

INSTITUTE OF ENGINEERING & MANAGEMENT



POLICY FOR STUDENTS INTERNSHIP

Introduction:

Institute of Engineering & Management (IEM) began its journey in 1989, since its inception 33 years ago; the institute has surpassed innumerable benchmarks of achievements and accreditations. Being a NAAC A grade institute, all the eligible departments are NBA accredited. Over the years IEM has received several accolades like Times Knowledge Icon, ET Industry Leaders, Education Excellence Awards to name a few. IEM flaunts a colossal network of expansive operations led by an awe-inspiring student force who are the torchbearers of a better tomorrow.

Till date, IEM group is dedicated in upholding that foundation, which now has resulted in our students receiving outstanding employment opportunities after graduating from engineering and management courses.

Aim of the Document:

IEM wants to be a model institute, aiming to imbibe best practices in its resources, stakeholders through the organization.

ITEM INTERNSHIP POLICY:

GUIDELINES & PROCEDURES

OBJECTIVES:

- Will expose Technical students 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.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

BENEFITS TO STUDENTS:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- 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.
- Opportunity to meet new people and learn networking skills.
- 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.

GUIDELINES FOR THE STUDENTS:

Step 1: Students will be required to submit “student internship programme application” in the prescribed Format to the Departmental Placement Coordinator with the signature of the Faculty mentor.

Step 2: Student will collect the NoC for internship from the Placement department.

Step 2: Student will maintain daily diary of progress in the prescribed format while undergoing internship.

Step 4: Students will submit internship report to placement cell along with the student daily diary and copy of internship certificate after completion of internship.

GUIDELINES FOR THE PLACEMENT CELL:

Step 1: Placement Cell will verify the student internship programme application form and prepare the NoC for industry.

Step 2: Placement cell will send the report to the HoD with the details of student granted NoC before the commencement of his/her internship.

Step 3: Placement cell will keep track of the Internship Report and Certificate.

GUIDELINES FOR THE FACULTY MENTOR:

Step 1: Faculty mentor will verify the industry/institute where student is going for internship.

Step 2: Faculty mentor will keep track of the student undergoing the internship under him/her.

Step 3: Faculty mentor will keep track whether the student submitted the Internship report to Placement Cell and also keep a copy of the same.

STUDENT CONDUCT AND DISCIPLINARY ACTIONS:

- Students are expected to behave with the companies in a professional and courteous manner.
- Malpractices of any sort during internship. is strictly prohibited.
Students caught attempting/presenting falsified information during internship activities will be reported to institute authorities for disciplinary actions.
- It Is MANDATORY for students to honour the commitment after accepting an internship offer from a company.
- Upon accepting an internship offer, the student must keep himself/herself available for the entire duration of the internship at the company. A student, who leaves the Internship before or during the stipulated internship period after getting selected, shall be termed as an Internship Defaulter.

RULES & REGULATIONS

- The role of the Placement Cell is of a facilitator and counsellor for internship related activities. Placement Office does **NOT** guarantee an internship. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- During the summer vacation after 2nd semester, students can avail internship at their own startups for 4-6weeks.
- During the summer vacation after 4th semester, students are ready for industrial experience for 4-6weeks.
- During the winter vacation after 5th semester, students are ready for industrial experience for 4-6weeks.
- Therefore, they may choose to undergo Internship related activities. Students may choose undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.
- **During the summer vacation after 6th semester, all students applied for Placement support must be available at institute for Placement activities.**
- As per industry needs Director / Director Corporate Relations may allow students for internship other than the time specified above.

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. Daily diary will 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, TPO 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.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

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SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

| Parameters | Needs improvement | Satisfactory | Good | Excellent |
|--|-------------------|--------------|------|-----------|
| Behaviors | | | | |
| Performs in a dependable manner | | | | |
| Cooperates with co-workers and supervisors | | | | |
| Shows interest in work | | | | |
| Learns quickly | | | | |
| Shows initiative | | | | |
| Produces high quality work | | | | |
| Accepts responsibility | | | | |
| Accepts criticism | | | | |
| Demonstrates organizational skills | | | | |

| | | | | |
|--|--|--|--|--|
| Uses technical knowledge and expertise | | | | |
| Shows good judgment | | | | |
| Demonstrates creativity/originality | | | | |
| Analyzes problems effectively | | | | |
| Is self-reliant | | | | |
| Communicates well | | | | |
| Writes effectively | | | | |
| Has a professional attitude | | | | |
| Gives a professional appearance | | | | |
| Is punctual | | | | |
| Uses time effectively | | | | |

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/Good/Excellent)

Additional comments, if any:

Signature of Industry supervisor

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STUDENT'S DAILY DIARY/ DAILY LOG

| | | | |
|--|--|---------------------------------|--|
| DAY-1 | | DATE | |
| Time of arrival | | Time of Departure | |
| Deptt./Division | | Name of finished Product | |
| Name of Supervisor With e-mail id | | | |
| Main points of the day | | | |
| | | | |

Signature of Industry Supervisor

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STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the Training and Placement Cell. Type or write clearly.

| | | |
|--|--|-----------------------------|
| Student Name: | | |
| Student Email: | | Mobile: |
| Degree: | | Stream: |
| Academic Concentration: | | Internship Semester: |
| Overall CGPA: | | |
| Internship Details: | | |
| Name of contact person: | | |
| Designation of Contact Person: | | |
| Company Name: | | |
| Company Address: | | |
| Area of Internship work: | | |
| Faculty Mentor Name: | | Signature: |
| Signature confirms that the industry / institute selected for internship by the student is verified by the Faculty Mentor. | | |
| Student Signature: | | Date: |
| Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program | | |



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