplace
- ❖ Networking opportunities with people from industry/organizations
- ❖ Calibration of post-degree career plans based on real-life work exposure
- ❖ Pre-placement offers where feasible/appropriate.

2. Internship Coordinator

The internship coordinators are the faculty members, selected by the competent authorities to represent and coordinate regarding the UG Internship program in their respective department. All Internship coordinators will work closely with the team of T&P Cell.

2.1. Roles and Responsibilities of the Internship Coordinator

The internship coordinator of the respective departments acts as a SPOC between the T&P Cell and the department. All queries/doubts related to the internship process should be routed through the internship coordinators of the respective departments.

For Off-campus Internship opportunity the student will need approbation from the Internship Coordinator of respective departments. Indeed, they may write an application/mail for that to the Internship coordinator. Once the Internship coordinator forwards the approved request to the T&P Office , the NOC may be granted by T&P Cell.

The internship coordinators will facilitate the T&P office in streamlining the internship process by assisting the cell in coordinating with departments for the required information/details.

3. Evaluation

Since a defining characteristic of internships is a focus on learning, providing feedback is even more important for interns. In fact, it is crucial to the learning process that interns know in which areas their performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustment (as well as suggestions for what those adjustments might be).

Student's performance evaluation will majorly be segregated into three phases:

First Assessment: It will be done by the faculty mentor of the concerned student and the objective is to understand the student's vision and strategy for internship tenure. The faculty mentor will assist the student in grooming, goal setting and defining milestones for internship tenure. This assessment will be more of Key Performance indicators (KPI) settings on which students and faculty mentors mutually agree.

Mid Assessment: It will be conducted by the faculty mentor by visiting the organization or post interaction with the industrial mentor via call and students' credits will be given on the basis of the outcomes of milestones set during the first assessment.

Final Assessment-A: It will be done by the Industrial mentor.

Final Assessment-B: End semester assessment will be done by the Evaluation Committee Internship.

Guidelines constituted by the Head of the respective departments.

For appearing in final Assessment-B the student must obtain cumulative passing marks during First Assessment, Mid- Assessment and Final Assessment-A. Failing to do the same, the student must repeat the course (Internship).

4. Guidelines for Students Internship

These are great opportunities for them to learn in an industrial environment without being an employee of the company.

Following are the guidelines for the students:

- a) In case any student needs NOC for applying for an off-campus internship opportunity, then he/she should write an application/mail to the internship coordinator of their respective department. Post approbation, the internship coordinator will share the request with the T&P Cell for further process. The T&P cell will issue the NOC and the same may be collected over email. For off campus a student can get a maximum 4 NOC.
- b) The office of Dean (I&IR) will assist the students in required formalities/NOCs to apply for international internships. The students may request their respective Internship coordinator to share their case/requirements with the office of Dean (I&IR) for further process.
- c) Selected students may collect their confirmation letter from the T&P cell before joining their respective organization.
- d) 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 tenure.
- e) Students on joining internships at the concerned Industry / Organization should submit the Joining letters to their respective supervising faculty mentor with the contact details of their internship mentor.

f) The training and Placement Cell will follow the Pre-Placement Opportunities (PPO) protocols for monitoring the internship and Industrial training process.

g) The T&P cell guidelines will be applicable on the students throughout the process. Hence, they must go through these guidelines before participating in an internship drive.

h) Students may submit their internship report in the prescribed format and also the internship experience through the Student Feedback form to T&P cell for future reference.

i) Guidelines for Foreign Students/Internship Internships abroad offer valuable and unique opportunities and challenges for students and the institutions and organizations that organize them. For students, adjusting to a new setting and culture is common to all education experiences. Interns abroad must also learn to navigate the intricacies of the work culture in their host location. Additionally, an internship abroad may represent a student's first UG Internship Guidelines professional work experience, which may include workplace stress and demands. Together, these factors require additional preparation, support, and reflection. The egalitarian implementation of UG guidelines is the backbone. Indeed, the guidelines for the foreign students will remain the same. Respective students may also apply for internship opportunities to their native place. The office of Dean (I&IR) will facilitate the required process by providing support in documentation/Visa formalities/NOCs. The Dean (I&IR) office will make efforts to establish trusting and sustainable relationships so that the internship is mutually beneficial to the student and the internship site. The student going abroad for an internship should follow the following code of conduct and disciplinary measures, along with general instructions. The students should be aware of their obligation to act within the limits of their knowledge and competencies and within the role prescribed for them as interns. The students should identify any confidentiality, non-disclosure and/or non-compete, licensing, research ethics, data privacy and security, etc. with which the student and/or the participating institution and organizations are required to comply. The faculty mentor will be the SPOC for the students during their internship

tenure. The student should coordinate with them at regular intervals for better understanding and coordination.

5. Internship Committee Members

SL. No	Name of the Staff	Designation	Role / Responsibility	Contact Details
1.	Dr Ravi Kumar G K	Principal	Chairperson	9964897207
2.	Dr Zoya Fathima	Associate Professor & HOD, Civil Engineering	Member Secretary	7019231593
3.	Mrs. Asha S N	Assistant Professor, Electronics & Communication Engineering	Member	8660121214
4.	Dr Manjula G	Associate Professor & HOD, Computer Science Engineering	Member	9845879797