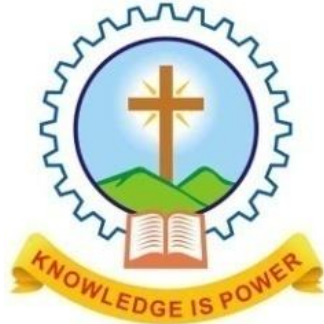




**MAR ATHANASIOUS COLLEGE OF  
ENGINEERING  
INTERNSHIP POLICY**



## **VISION**

**EXCELLENCE IN EDUCATION THROUGH RESOURCE INTEGRATION**

## **MISSION**

**THE INSTITUTION IS COMMITTED TO TRANSFORM ITSELF INTO A CENTRE OF EXCELLENCE IN EDUCATION, UPHOLDING THE MOTTO “KNOWLEDGE IS POWER”. THIS IS TO BE ACHIEVED BY IMPARTING QUALITY EDUCATION TO MOULD TECHNICALLY COMPETENT PROFESSIONALS WITH MORAL INTEGRITY, ETHICAL VALUES AND SOCIAL COMMITMENT AND BY PROMOTING INNOVATIVE ACTIVITIES IN THE THRUST AREAS EMERGING FROM TIME TO TIME.**

## CONTENTS

<b>Sl. No.</b>	<b>Content</b>
1.	Introduction
2.	Objectives
3.	Roles and Responsibilities
4.	Internship Execution Procedure
5.	Types of Internship
6.	Internship Duration
7.	Guidelines for students
8.	General Internships Recommendations
9.	Student's Diary/ Daily Log
10.	Internship Report
11	Academic Credentials
12	Monitoring & Evaluation

## **1. Introduction**

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Industry internship is an integral part of the academic curricula. The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions. Its successful completion and acquiring of sufficient activity points is a requirement for the degree to be awarded by the College. Further, considering the curriculum structure approved by the college, two internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship 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.

The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture.

## **2. Objectives**

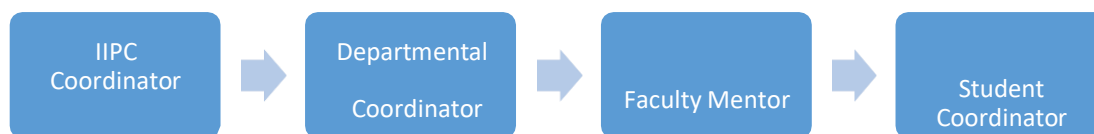
Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization.

Following are the intended objectives:

- To expose the students to industrial environment ( viz. various materials, processes, products and their applications along with relevant aspects of quality control which cannot be simulated in the classroom) for application of existing engineering knowledge in industrial situations.
- To provide possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
- Understand the social, environmental, economic and administrative considerations that influence the working environment.
- To expose students to the engineer's responsibilities and ethics.
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team.
- To gain experience in all types of professional communications (viz. pre- internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills).
- To demonstrate the impact of the internship on their lifelong learning and professional development.
- To provide the linkages of future job/research opportunities to students in the organization.

### 3. Roles and Responsibilities

Industry Institute Partnership (IIPC) is functioning in the college to promote and monitor the internship activities of students. The organizational structure of IIPC is as follows:



IIPC is headed by a Coordinator. He has to plan the IIPC activities and motivate the department coordinators to accomplish the plan. IIPC Coordinator is supported by departmental coordinator and faculty mentors assigned by the Head of the concerned Department. IIPC coordinator and department coordinators are the core committee members of IIPC. At least 2 meetings of the core committee have to be conducted in a semester. Departmental coordinator has to supervise all the departmental activities and submit an annual activity report to the IIPC coordinator. IIPC coordinator is nominated by the principal. Each department will have a student's committee comprising of 1-3 students from each class for supporting IIPC activities. Departmental coordinator and Faculty Supervisors/Mentors will be nominated by Head of Department for each batch. Faculty mentor nominate student coordinator with the consent of students of his class. Faculty Mentor/Supervisors have to play active role during the internship and students are to be supervised by faculty mentor.

### 4. Internship Execution Procedure

Students have to identify the industry/organization as per their interest and convenience. Semester break after even semester is preferred for internship. But it is not compulsory and convenience of the industry also has to be considered. The following general procedure shall be adopted for execution of internship:

**Step 1:** Students have to submit a request letter to the IIPC showing their interest to undergo internship at an industry of their interest. On the basis of their letter, IIPC will send a request to the concerned industry showing the students interest/profile/ interest areas.

**Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via confirmation letter/ email. The industry may request to give the details of faculty mentor for future communication between industry and institute.. In some situations the confirmation letter will be submitted by the students to the office of the IIPC.

**Step 3:** Students on joining training at the concerned industry / organization, will submit intimation to the faculty mentor.

**Step 4:** Students will undergo internship at the concerned industry / organization. Faculty mentor have to communicate with the industry and an evaluation report of the students have to be submitted to the head of department by faculty mentor through Internship Coordinator.

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

### 5. Types of Internships

Full time Industry Internship cum project and short duration (1-4 weeks) internship in industry are the two types internships.

#### a) Full time Industry Internship cum project

This category is mainly intended for M. Tech students. Under this category, execution methodology expects that students should work with respective industrial domains of Engineering. Students will be working on a problem identified and assigned by industry. This

problem will be treated as problem statement of academic project for M. Tech 3<sup>rd</sup> and 4<sup>th</sup> semester. Departmental faculty will work as a guide/ supervisor in coordination with industry mentor to arrive at a feasible solution to problem assigned by industry. For this activity, time spent by student for collaborating with industry either in discussions (preapproved with prior appointments) or joining activity at location of industry or periodical visits related to data collection will be treated as industrial internship activity. Period for internship will be 6 to 12 months. Project guide and industry mentor have to prepare a mutual schedule of student interaction with industry throughout the project duration. This schedule to be strictly followed as a part of assessment mechanism. Table 1.1 represent the flow of activity to be followed under this category.

