

Internship Policy



Netaji Subhas Institute of Technology
Amhara, Bihta, Patna
Affiliated to Bihar Engineering University, Patna

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1.Introduction

Industry Internship is an integral part of the academic curricula. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure: to integrate 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 and 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 structures, short-term, supervised placements often focused around particular tasks or projects with defined time scales. 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 for professional career
- To understand the social, environmental, economic and administrative considerations that influence the working environment (PO6 ,7)

- To expose students to the engineer's responsibilities and ethics (PO8)
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team (PO 9)
- To gain experience in all type of professional communications (viz pre internship applications, during internships people skills and documentation skills and post internship reports /projects writing skills) (PO10)
- TO demonstrate the impact of the internship on their lifelong learning as professional development (PO12)
- To provide the linkage of future job/research opportunities to students in the organization (PO12)

3. Internship duration

The students are encouraged to undergo Internship/industrial training during the summer and winter vacation period. Attendance Certificate from the industry is mandatory mentioning the period of Industrial training/Internship signed by an authorized signatory, as per the format provided by the institute and shall be submitted to the Head of the Institution.

4. Guidelines for students

- All the students need to go for internship for minimum of 2 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.

- 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.

4. Internship Report

On successful completion of Internship/Industrial training, students have to submit the report of their interaction with the industry pertained to the knowledge gained, skills developed etc.,

5.Evaluation of Internship

internship is evaluated using the following assessment tools. Direct assessment and indirect assessment with the weightage of 80% and 20% respectively.

1.Direct Assessment

The evaluation will be made based on internship report and a review conducted internally by a three-member Departmental Committee constituted by the Head of the Institution consisting of Course Co-coordinator and two experts from the Department.

Internship evaluation will be done on the basis of the following criteria:

- (i) Develop Creativity to solve problems in Engineering Applications (40% weightage)
- (ii) Develop Professional, career, interpersonal and team work skills (30% weightage)
- (iii) Enhance Technical Skills and work Skills (30% weightage)

2.Indirect Assessment

The evaluation is based on the feedback collected from the students. The format of feedbacks given by the industry personnel's and the students are given in the annexure I.

Action Taken

Action taken is based on the basis of the feedback collected from students, industrial personnel and the assessment done by the teaching fraternity. Action taken includes hands-on training, certification courses etc.,

Impact analysis

The impact of the internship is analyzed on the basis of the feedback collected from students, industrial personnel and the assessment done by the teaching fraternity. The impact of the internship is analyzed through the Projects taken, product developed and placement obtained based on the skill developed through Internship/Industrial training.

ANNEXURE -I

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DEPARTMENT OF

Feedback Form (Industrial Training /Internship)

Academic Year:

Name of the student :

Sem /Year :

Department :

Trained at :

| Excellent | Good | Satisfactory | Below Average | Poor | | | | |
|-----------|------------------|--------------|---------------|------------------------|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 | | | | |
| PO .NO | PROGRAM OUTCOMES | | | Degree of accomplished | | | | |
| | | | | 5 | 4 | 3 | 2 | 1 |
| PO1 | | | | | | | | |
| PO3 | | | | | | | | |
| PO5 | | | | | | | | |
| PO7 | | | | | | | | |
| PO8 | | | | | | | | |
| PO10 | | | | | | | | |
| Comments | | | | | | | | |

Signature of the Student

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DEPARTMENT OF

Academic Year:

Consolidated Feedback–Internship/Industrial Training

Industry Name:

Number of Students:

| Sl.No | PROGRAM OUTCOMES | Assessment level | | | | | Total | Point |
|------------------|------------------|------------------|---|---|---|---|-------|-------|
| | | 5 | 4 | 3 | 2 | 1 | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| Feedback Index | | | | | | | | |
| Total Percentage | | | | | | | | |

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DEPARTMENT OF -----

ACTION TAKEN REPORT

ACC.YEAR :

Name of Company:

| Sl.No | PROGRAM OUTCOMES | SCALE OF FEEDBACK | ACTION TAKEN REPORT |
|-------|------------------|-------------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |