



Government of Maharashtra

Government College of Engineering, Nagpur

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(III & Placement Cell)

Internship Policy (w.e.f. 01/01/2022)

All students who wish to go for the internship shall accept the Internship Policy and sign on the document. They will also be required to submit a signed undertaking stipulating adherence to the Internship Policy to the III&P Cell. Institute Internship Policy is in lineup with the AICTE Model Internship Guidelines for organizing Internship at institute level. The internship policy will augment outcome based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

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I. Introduction:

1. Internship Programme Outcomes :

Internships are educational and career development opportunities, providing practical experience in a field or discipline. Following are the intended outcome of internship training programme:

- To expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- To provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- To 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.
- To create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- To gain experience in writing Technical reports/projects.
- To expose students to the engineer's responsibilities and ethics.
- To familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- To promote academic, professional and/or personal development.
- To expose the students to future employers.
- To understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- To understand the psychology of the workers and their habits, attitudes and approach to problem solving.

2. Benefits of Internship:

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 work force 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.

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.

Benefits to the Institute

- Build industrial 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.

II. Mode of Execution:

Internship may be done through following verticals through offline /online mode:

1. Full time Industry Internship cum project
2. Full time research internship at research organization/ Indian University/ Foreign University
3. Short duration (4-8 weeks) internship in industry with in house project
4. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)

1. Full time Industry Internship cum project:

- Under this category, Execution methodology expects that students should work with respective industrial domains of Engineering. Students will be working on a problem identified and assigned by industry. This Problem will be treated as Problem statement of Academic Project for 7th and 8th semester. Departmental faculty will work as a guide/ supervisor in coordination with industry mentor to arrive at a feasible solution to problem assigned by industry within 7th and 8th semester of Engineering curriculum. For this activity, time spent by student for collaborating with industry either in discussion (preapproved with prior appointments) OR Joining activity at location of industry OR periodical visits related to data collection will be treated as Industrial Internship activity. In this category no special provision is made to define specific period of 8th semester dedicated for Internship. However, project guide and industry mentor to prepare a mutual schedule of student interaction with industry throughout the project duration.

2. Full time research internship at research organization/ Indian University/ Foreign University:

- Under This Category, research project undertaken by research organization Or Internship Opportunities available at Organizations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organization for conduct of research activity during span of project. Faculty mentor from respective department will be monitoring student's progress periodically.
- If Research/ Internship tenure is more than 6 months/ spanned between last academic year of B.E. and students are required to stay at location allotted by Research organization then student should appear for Institute examination with prior permissions taken from Research/ Internship Organization during 7th and 8th semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

3. Short duration (4-8 weeks) internship in industry with in house project:

- Under This category, Academic Project and Internship will be treated as separate entity. Students will perform academic project issued by departmental faculties. Tenure of this project will be for 7th and 8th semester. Internship activity will be commenced from ESE of 7th semester for minimum period of 4 to 8 weeks. This internship should be preferably aligned with Project activities and domain area.

4. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up):

- Mode of execution under this category is governed by rules and regulations of ED cell.

III. Internship Duration and Academic Credentials:

S.N	Schedule	Duration	Activities	Credits
1.	Summer vacation after 2nd Semester	3-4 weeks	Inter/ Intra Institutional • Activities	As per the CBS and CBCS Curriculum of RTMNU
2.	Summer vacation after 4th Semester	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	
3.	Summer vacation after 6th Semester	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	
4.	8th Semester	3-4 Weeks	Project work, Seminar (excluding credits for Advanced Courses)	

- During the summer vacations, after the 2nd Semester, students are required to be involved in Inter/ Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by Training and Placement Cell of the respective institutions; contribution at incubation/ innovation /entrepreneurship cell of the institute; participation in conferences/ workshops/ competitions etc.
- During the summer vacation after 4th/ 6th semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry. In case student want to pursue their family business and don't want to undergo internship, a declaration by a parent may be submitted directly to the TPO.
- It is proposed that if a student chooses any of the suggestive activity under AICTE Activity Programme, devotes 6 months (required Internship duration) and achieve significant goals, during his degree programme, his credit requirement for the internship will be considered fulfilled.
- During the Last semester/ 8th semester, students may take Project Work & Seminar as specified in the curriculum of the institute.

IV. III & Placement Cell In Colleges:

In the institute III & Placement Cell plays an important role in boosting the career of students. The purpose of the Training and Placement Officer is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry. The overall role of the III & Placement cell is of a facilitator and counselor for training and placement related activities.

The placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct of the recruitment process of the employers for the purposeful placement of students of the institution.

Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview

Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

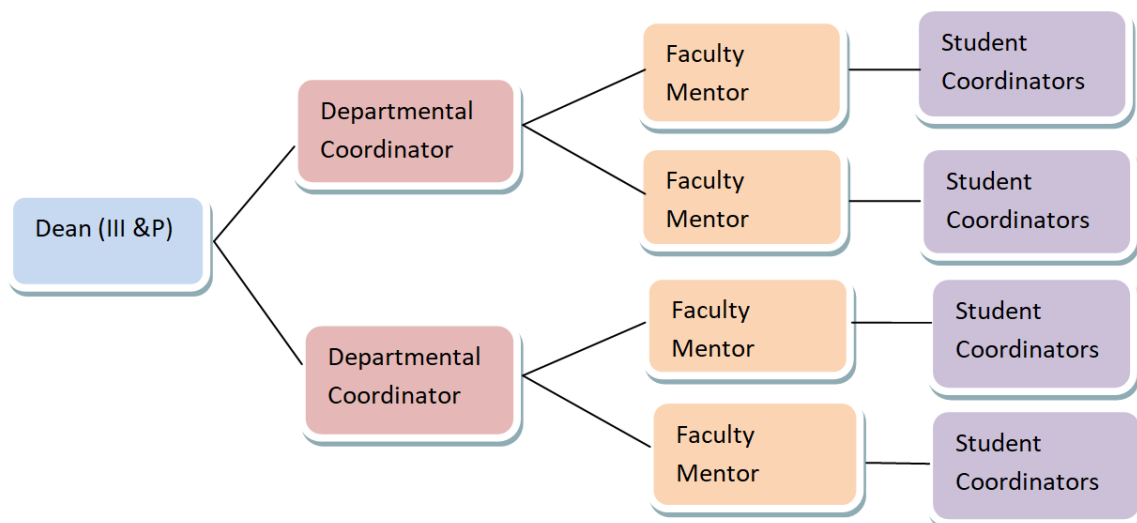


Fig.1. Organizational Structure at Institution Level

Training and Placement Officer of the Institute will be supported by a Departmental coordinator for Training and Placement Activities and Faculty Supervisors/ Mentors designated by the Head of the concerned Departments/ Principal. Each department will have a student's committee comprising of 1-3 students from each class for supporting Training and placement activities headed by Student Coordinator. Departmental coordinator and Faculty Supervisors/ Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of Training and Placement Officer.

Faculty Mentor/Supervisors have to play active roles during the internship and minimum 20 students are to be supervised by each faculty mentor or as per the departmental strength.

V. Internship Guidelines:

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/ affiliating University guidelines. The general procedure for arranging internship is given below:

- **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. (Sample attached)
- **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. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/ Trainers. (Sample Attached)
- **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.

Guidelines For The Students:

Internship/ Placement is a student centric activity. Therefore, the major role is to be played by the students. TPOs may also include involvement of the student in the following activities:

- Design and Printing of Placement Brochure – Soft copy as well as Hard copy.
- Preparing list of potential recruiters and past recruiters.
- Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement including companies HR team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to TPO.

For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Format attached). The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

VI. Allocation of Students to Industry

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students.

VII. Managing/ Facilitating The Intern(s)

Orientation of Interns: Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company.

Resource requirement of Interns: Give the intern a desk, point out the supply room, and introduce the technical support people.

Guidance/ Regular Feedback: It's important to give students lots of feedback. If interns have never done the kind of work before, they'll want to know if their work is measuring up to organizational expectations.

Monitoring of intern's progress every day: Daily progress report of Intern is to be evaluated by industry supervisor.

Periodically, examine what the intern has produced and make suggestions. Weekly supervision meetings can help to monitor the intern's work.

VIII. Student's Diary/ Daily Log

The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. Student's Diary should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

IX. 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 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.

X. Monitoring & Evaluation of Internship

The industrial training of the students will be evaluated in three stages:

1. Evaluation by Industry

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

2. Evaluation by faculty supervisor on the basis of site visit(s)

TPO/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's performance physically. Industry may give students 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

3. 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.