**Table 1.1 Steps and timeline to be followed as a guideline for category I**

<b>Step. No.</b>	<b>Description of Activity</b>	<b>Responsibility</b>	<b>Timeline</b>
1	Identification of Industrial Problem for Project	Faculty /Students	Vacation between 2 <sup>nd</sup> and 3 <sup>rd</sup> semester for M.Tech.
1.1	If faculty identify the problem then necessary communication with Industry mentor and identify group of students/ single student	Faculty	Vacation between 2 <sup>nd</sup> and 3 <sup>rd</sup> semester for M.Tech.
1.2	If student identify the problem then necessary communication with domain expert faculty and then necessary communication with Industry mentor and identify group of students/ single student	Student	Vacation between 2 <sup>nd</sup> and 3 <sup>rd</sup> semester for M.Tech.
2.	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor	At 1 <sup>st</sup> week of 3 <sup>rd</sup> semester
3	Final Objective, methodology and schedule of interaction presentation in front of project monitoring committee at department.	Students Faculty and departmental Internship Coordinator	At 3 <sup>rd</sup> week of 3 <sup>rd</sup> semester
4	Students to start adhering to schedule of interaction with necessary weekly reporting during Project hours of academic schedule*	Students	Throughout the 3 <sup>rd</sup> and 4 <sup>th</sup> semester as per predefined schedule

5	Changes in schedule and work methodology to be agreed and signed off mutually between faculty and industry mentor.	Students Faculty and Industry Mentor	Special circumstances during execution
6	Interim Progress report and presentation to project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within last week of 3 <sup>rd</sup> semester
7	Project will continue during vacation at Industry location for Minimum 1 week and necessary Project offs are allowed with prior permission on paper	Students, Faculty and Industry mentor	During vacations between 3 <sup>rd</sup> and 4 <sup>th</sup> semester
8	Project and Industrial internship will resume as per guidelines 4 and 5	Students, Faculty and Industry mentor	4th semester
9	Final report and presentation of Project Monitoring committee	Students, Faculty, Departmental Internship Coordinator	Within Last week of 4 <sup>th</sup> semester

#### **b) Short duration (1-4 weeks) internship.**

This category is mainly intended for B. Tech and M.Tech students. Under this category, academic project and internship will be treated as separate entity. Internship activity will be during at any point of time during the course of their study without the compromising attendance. It is preferable to undergo the internship during the semester break and vacations.

### **6. Internship Duration**

As per the Kerala Technological University norms, internship is not a mandatory requirement. Students can earn 20 activity points through 5 days internship. Students will not graduate unless they get 100 activity points during their tenure of programme. The institution has insisted the students to undergo internship in their relevant discipline and it is made mandatory. The structure and durations of the internship may vary, it is normal duration may vary from one weeks to one year. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

### **7. Guidelines for Students**

1. All the students need to go for internship for minimum of 5 days.
2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.

5. Student should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Student should contact his /her academic guide from college on weekly basis to communicate the progress.
8. Each student has to prepare internship report in consultation with the academic guide.

## **8. General Internship Recommendations**

- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship: - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
- The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

## **9. 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 students' 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 daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit. 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 Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

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



## 10. Internship Report

After completion of Internship, the student should prepare a comprehensive report to indicate what he or she has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor 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 and Faculty Mentor. The Internship report will be evaluated 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.

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

## 11. Academic Credentials

All students have to earn a minimum of 100 activity points from various activity segments listed to qualify for the B.Tech degree. Two credits are given for this on a pass/ fail basis and is mandatory for getting the B.Tech Degree. As no grade is given for these two credits, they are not included in the CGPA calculation. For lateral entry students joining from the third semester, the activity point requirement is 75. Points earned by the student will be indicated in the consolidated academic statement. Maximum of 20 points will be awarded for the successful completion of internship.

## 12. Monitoring & Evaluation

### *Monitoring at the Industry Side –*

1. Internship schedule may be prepared and a copy of the same may be sent to departmental project guide/faculty mentor/supervisor.
2. Each student is required to keep internship diary/ notebook, update daily and get it checked by industrial mentor/supervisor.
3. Each student is required to prepare a weekly report, presentation and get it verified by industrial mentor/supervisor.
4. The formal entry (the start procedures) and exit (the internship closure procedures) are required to be followed by the industry.
5. The early termination of the internship (earlier than the stipulated time period) or the extension of the stipulated tenure is required to be discussed from time to time with departmental project guide/faculty mentor/supervisor. (This in turn will be notified and discussed with departmental internship coordinator and head.)

### *Monitoring at the Institute Side*

1. Each student is required to send a monthly report, presentation and get it verified by departmental project guide/faculty mentor/supervisor.
2. Each student is required to present monthly activities online/offline to departmental project guide/faculty mentor/supervisor.
3. Each student is required to present the whole activities of internship online/offline to departmental project guide/faculty mentor/supervisor at the end of the internship.
4. Faculty mentor/ internship coordinator/ HoD of the will 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 industry mentor, entire training will be cancelled/ student is liable for the punishment)

5. Students are eligible to avail duty leave during internship with permission of the respective industry during the internship period apart from holidays and weekly off. Students should inform faculty mentor, internship coordinator, or HoD, at least one day prior to availing leave by email.



*Mathew*

**Dr. MATHEW K.**  
Principal  
Mar Athanasius College of Engineering  
Kothamangalam, Kerala - 686 666