

UG Internship/Industrial Training/Project Work Guidelines



Training and Placement Cell
National Institute of Technology Kurukshetra

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1. Preamble

An internship/Industrial training/Project work is the form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. The students can opt for internship/Industrial training/Project work in any industry/academic institute/R&D/PSU/Government or semi-government organizations. This caters students, the opportunity to gain valuable applied experience and explore networks in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This will not only help students in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Keeping this in view, T&P cell of the institute has developed **18 weeks to 22 weeks** UG Internship/Industrial training/Project work guidelines. These guidelines comprise of Steps for Monitoring, Evaluating & ways to execute this program in flawless manner.

2. Objectives

The internship, Industrial training, or Project work has to be meaningful and mutually beneficial to the intern, the faculty and the organization. Hence It is important that the objectives and the activities of these programs are clearly defined and understood. Following are the intended objectives for the same:

- Provide industrial exposure to the students, which cannot be simulated in the classroom and hence creating competent professionals in the industry.
- Provide hand on with latest live R&D projects by joining R&D labs or R&D academia during their industrial training tenure.
- Provide opportunity to the faculty mentors, interact with industrial/organization experts to get an insight/exposure of latest technologies used by them.
- Provide possible opportunities for interns to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Provide opportunity to the students to work directly under the faculty mentor on dedicated projects.
- To evaluate student's competency so that respective faculty can guide on the required area (Final Assessment (A) Report to be filled by employer on internship completion).
- To evaluate industrial experience of students (Student Feedback form - to be filled by students on internship completion).

3. Roles and Responsibilities of the T&P Cell

Training and Placement Cell, NIT Kurukshetra is a nodal point of contact for companies seeking to establish a meaningful relationship with the Institute. The placement team consists of Professor In-charge, Faculty In-charge, Training and Placement officer, Student coordinators and the secretariat. The T&P cell will actively implement following roles and responsibilities for UG Internship and Industrial training program:

- The cell will put his best efforts to ensure that top notch opportunities are brought for internship and Industrial trainings.
- The cell will send Invitation mail to Industries/Organization and will invite them for **18 weeks to 22 weeks** Internship and Industrial trainings program or Industries can reach directly T&P cell for hiring interns. During their visit, the cell will be managing all interactions between the visiting companies and the Institute and will provide all the possible assistance to the recruiters for Pre-Placement Talks, Conducting Tests and Interviews to the company personnel.
- The cell will do collaborations or sign MoU with the required Industries /organization /Platforms for availing internship and Industrial trainings opportunities for the students.
- For building relationship and understanding industry needs, the T&P cell officials will also visit organizations. (In some cases visits can be planned with faculty mentors).

- Any disciplinary issues reported during the Internship and Industrial trainings tenure, will be referred to the T&P cell.

4 Roles and Responsibilities of the Industry/Organization

Being an important pillar of the UG internship program, the Industry/Organization has diverse role to play. In order to create resonance between the Institute and the industry official's certain guidelines need to be mapped. Although industry will be monitoring and evaluating interns/industrial training as per their standard criteria. Still the organizations/Industry should maintain the basic guidelines shared by the Institute, so that it can be a win-win situation for both.

- The industry/organization will allot at least one mentor, who will be mentoring the interns in the internship/industrial training tenure.
- Assigned Industrial mentor will monitor and evaluate the interns and also will share the assessment form with the faculty mentor on completion of internship/industrial training, so that students can be groomed in right direction.
- The industry/organization policies and job description should be clearly shared with the interns.
- Industry/organization must maintain the attendance record of the interns.
- To evaluate the students' performance based on their experience with the students (*please refer annexure - E for details*).
- To assist the faculty mentor/T&P cell officials in their visit to your organization, as this is a part of internship evaluation process.
- To issues an Internship/Industrial training/Project work completion certificate to the students.

