

## **Internship Policy and Guideline of INTERNATIONAL INSTITUTE OF MANAGEMENT & TECHNOLOGY**

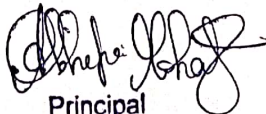
### **INTERNSHIP GUIDELINES**

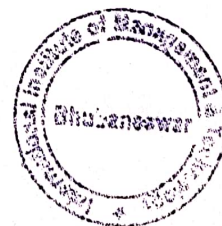
The Training and Placement Cell will arrange internship for students in industries/organization after second, third, fourth, fifth and sixth semester(s) or as per AICTE / affiliating University guidelines. Institutions are encouraged to use AICTE's Internship Portal for arranging & managing internships. The procedure for arranging internship is given below:

#### **A: Through AICTE Internship Portal**

##### **A.1: Student can register and find internship**

- **Step 1:** Student can browse and apply for internships via AICTE's Internship Portal. Industry will select the student based on their selection criteria and will send a provisional offer letter/provisional confirmation (by approving on the portal) to the student.
- **Step 2:** Student need to obtain NOC (No Objection Certificate) from the TPC of their institute and send it to the industry supervisor, who will approve and send the final offer letter to the students via Email/Post.
- **Step 3:** Student will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- **Step 4:** Student will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of students once/twice either by visiting the Industry/Organization or through obtaining periodic reports from students.
- **Step 5:** Student will submit training report to the industry/organization at the end of internship.

  
Principal  
International Institute of  
Management & Technology



- **Step 6:** On successful completion of the Internship, Industry/Organization will issue Internship Certificate to the student.

- **Step 7:** Student will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

**A.2: Institutes can register and find internship for their students:**

Institute ID will be handled by TPO.

- **Step 1:** TPO can browse through available internship opportunities and nominate their students for various opportunities accordingly.

- **Step 2:** Industry/Organization will either approve or reject the nominations put by TPO. All Students whose nomination is accepted by Industry/Organization will be eligible for internship. Industry will send final offer letter/email confirmation.

- **Step 3:** Student(s) will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.

- **Step 4:** Student(s) will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of student(s) once/twice either by visiting the Industry/Organization or through obtaining periodic reports from student(s).

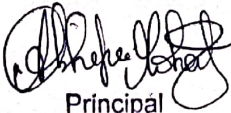
- **Step 5:** Student(s) will submit training report to the industry/organization at the end of internship.

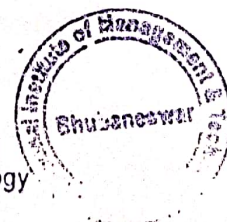
- **Step 6:** Industry/Organization will issue Internship Certificate to the student(s).

- **Step 7:** Student(s) will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

**B: General Procedure:**

- **Step 1:** Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer/winter vacation as internship periods for the students. Student(s) request letter/Resume/interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)

  
Principal  
International Institute of  
Management & Technology

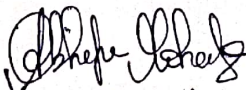


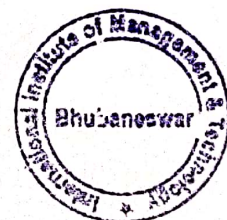
- **Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/Email. In case the student(s) arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement Cell.
- **Step 3:** Student(s) will join concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- **Step 4:** Student(s) will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of student(s) once/twice either by visiting the Industry/Organization or through obtaining periodic reports from student(s). Evaluation Report of the students is to be submitted to his/her Faculty Mentor with the consent of Industry persons/Trainers. (Sample Attached)
- **Step 5:** Student(s) will submit training report to the industry/organization at the end of internship.
- **Step 6:** Industry/Organization will issue Internship Certificate to the student(s).
- **Step 7:** Student(s) will be evaluated as per evaluation criteria as defined in Chapter 10 of AICTE Internship Policy.

## GUIDELINES FOR THE STUDENTS

Internship is a student centric activity. Therefore, the major role is to be played by the students. TPOs may also include involvement of the student in the following activities: Design and Printing of Internship Brochure – Soft copy as well as Hard copy.

- Preparing list of potential Internship Providers and past Internship Providers.
- Presentation relevant to obtaining Internship Opportunity for students at various organizations, if
- required. Coordinating activities related to Internship including companies HR team visit to institutes.
- At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit

  
 Principal  
 International Institute of  
 Management & Technology



applications to TPO to work on placement committee. Among the volunteers, one student from each department would be nominated as "Student Coordinator" who would be assigned major responsibilities and would be accountable to TPO. 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.

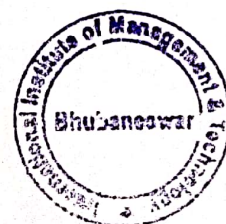
## **INTERNSHIP REPORT**

### **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 student's 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 students are encouraged to use the facility available to maintain their daily log on AICTE's Internship Portal. The daily diary may be asked to produce by the Industry Supervisor of Faculty Mentor of the student at any point of time. Failing to produce the same, Intern may be debarred for the remaining period of his/her internship. Thus, all interns must strictly maintain his/her diary. Daily Diary needs to be submitted to Faculty Mentor at the end of the Internship. 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 Faculty Mentor immediately after the completion of the training. It may be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary/log.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

  
Principal  
International Institute of  
Management & Technology



## 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/TPO 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. The Internship report will be evaluated by the Industry Supervisor 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.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

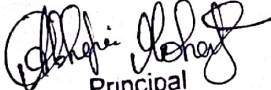
### MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students will be evaluated in three stages: Evaluation by Industry.

- Evaluation by faculty supervisor on the basis of site visit(s) or periodic communication.
- Evaluation through seminar presentation/viva-voce at the Institute (This evaluation can be reflected
- through marks assigned by Faculty Mentor).

### 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. Finally, Industry supervisor will evaluate overall performance of intern on a scale of 1-10

  
Principal  
International Institute of  
Management & Technology



where 1 indicates Unsatisfactory and 10 indicates Excellent Performance and any value in between 1 to 10 holds meaning accordingly.

### **MONITORING/ SURPRISE VISIT BY TPO/ STAFF/**

### **FACULTY MENTOR**

TPO/Staff/Faculty Mentor of the institutes should 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 concerned Industry, entire training may be cancelled. Students should inform through email to the faculty mentor as well as the industry supervisor at least one day prior to availing leave. 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.

### **EVALUATION THROUGH SEMINAR PRESENTATION/**

### **VIVAVOICE AT THE INSTITUTE**

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.

  
Principal  
International Institute of  
Management & Technology

