

FORMAT – 15

PROCEEDINGS OF THE PRINCIPAL, SVCR GOVERNMENT DEGREE COLLEGE, PALAMANER

Present: _____

Proceedings R. C. No. _____/internship/20__20_____, dated _____

Sub: SVCR Government Degree College – student Internship facilities - appointment of Internship Coordinator and Departmental Internship facilitating committee (DIFC) - Academic year 2022-23 - Reg.

Ref: Minutes of Staff council meeting held on ____/____/20__

With reference to the above, the internship coordinator and 4 Departmental Internship facilitating committees (DIFC) are formed for four Streams i.e., Science, Arts, Commerce, Vocational. The internship Coordinator should coordinate the all DIFCs for smooth functioning of DIFCs as per SOP given by the APCCE, Vijayawada. The duties of the DIFCs follow

1. DIFC should identify the internship opportunities of their departments
2. Create the awareness among the students by arranging invited lectures/seminars/debates by the experts of the industry /firm
3. Guide the students to choose internships as per their abilities to build their carrier
4. Invite the applications from the students for internships
5. Allotment of internships to students with coordination of industry supervisors
6. Appointment of student mentors and liaison officers for identified industries
7. Allotment of students to the mentors
8. Providing proper guidance and counseling for the students to complete the internship
9. Evaluation of Student internship
10. Readdressing the student grievances regarding with coordination of Internship Coordinator

The members of the committees as given in Annexure-I for any queries regarding DIFC please contact _____, Internship coordinator, Phone Number: _____

Principal

Enclosures:

Annexure –I list of DIFC s of Science, Arts, Commerce, Vocational

Copy to

1. The Internship Coordinator College level
2. The Members of the all DIFCs
3. The office file

Annexure-I

1. Departmental Internship facilitating Cell (DIFC) for Science Stream

S. No.	Name of the Faculty	Designation
1		Head
2		Member/Liaison officer
3		Member
4		Member
5		Member

2. Departmental Internship facilitating Cell (DIFC) for Arts Stream

S. No.	Name of the Faculty	Designation
1		Head
2		Member/Liaison officer
3		Member
4		Member
5		Member

3. Departmental Internship facilitating Cell (DIFC) for Commerce Stream

S. No.	Name of the Faculty	Designation
1		Head
2		Member/Liaison officer
3		Member
4		Member
5		Member

4. Departmental Internship facilitating Cell (DIFC) for Vocational Stream

S. No.	Name of the Faculty	Designation
1		Head
2		Member/Liaison officer
3		Member
4		Member
5		Member