5 Roles and Responsibilities of the Department

As internship/industrial training/project work programs are defined as a learning experience of students, hence the active involvement of concerned departments along with their internship committee and faculty mentor will add value to it. The departments will make arrangements for all those UG students who do not get any opportunity for industrial training/Internship/Project work through T&P cell and assign faculty mentor to assist them for In-house Industrial training program/special assignments/ projects/ research problems. The genesis of performance evaluation will remain same in such cases and the role of industrial supervisor will be performed by the assigned faculty mentor. (refer evaluation process for further details)

- ⊙ Head of respective departments will constitute Internship committee (**3-5 faculty members**). The internship committee will assure that a faculty mentor will be allotted to each student before they start their internship. Ideally, **3 to 7 students** should be assigned to each faculty mentor, who will do industrial visit, guide and evaluate them during their internship tenure.
- ⊙ For effective intern supervision, the faculty mentors are expected to have discussion (telephonic or skype) with the interns to review their progress on projects, touch base, and provide them feedback. However, the faculty mentor will visit the industry/organization at least once during the internship/industrial training tenure for student's feedback. (**Recommending to visit in between 8th week to 12th week from the joining date of the internship**). Since there is no provision of foreign travel for student assessment. Indeed, the student feedback in such cases may be taken through Skype call/mail or other possible medium of communication. Pertinent to mention that the faculty mentor must have details of SPOC from the industry/organization to coordinate directly with him/her for any site visit/assessment discussion.
- ⊙ In case, because of any reason any student is unable to grab internship opportunity, then it's the responsibility of HoD/Internship committee, to assign a faculty mentor who will allocate In-house Industrial training program/special assignments/ projects/ research problems during internship tenure to the student.

- ⊙ For conducting student's Final assessment, the HoD will constitute different faculty groups (3 faculty members recommended in each group), to evaluate the internship report/presentation of all the students.
- ⊙ In case faculty mentor/HoD/internship committee members get any disciplinary issue report/feedback from the industrial mentor, it may be shared with T&P office (tnpoffice@nitkkr.ac.in).

6 Evaluation

Since a defining characteristic of internships/Industrial training/project work is a focus on learning, providing feedback is even more important for interns. In fact, it is crucial to the learning process that interns know in which areas their performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustments (as well as suggestions for what those adjustments might be). While it is up to organization which way they want go, we recommend the below mentioned evaluations process to be part of industry feedback mechanism.

Student's performance evaluation will majorly be segregated into three phase –

- **First Assessment** (*will be done within 4 weeks by the faculty mentor*) will be conducted to understand the student's vision and strategy for internship tenure. The faculty mentor will assist him/her in grooming, goal setting and defining milestones for internship tenure. This assessment will be more of KPI settings on which students and faculty mentors mutually agree (*refer Annexure-C for further details*).
- **Mid-Assessment** (*will be done on the basis of Industry visit*) will be conducted by the faculty mentor by visiting organization and post interaction with the industrial mentor and students, credits will be given on the basis of outcomes of milestones set during the first assessment (*refer Annexure-D for further details*).
- **Final assessment** will be done in two sections that is Final Assessment (A) and Final Assessment (B). The Final assessment (A) will be done by the Industrial mentor (*refer Annexure-E for further details*), while the Final assessment (B) will be done by the faculty group constituted by the Head of the respective departments (*refer Annexure-F for further details*).

Aggregation of above three phase will be used for assigning final marks. For further suggested weightage details, please refer the below table:

| Activity | Submission timeline (from internship starting date) | Assessment/Marks awarded by | Weightage |
|----------------------|---|-----------------------------|-----------|
| First Assessment | Within 4 weeks | Faculty Supervisor | 10% |
| Mid- Assessment | Between 8th week – 12th week (to be evaluated during the field visit) | Faculty Supervisor | 20% |
| Final Assessment (A) | Within last 2 weeks of the internship | Industrial Mentor | 30% |
| Final Assessment (B) | Internship/Training/Project Report | Committee Assessment | 40% |

**The complete evaluation process should be concluded and handed over to the academic branch by 10th June.*

7 Guidelines for Students

Internship, Industrial training and Project work are student centric activities. These are great opportunities for them to learn in industrial environment without being an employee of the company. Following are the guidelines for the students:

- Students should register themselves for participating in the internship drive through google form provided by T&P cell.
- Selected students may collect their confirmation letter from the T&P cell (*refer Annexure -A*).

