

J.S. University, Shikohabad

Internship Policy

Purpose:

This policy lays down the procedures for assisting the students to find an internship in the industry at the end of the semester. The policy also highlights the Standard operating procedures to be followed by students of Degree & Diploma programs.

Scope:

Procedures laid down in this document are applicable to all the eligible and interested students of Degree and Diploma programs.

About Internship:

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. It is important that the objectives and the activities of the internship program are clearly defined and understood.

Objectives:

- Exposure to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Create conducive conditions with quest for knowledge and its applicability on the job.

Benefits of Internship:

❖ Benefits to Students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting & Industry environment.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.

- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
 - Makes a valuable addition to their resume.
 - Enhances their candidacy for higher education.
 - Creating network and social circle and developing relationships with industry people.
 - Provides opportunity to evaluate the organization before committing to a full time position.

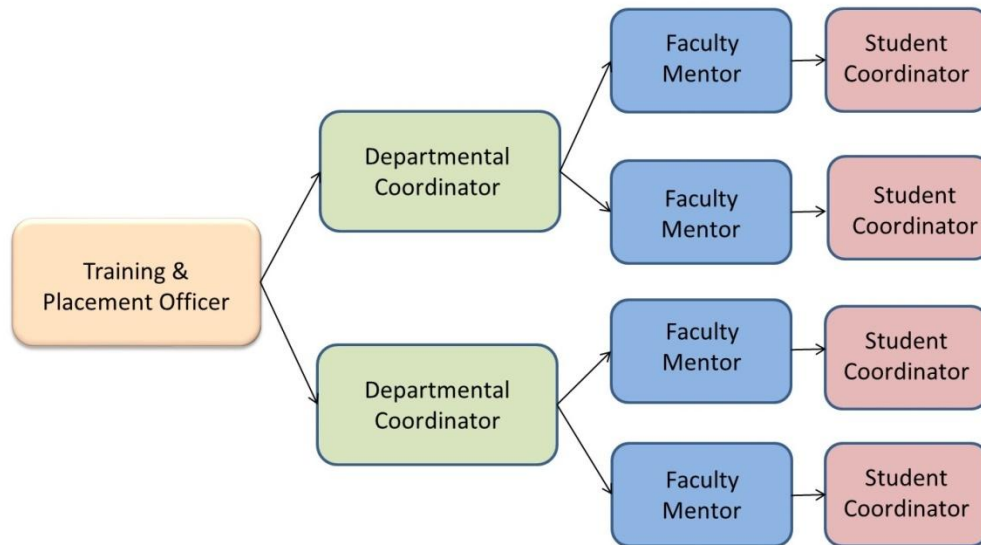
- ❖ Benefits to the Institute:
 - Build industry academia relations.
 - Makes the placement process easier.
 - Improve institutional credibility & branding.
 - Helps in retention of the students.
 - Curriculum revision can be made based on feedback from Industry/ students.
 - Improvement in teaching learning process.

- ❖ Benefits to the Industry
 - Availability of ready to contribute candidates for employment.
 - Year round source of highly motivated pre-professionals.
 - Students bring new perspectives to problem solving.
 - Visibility of the organization is increased on campus.
 - Quality candidate's availability for temporary or seasonal positions and projects.
 - Freedom for industrial staff to pursue more creative projects.
 - Availability of flexible, cost-effective workforce not requiring a long-term employer commitment.
 - Proven, cost-effective way to recruit and evaluate potential employees.
 - Enhancement of employer's image in the community by contributing to the educational enterprise.

Table 1: Overall Compilation of Internship Activities/ Credit Framework

Major Head of Activity	Duration (In Weeks)		Period	Sub Activity Head	Proposed Document as Evidence	Evaluated By
	Degree	Diploma				
Inter/ Intra Institutional Activities	4	4	Summer/ Winter Vacation After 2 nd /3 rd Semester	<ul style="list-style-type: none"> • Inter/Intra Institutional Workshop/ Training, • Working for consultancy/ research Project, • Festival (Technical/ Business/ Others) Events • Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ IIC • Learning at departmental Lab/ Tinkering Lab/ Institutional Workshop 	Certificate	Program head/ Department Coordinator
Innovation/ IPR/ Entrepreneurship	4	4	During Summer/ Winter vacation after 4 th / 5 th / 6 th semester	<ul style="list-style-type: none"> • Participation in innovation related competitions E.g. Hackathons etc. • Development of new Product/ Business Plan/ Registration of start up • Participation in all the activities of Institute's Innovation Council/ IPR workshop etc. 	Certificate	Program Head/ Departmental Coordinator
Internship	4-6	4-6	During Summer/ Winter vacation after 4 th / 5 th / 6 th semester	Internship with Industry/ Govt./ NGO/ PSU/ Any MSME/ Online Internship	Evaluation report and Certificate	Industry Supervisor/ Departmental Coordinator/ TPO
Rural Internship	4	4	During Summer/ Winter vacation after 4 th / 5 th / 6 th semester	Long Term Goals under Rural internship	Evaluating Report & Certificate	Industry Supervisor/ Departmental Coordinator/ TPO
NSQF Level 3,4,5	4-6	4-6	During Summer/ Winter vacation after 4 th / 5 th / 6 th semester	As per norms of NSQF	Certificate	Industry Supervisor/ Departmental Coordinator/ TPO
Project Work/ Seminar	3	3	During Summer/ Winter vacation after 4 th / 5 th / 6 th semester	As specified in curriculum of the institute	Project Report	Project Head

