

SVCR Government Degree College Palamaner-517408

Format-16: Internship Tentative Schedule for the Academic year 2022-23

S. No.	Name of the activity	Duration		Format/format link
		Starting Date	Closing Date	
1	Appointing DIFC committee	1 st staff council Meeting		FORM-15
2	Identification of internship opportunities	During 1 st and 2 nd Sem		Internship portal
3	Enrolment of industries/firms	Throughout the year		Internship portal
4	Appointment liaison officers (for format-3)	1 st staff council Meeting		FORM-15
5	Awareness programme about opportunities	P&T Cell every 1 st Saturday		FORMAT-12
6	Inviting applications from the students for internship			FORMAT-1
7	Orientation of student by liaison officers(about format-3)			FORMAT-14
8	Selection of students/Mapping of students			Internship portal
9	Sending of request letters to industries/firms			FORMAT-2
10	Preparation of short out lists as per the replies from industry			Internship portal
11	Objectives/Guidelines/Agreement: Internship Synopsis (This will be Prepared in Consultation with Faculty mentor/industry supervisor)			FORMAT-3
12	Issuing Relieving Letters to Students			FORMAT-4
13	Mentor check list			FOMAT-18
14	Joining report			FOMAT-13
15	Checking the student diary(time of relieve)			FORMAT-5
16	Checking of Student Feedback of Internship at the time of relieve (To be filled by Students after Internship Completion)			FORMAT- 7
17	Preparation of attendance sheets (to be submitted to supervisor at the time of joining)			FORMAT-10
18	Preparation of Supervisor Evaluation of Intern(to be submitted to supervisor at the time of joining)			FORMAT-6
19	Preparation of Mentor Diary/ log book			Format -11
20	Collection of student Feedback of Internship (To be filled by Students after Internship Completion)			FORMAT- 7
21	Relieving letter of student from internship provider			FORMAT-17
22	Student project report			Follow model report given in Annexure-2
23	Preparation and submission of Evaluation of Internship by Institute Department Internship Facilitating Cell form			FORMAT-8
24	Preparation and submission of Internship Evaluation Report			FORMAT-9
25	Uploading of results in internship portal			Internship portal

Note: This should be prepared by the DIFC committee every academic year as per the guidelines of the higher authorities

******All formats available in College website www.gdcplnr.edu.in under student internship tab.
Please download fill and submit as per schedule