

22nd July, 2019



INSTITUTE OF ENGINEERING & MANAGEMENT, KOLKATA

INTERNSHIP POLICY

As per the institutional guidelines more than one internship/industrial training of 4-6 weeks is needed to fulfill the program objective and attain the desired outcome. Students are also encouraged to participate in industrial orientation programme from time to time.

The process of allotment/ arranging of summer internships is as follows:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Faculty members who are particularly looking after the Final/Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization. Post-training Faculty Member(s) evaluate(s) the performance of students through viva-voce.

Step 5: Students will submit training report after completion of internship.

Step 6: Training Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by Training and Placement Cell.

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 student may contact Industrial Supervisor/ Faculty Mentor/TPO 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, TPO and Faculty Mentor.

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.

Evaluation through Seminar Presentation/Viva-Voce at the Institute

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute.

The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students

S.N	Schedule		Duration		Activities	Credits	
	(Degree)	(Diploma)	(Degree)	(Diploma)		(Degree) 14-20	(Diploma) 10-16
1	Summer vacation after 2nd Semester	Summer vacation after 2nd Semester	3-4 weeks	3-4 weeks	Inter/ Intra Institutional • Activities	3-4	3-4
2	Summer vacation after 4th Semester	Summer vacation after 4th Semester	4-6 weeks	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	4-6
3	Summer vacation after 6th Semester	6th Semester	4-6 weeks	3-4 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	3-4
4	8th Semester	8th Semester	3-4 Weeks		Project work, Seminar (excluding credits for Advanced Courses)	3-4	

Credit Framework for Internship as per AICTE Norms