Training & Placement Cell - Organization Structure:



Role of TPO, Department Coordinator, Faculty Mentor and Student Coordinator:

- Training & Placement Cell:
 - Identifying internship opportunities with different industries, NGOs, startups, outside institutes, Govt. organizations etc.
 - Sharing available opportunities with students, facilitating campus / off campus / online selection process for companies hiring interns.
 - Coordinate with each Departmental Coordinator and maintain internship track, record and statistics department wise.
 - Issue recommendation letter to students for obtaining various external internships.
 - Issue Internship Completion Certificate for in-house internships.
- Department Coordinator:
 - Identify in-house internship opportunities within the department and share the same with students through Training & Placement Cell.
 - Monitor the student's internship progress and update the same to Training & Placement Cell.
 - Maintain the department wise statistics of in-house & external internships to keep track of credits earned by each student.
 - Assign & monitor the duties of Faculty Mentors & Student Coordinators

- Faculty mentor:
 - Coordinate with Department Coordinator for updated internship opportunities.
 - Assist to monitor, track and collect the information for internships done by all the students of particular department.
 - Monitor the student's internship progress and update the same to Departmental Coordinator.
 - Assign & monitor the duties of Student Coordinators

- Student Coordinator:
 - Assist to monitor, track and collect the information for internships done by all the students of particular department
 - Assist Training & Placement Cell in conducting campus / online selection process for internships
 - Assist Departmental coordinators to prepare and validate the internship statistics
 - Assist Training & Placement Cell/ TPO to organize training / workshops / seminars
 - Designing & printing Placement Brochure
 - Preparing list of potential recruiters & past recruiters

Internships options available to Students:

- In-house Internships
 - Internship offered by faculty member (Inter/Intra-department)
 - Software Development Cell (SDC)
 - Mega Projects
 - Workshops / Training Programs organized by College / Departments / Student's Councils
 - Library / Department / Institute / Campus administration
 - Any other internship approved by concerned authorities

- External Internships
 - Industry Internship with/without Stipend
 - Govt / PSU Internship (BARC / Railway / ISRO etc)
 - NGO / Social Internship
 - Working at Family Business
 - Internship with outside Institute / Professor
 - Internship with Startups / Monitored Incubation centres (Any other established incubation centers)
 - Industrial Training Programs organized by external entities
 - Any other internship approved by concerned authorities

Guidelines for Students:

1. Various Internship opportunities will be announced by Training & Placement Cell from time to time. Interested students can apply in response to these announcements. Student can also identify & opt for external internship of their preference on their own with due permissions from Departmental coordinator / HOD and training & Placement Cell.
2. Recommendation letter for the external internship will be issued by Training & Placement Cell
3. Student should submit the offer letter / joining confirmation mail received from Industry / Organization to the Department Coordinator before joining the internship.
4. Students should submit internship report and certificate to Department coordinator after completion of internship.
5. Student will receive the Internship Certificate from Industry / Organization in case of External Internship and from J.S. University, Shikohabad Training & Placement Cell in case of In-house internship.
6. Training & Placement Cell will apprise periodically each student with the status of internship credits earned till then and remaining credits to be earned.

Rules:

1. Students are required to inform and take due approval from the Department Coordinator / Training & Placement Cell before starting any internship.
2. In case full time internship extends beyond available vacation, extension can be granted not more than:
 - a. 1 week during winter break
 - b. 2 weeks during summer breaks
3. Internship extension may not be availed every year, and to all students, however it may be considered on a case to case basis with prior approval from HOD and Training & Placement Cell
4. After completion of internship, students are required to submit
 - a. Report of work done
 - b. Copy of Internship certificate
 - c. Feedback from employer / internship mentor
 - d. Stipend proof (in case of paid internship)
5. External Internship Certificate & Credits (refer Annexure D for Certificate Format)
 - a. In case of full time internship, the internship certificate should clearly mention internship duration in week or number of days and activity done. The working weeks / days will be translated into proportionate credit/s by concerned authority.
 - b. In case of part time / work from home internship, the internship certificate should clearly mention total number of human-hours devoted and activity done. The human-hours will be translated into proportionate number of credits by the concerned authority.
6. In-house Internship Certificate & Credits
 - a. The worth of week or human-hours will be decided by the faculty mentors offering internships which will be translated into proportionate credit/s by the concerned authority.