XI. Mapping of Internship Programme Outcome With NBA Graduate Attributes:

S.No.	Graduate Attributes from NBA	Activities proposed	Outcome
1.	Engineering Knowledge: Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Practical experience during industrial internship/ Project work.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2.	Problem analysis: Identify, formulate, research literature and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3.	Design/development of solutions: Design solutions for complex engineering problems and design system	Innovation / Entrepreneurship Activities: Participation in	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or

	components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Innovation Competitions, Idea completions, Hackathons etc	processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
4.	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced engineering courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
5.	Modern tool usage: Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.
6.	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	Rural Internship focuses on supporting all the sections of society especially in villages.	Students will learn their social responsibilities and to use their professional engineering knowledge to assess societal, health, safety, legal and cultural issues.
7.	Environment and Sustainability: Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Under the community service activities, focus on the environment and sustainability issues has been laid down.	Students will learn the importance and methods of environment protection & sustainability and will develop an ability to analyze social and environmental aspects of engineering activities.
8.	Ethics: Apply ethical principles and commit to professionals ethics and responsibilities and norms of the engineering practice.	The intern will learn to demonstrate honesty, punctuality and obey Company's business practices and procedures.	Learning of professional ethics and accountability will make student ready for the future.
9.	Individuals and team work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Students are required to help the Committees for organizing Conference/ workshop/Competiti	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.

		on at Institutional Level.	
10.	Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	To assist students in industrial training at the end of second and fourth semester. Training & Placement shall also organize training for student's Personality Development, improving Communication Skills, report writing, presentation skills, Foreign Languages etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills).
11.	Project Management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.
12.	Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students will learn to implement knowledge into practice and innovate.	Students' ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.

XII. Disciplinary Committee:

For investigating any reported act of indiscipline during internship programme and/or violation of Internship Policy by a student and suggesting suitable action, a committee comprising of concerned Head of Department, Dean – Student Affair and Dean – III&P will be constituted. The report of the committee will be submitted to the Principal, Government College of Engineering, Nagpur for final decision.

Prepared by Dean – III &P on behalf of T&P Committee.

Date: 01.01.2022

**Dr. Rewatkumar Borkar
Principal**

This document is digitally signed by the Principal.

Annexure

Student internship program application format

Complete and submit to the ACR/ Internship Program Coordinator. Type or write clearly

1. Student Name:			
2. Current Address			
3. Residence Address			
4. Email id			
5. Mobile Nos.			
6. Overall GPA			
7. Mode of Internship			
8. Internship Preferences			
	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program			
Student Signature: _____ Date _____			
I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her guide/supervisor.			
Sign of Departmental Internship Coordinator			Date

Parent/Guardian Consent Form—Internship

Please complete all blanks and sign in *three* places.

Student's Name:

Part I: Permission to Participate

I have read the information concerning the internship program and give my son/daughter, _____, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

Date

Signature of Parent/Guardian

Part II: Emergency Authorization

In the event that I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

Date:

Signature of Parent/Guardian

Part III: Liability

I hereby agree to waive and release any and all rights that I, my ward, or our representatives may have to make claim against College or their respective officers, employees, or representatives arising from injury or damages, including lawyer's fees, that may result from my ward's participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer's fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward's participation in the internship program.

Date:

Signature of Parent/Guardian

Format for request letter from institute to internship provider

To,
The General Manager (HR)

.....
.....

Subject: Request for ____ weeks industrial training of B.E/B.Tech. in _____ Engineering,

Dear Sir,

Government College of Engineering, Nagpur (GCOEN) is newly established Government institution in the state of Maharashtra, with the aim to impart quality technical education, in order to create globally competent technocrats to serve society and contribute in the progress of nation. The institute is approved by All India Society of Technical Education (AICTE), New Delhi and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur.

You may be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for _____ batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Dean III & Placement

Student Relieving Letter Format

To,

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 Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr. No.	Name of Student	Branch

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

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, you are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Sr. No.	Name of Student	Evaluation Ranking
1	Attendance and general behavior	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

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 the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on date _____. along with a copy of this letter.

Yours sincerely,

Dean (III & Placement)

Student Joining Letter Format

To,

The Dean (III & Placement),
Government College of Engineering,
Nagpur.

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organization) through letter/emailedated____, I hereby pleased to communicate you that I have joined as Internee on _____. Initially I have been posted in_____department. During this Internship, my contact number will be_____and e mail id will be_____. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the student with sign)

For Immediate Supervisor

The above mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.

Student Daily Diary (Log) Recording Format

Day-1		Date:	
Time of arrival		Time of departure	Remarks
Depart./Division		Name of finished job	
Name of HOD/ Supervisor With e-mail id			
Main points of the day			

Signature of Industry Supervisor

Format for Supervisor Evaluation of Intern

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behavior				
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 (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

Annexure- VIII

Student Feedback of Internship (To be Filled by Students after Internship Completion)

Student Name: _____ Date: _____
 Industrial Supervisor: _____ Title: _____
 Supervisor Email: _____ Internship is: Paid / Unpaid
 Company/Organization: _____
 Internship Address: _____
 Faculty Coordinator: _____ Department: _____
 Dates of Internship: From _____ To _____

Please fill out the above in full detail

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 degree, _____ Yes, to a slight degree, _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

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

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Tick one).
(Satisfactory/ Good/ Excellent)

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?)