



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



INTERNSHIP

Policy

Version 2.0



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(An Autonomous Institution)

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NOTIFICATION

Ref: **SMVEC / IQAC / T&P / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Internship. This will come into force with immediate effect.

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POLICY FOR INTERNSHIP OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

An industry internship is an essential component of academic programs at Sri Manakula Vinayagar Engineering College. Internships are supervised, short-term, structured positions that are frequently organized around certain objectives or deadline-bound projects that may be paid, unpaid, or paid for part of the time. The internship gives students the chance to obtain hands-on experience in industry, apply the knowledge and skills they've learned in class, network with professionals, hone their presentation, writing, communication skills, and explore their career opportunities and many instances, internship serves as a springboard for their ultimate placement. Students are encouraged to look for on and off-campus internships through the following sources like Internshala, AICTE Internship Portal, National and International MNC's.

MODE OF EXECUTION

An internship may be done by following verticals through offline /online mode:

- Full-time Industry Internship cum project.
- Full-time research internship at a research organization/ Indian University.
- Short duration (4-8 weeks) internship in an industry with an in-house project.
- Internship accounted through incubation center (Project Prototype through entrepreneur development and start-up).

Students may be allowed to change the mode of execution in certain unavoidable circumstances. The Department head shall decide on the change of mode on application by a student with a valid reason with due permission of the HOD. In certain specific cases wherein the student is not able to register for an internship through any of the above four modes, he/she shall request to the Head of Department (HoD) through Training and Placement Officer (TPO) giving a specific reason to arrange for an alternate mode.

INTERNSHIP DURATION

The internship is mandatory as a part of the curriculum. The structure and durations of the Internship may vary; it is normal for a minimum duration to be at least four weeks during the final semester of B. Tech. program. Typically, internships will start in the second semester of the final year around January every year and the durations range between four to twenty weeks.

CONSTITUTION OF INTERNSHIP COMMITTEE

The organizational structure of the Training and placement cell for internship is as follows:

The TPO of the college will be supported by a Departmental internship coordinator for Training and Placement Activities and Faculty Supervisors / Mentors designated / assigned by the Head of the concerned Department. Each department have a student comprising 1-3 students from each class for supporting Training and Placement activities headed by the Student Coordinator. Departmental coordinator and Faculty Supervisors/Mentors will be nominated at the start of the Academic year for each batch. However, the student coordinator being the representative of students will be selected by the students with the help of the Training and Placement Officer. Faculty Mentor/Supervisors have to play an active role during the internship and a minimum of 4 students are to be supervised by each faculty mentor.

INTERNSHIP EXECUTION PROCEDURE

The Training and Placement cell will arrange an internship for students in industries/organizations. The following general procedure shall be adopted for the execution of the internship:

- Step 1:** Request Letter/ Email from the office of the Training and Placement cell of the institute shall be sent to the industry to allot different slots of 4-20 weeks during the 8th semester as internship periods for the students. Student's request letters/profiles/ interest areas will be submitted to industries for their willingness for providing the training.
- Step 2:** The Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. The industry will be requested to allot a mentor/supervisor for communication between the supervisor and students. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the office of Training & Placement through the concerned department. Based on the number of slots agreed upon by the Industry, HoD with the approval will allocate the students to the concerned industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the members of the Training and Placement cell / Faculty members who are particularly looking after the Internship of the students.
- Step 3:** Students joining Training at the concerned Industry / Organization, will submit the Joining Report/Letters / Email to the Head of Department.

Step 4: Students will undergo internships at the concerned Industry/Organization. The mentor/supervisor shall evaluate the performance of students once/twice by visiting the Industry/Organization or through video conferencing and the Evaluation Report of the students will be submitted to the Head of the Department through the Internship Coordinator. The Head of the Department shall forward these reports to the TPO with the consent of Industry persons/Trainers.

Step 5: Students will submit internship reports in the format provided by the institute after completion of the internship along with a certificate obtained from the industry.

GUIDELINES FOR STUDENTS

- All the students need to go for internship for a minimum of 4 weeks.
- Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
- All students should compulsorily follow the rules and regulations as laid by industry.
- Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
- Student should follow all ethical practices and Standing Operating Procedures of industry.
- Students have to take necessary health and safety precautions as laid by the industry.
- Students should contact his /her academic guide from college on weekly basis to communicate the progress.
- Each student has to prepare internship report in consultation with the academic guide.

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 training report should be signed by the Internship Supervisor, Faculty Mentor, HoD with approval. The Internship report will be evaluated on the basis of following criteria:

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.,
- Variety and relevance of learning experience.

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

MONITORING & EVALUATION

Monitoring at the Industry Side

- Internship schedule (for stipulated time of 4 weeks to 20 weeks) may be prepared and a copy of the same may be sent to departmental project guide/faculty mentor/supervisor.
- Each student is required to keep Internship diary/ notebook, update regularly and get it checked by industrial mentor/supervisor.

Monitoring at the Institute Side

- Each student is required to send a monthly report, presentation and get it verified by departmental project guide/faculty mentor/supervisor.
- Each student is required to present monthly activities online/offline to departmental project guide/faculty mentor/supervisor.

Evaluation of Internship and Project

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 to Internship coordinator, HoD and TPO.