- Before starting their internship or Industrial training, every student should coordinate with their department for assigning a faculty mentor to monitor and guide them, during their internship/industrial training tenure.
- Students on joining internship/industrial training at the concerned Industry / Organization, should submit the Joining letters to their respective supervising faculty mentor and T&P cell with the contact details of their internship supervisor. (refer [Annexure-B](#))
- The training and Placement Cell will follow the PPO protocols for monitoring the internship and Industrial training process. (refer T&P cell guidelines).
- The T&P cell guidelines will be applicable on the students throughout the process. Hence they must go through these guidelines before participating in Internship drive.
- Students may submit their Internship experience through the Student Feedback form (refer [Annexure – G](#)) to T&P cell for future reference.

8 Annexures

- Confirmation Letter (To Industry/Organization) [Annexure – A](#)
- Joining Report (to be shared by the student within a week of joining any organization) – [Annexure – B](#)
- First Assessment Report (To Be Filled by the Student and the Faculty Mentor) [Annexure – C](#)
- Mid-Assessment Report (Field Visit + Assessment Report -To Be Filled by Faculty Mentor) – [Annexure – D](#)
- Final Assessment (A) Report (To Be Filled by Industrial Mentor). – [Annexure – E](#)
- Final Assessment (B) Report (to be filled by Evaluating faculty group/ mentor) – [Annexure – F](#)
- Student Feedback Form (To Be Filled by Students After Internship Completion) [Annexure - G](#)

CONFIRMATION LETTER*

To

.....
.....

Subject: Confirmation letter of students

Dear Sir,

Kindly refer your letter/e-mail dated..... on the above cited subject. As permitted by your good self the following students will undergo 18 weeks to 22 weeks Internship in your esteemed organization under your sole guidance & directions.

| Sr.No | Name of student | Roll No. | Branch | Faculty Mentor | Faculty Mentor Email ID |
|-------|-----------------|----------|--------|----------------|-------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

This internship being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the internship. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Issue instruction regarding working hours during training and maintenance of the attendance record.
- The faculty mentor may connect industrial mentor for Industrial visit to evaluate student's performance.
- Each student is required to prepare Internship report under the supervision of industrial mentor.
- On completion of internship, the assessment report may please be forwarded to the undersigned in sealed envelope or Scanned copy to faculty mentor mail ID.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of your organization and will maintain a proper discipline with keen interest during their Internship.

Yours sincerely,

Training & Placement Officer

.....

*to be printed on letter head of T&P Cell

JOINING REPORT

(To be sent by student within a week of joining by Registered Post/scanned copy to the faculty mentor)

1. Roll No. _____
2. Name _____
3. Name of the Project (s) _____
4. Name & Address of the Organization _____

Telephone No. _____
E-mail (Concerned HR Officer): _____
5. Residential Address of the Student _____

Contact / Mobile No. _____
E-mail: _____
Stipend (If any) _____
Any Other Facility provided _____
(Like meals/ Accommodation/Conveyance etc.)

I hereby inform that I have joined the organization on _____ for the ____ Semester.

Date:

Signature of the Student

CERTIFICATE BY THE INDUSTRIAL MENTOR/CO-ORDINATOR

Certified that Mr. _____ has joined our organization for project semester.

Date:

Signature of the Coordinator
(With Seal)

1. Name of the Ind. Coordinator : _____
2. Designation : _____
3. Phone No. : _____
4. E-mail : _____

FIRST ASSESSMENT REPORT
(Submit the feedback for to your faculty mentor)

| UG INTERNSHIP - FIRST ASSESSMENT | |
|--|-------------------------|
| Student Name: | Roll No: |
| Branch: | Faculty Mentor: |
| Host Organization & Address: | |
| Industry Mentor with email and contact number: | |
| Mode of interaction with student - | |
| Note - During the Internship tenure, the Student will work in the direction to achieve below mentioned milestones. It is mandatory to set at least 3 Milestones. (Interns should discuss with their faculty mentor before setting milestones). These milestones progress will also be discussed and evaluated during the faculty mentor field visit. | |
| Student Input | Faculty Mentor Comments |
| A1. | |
| A2. | |
| A3. | |

Students Signature

Faculty Mentor Signature

MID ASSESSMENT REPORT

Department of

UG Internship Session 2019-20
(Field Visit Report)

Date of Visit:

Name of Student: Roll No.