Guidelines to the Faculty members offering internship:

1. Faculty members can offer internship like,
 - o Projects
 - o Research work
 - o Training on software / hardware
 - o Model making /simulation
 - o Content development
 - o Administration work (faculty member / persons holding admin positions of Dept./College/Campus)
 - o Other areas in coordination with Internship Cell

2. To offer internship, faculty member has to inform Training & Placement Cell/ respective Departmental Coordinator.
3. Faculty member should specify their details of internship through the form IC-09 (Annexure C of the policy)
4. Training & Placement Cell will help faculty member to select students as per their requirement.
5. In case a faculty member has already identified the students, they are required to submit their details to Training & Placement Cell/ Departmental Coordinator.
6. In case of an interdisciplinary group, student application should be forwarded through respective Departmental Coordinator /HOD.
7. Once students are selected, faculty member has to make sure that student completes the internship application process with Training & Placement Cell/ Departmental Coordinator before the start of internship.
8. **At the end of the internship, faculty member has to mention & validate the number of weeks/hours completed by a student on the internship report IC-02 (Annexure B of the policy)**

As per AICTE norms*, it is mandatory for every student enrolled after 2018-19 to complete minimum 14 weeks of internship during their 4 years of Engineering, failing which a student may not be able to get the degree certificate even after completion of necessary course credits.

(*AICTE Internship Policy – 02.04.2019,

<https://www.aicte-india.org/sites/default/files/Aicte%20Internship%20Policy-%2002.04.2019.pdf>)

Annexure A

IC-01 Application for Internship

Semester: July/January 20 - November/April 20

Internship Type	In-house / External	Full time / Part time / Work from home
Name of the student and Roll No.		
Address		
Somaiya Email & Tel. No.		
Year of study (as per last exam given)	FY/SY/TY/LY	Course: B. Tech / M. Tech
Branch & Division		

Name of the Parent / Guardian	
Address	
Email/Tel. No.	

Details of the internship (Attach separate sheet if required)	
Winter / Summer 20__ Duration: _____ From _____ to _____ Location: _____	
Name of the organization / institute:	
Name & Sign of the supervisor with contact details (Address/Email/ Tel no.)	
Stipend if any (per month)	

Total no of working instructional days may be missed as per the academic calendar	
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Declaration	
I undersigned parent / guardian of _____ jointly take the responsibility and liability related to all matters during the said internship period.	
Signature of Student	Signature of Parent / Guardian

Name and Signature of DIC / Proctor / HOD	
Approved / Not approved	
Date:	IAI In charge

IC-02 In-house Internship Report

Student Full Name		Start Date	
Roll no		End Date	
Branch		Total hours completed	
Year of study		Internship supervisor name	
Name of Organization / Dept. where internship/training completed		Internship supervisor mail and phone	

Please describe your internship work in the space provided below

Internship Area / Project Title:
Work done in brief: (Attach diagrams, graphs, results if required)
Resources / Tools used:
Key learning from the internship:

Sign of Student:
Date:

Sign of Internship Supervisor
Date:

Annexure C

IC-09: In-House Internship (for Faculty member)

Date:

Project Title:	
Faculty Mentor/s Name :	
Department:	
Project Work / Assignment Description:	
Required No. of students	
Eligibility criteria : (Year of study / Dept / CGPA etc)	
Starting Date (Tentative):	
Total Duration in terms of week(40 hrs is equivalent to 1 week approximately)	

Name & Signature of Faculty Mentor

Name & Signature of HoD /
Departmental Coordinator

Format for Internship Completion Certificate

(On company letterhead)

To whomsoever it may concern

Dear Sir/Madam

Mr/Ms _____ student of your college studying in semester in the department _____ during the year 20 - 20_, has completed his/her internship / training with _____ (Company name).

He / She was working with us from _____ (Start date) to _____ (End date) with total _____ equivalent weeks of work during his/her internship tenure.

He/she was working in the area of _____.

We found him/her to be very sincere and wish all the best for future endeavors.

Date: _____

Place: _____

Stamp & Signature of concerned authority