Name of Organization

Address

.....

Name of HR Person:

Phone No. : Email

Name of Industry Mentor.....

Phone No. Email

Stipend (if any)

BRIEF PROGRESS REPORT

i) Topic/Title of the Project.

.....

ii) Type of Project

Details of Project Assignment

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Assistance required from the

Institute.....

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Response from the Industry/Remarks of Industry Coordinator

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.....

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Remarks of the Faculty Mentor

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.....

.....

(Signature of Faculty Mentor)

Name :

Designation :

(Signature of Industry Mentor)

Name

Designation

| UG INTERNSHIP - FIELD ASSESSMENT (by Faculty Mentor) | |
|--|---------------------------|
| Student Name: | Roll No: |
| Branch: | Faculty Mentor: |
| Host Organization & Address: | |
| Industry Mentor with email and contact number: | |
| Mode of interaction with student - | |
| Recommendation – The industrial mentor, faculty mentor and the student should sit together and evaluate the efforts put be the students to achieve the Milestones set during the first assessment. | |
| Outcome (refer the first assessment milestone) | Faculty Mentor Assessment |
| A1. | |
| A2. | |
| A3. | |

Industrial Mentor Remarks

Student Signature

Faculty Mentor Signature

FINAL ASSESSMENT (A) REPORT

(to be filled by industrial mentor)

Date: _____

Student Name : _____ Roll No : _____

Industrial Mentor : _____ Title : _____

Organization Name: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors: (please evaluate on the basis of top 6 relevant metrics)

| ASSESSMENT MATRIX | 5 | 4 | 3 | 2 | 1 |
|--|----------|----------|----------|----------|----------|
| Technical Knowledge((refers to knowledge, clarity of fundamentals, and latest development)) | | | | | |
| Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job). | | | | | |
| Work Quality (refer to the value of work delivered by the student, accuracy and competency level) | | | | | |
| Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates) | | | | | |
| Problem Solving Skills (refer to the involvement to find best alternative for any problem) | | | | | |
| Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought) | | | | | |
| Professional Attitude (refer to the way of handling the problems) | | | | | |
| Regularity And Punctuality (toward assigned tasks) | | | | | |
| Time Management (complete task in given time frame) | | | | | |
| Adaptability To New Environment (refers to the ability to acclimatize with new work environment/culture) | | | | | |

Remarks/Suggestion for the Institute (Can be related to academic curriculum/Core subjects etc.)

Signature of Industry Mentor

FINAL ASSESSMENT (B) REPORT

| UG INTERNSHIP - FINAL ASSESSMENT (by faculty group) | |
|--|-----------------|
| Student Name: | Roll No: |
| Branch: | Faculty Group : |

| ASSESSMENT METRIX | Excellent 8 | Good 6 | Fair 4 | Average 2 | Poor 0 |
|--|------------------------|-------------------|-------------------|----------------------|-------------------|
| Application of Engineering Principles and software/mathematical tools/Latest technology | | | | | |
| Quality of the report writing(layout, structure, written and graphical material, referencing) | | | | | |
| Presentation Skills | | | | | |
| Innovation and understanding (level of difficulty, innovation and understanding of work completed) | | | | | |
| Outcomes (results, conclusions and learning outcomes achieved) | | | | | |

Specific Remarks, if any:

| |
|--|
| |
|--|

Signature of Faculty Group

STUDENT FEEDBACK FORM

(to be filled after completion of internship)

Student Name : _____ Branch: _____ Roll No _____

Faculty Mentor : _____ Title : _____

Supervisor Email : _____ Internship was: ___Paid ___Unpaid

Organization Name: _____

Faculty Mentor: _____

Dates of Internship: From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

___ Yes, to a large extent ___ Yes, to a slight extent ___ No, not related at all

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty mentor served such a function? Why or why not?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Date _____

Student Signature _____