



# **SVCR GOVT. DEGREE COLLEGE**



## **INTERNSHIP MANUAL & DAY WISE INTERNSHIP LOGBOOK**



## **SEMESTER INTERNSHIP POLICY GUIDELINES & PROCEDURES**

## Basic Details Sheet

### Student Details

Name of the Student .....

*(Write Full Name in Capital Letters)*

Registration No .....

Branch .....

Section .....

Paste Recent  
Passport Size  
Photograph

### Industry Details

Industry Name .....

Place .....

Name of the Industry Supervisor .....

Regulation .....

Academic Year .....

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## **STUDENT INTERNS SHOULD**

- ✓ Understand the company and industry in which they are placed.
- ✓ Formal dress code is mandatory.
- ✓ Maintain cordial relationship and be polite with the Company Executives.
- ✓ Think before you speak.
- ✓ Respect the time of other people.
- ✓ Be in touch with the Faculty Guide always and consult him / her to reinforce the relevant concepts.
- ✓ Maintain strict confidentiality of the company's information.
- ✓ Be present whenever the Faculty Guide or the Internship Coordinator or any other Institute officials visits the company.
- ✓ Concentrate on assignments and complete the allotted individual tasks on time.
- ✓ Maintain Daily Logbook and update it regularly.
- ✓ Communicate professionally
- ✓ Be willing to come early and stay late



## **STUDENT INTERNS SHOULD NOT**

- ✗ Attend the office in informal dress.
- ✗ Be late.
- ✗ Be impolite or rude to the Company Executives.
- ✗ Text and talk on cell phones.
- ✗ Make excuses.
- ✗ Criticize the company's policies and the Company Executives.
- ✗ Misuse the facilities offered by the company.
- ✗ Leave the office without prior permission from the Company Guide.
- ✗ Borrow money or any other personal effects of the Company Executives.



## INTERNSHIP – LEARNING OUTCOMES



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- ❖ Explore career alternatives prior to graduation.
- ❖ Integrate theory and practice.
- ❖ Assess interests and abilities in their field of study.
- ❖ Learn to appreciate work and its function towards future.
- ❖ Develop work habits and attitudes necessary for job success.
- ❖ Develop communication, interpersonal and other critical skills in the future job.
- ❖ Build a record of work experience.
- ❖ Acquire employment contacts leading directly to a full-time job following graduation from college.
- ❖ Acquire additional skills required for world of work.

# MENTORING & EVALUATION OF INTERNSHIP

## **ASSESSMENT MODEL FOR TWO MONTH APPRENTICESHIP**

The two months internship of the student is evaluated in two stages:

1. Evaluation by the industry.
2. Evaluation by the mentor.

### **1. EVALUATION BY THE INDUSTRY**

The industry evaluates the students based on the punctuality, eagerness to learn, Maintenance of Daily Logbook (dairy) and skill test (if any) in addition to any remarks.

### **2. EVALUATION BY THE MENTOR**

The assessment is to be conducted for **100 marks** and the credits assigned are **4 credits**. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightage shall be:

**Project Log** **20M**

While grading the student's performance, using the student's project log, the following are taken into account –

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

**Project Implementation** **30M**

The assessment for Project Implementation includes the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

**Project report** **25M**

The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

## Presentation

25M

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. Assessing the involvement in the project
- b. Presentation skills
- c. Final outcome of the project as evinced by the student.

## **ASSESSMENT MODEL FOR THE SEMESTER LONG APPRENTICESHIP**

The assessment for the V / VI Semester long apprenticeship is for **200 marks** and credits assigned are **12**. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every month up to four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing internship. The assessment for this internship will be **both internal and external assessment**.

The components of internal assessment during this third internship shall include the following components and based on the entries of Project Log and Project Report and Project Presentation.

There shall be a final evaluation committee comprising of the Principal, the Teacher Guide, the Internal Expert and the External Expert nominated by the affiliating University. The final evaluation committee shall consider the following for evaluation –

- A. Monthly Reports submitted by the student
- B. Final Project Report
- C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training.

To evaluate and award marks, the Committee conducts viva voce examination at the college.

<b>Internal Assessment Component</b>	<b>MAX. MARKS</b>
1. Project Log	<b>10</b>
2. Project Implementation	<b>20</b>
3. Project Report	<b>10</b>
4. Presentation	<b>10</b>
<b>TOTAL</b>	<b>50</b>
<b>External Assessment Component</b>	<b>MAX. MARKS</b>
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	<b>100</b>
External Viva Voce	<b>50</b>
<b>GRAND TOTAL</b>	<b>200</b>



## INTERNSHIP MANNUAL

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## CHAPTER 1

# INTERNSHIP & ITS IMPORTANCE

### 1.1. INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The interaction of Academic Institutions with the industries has been restricted to the level of faculty communications and 2 to 4-hour industrial visits by the students generally. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from Academic institutions lack the experience and skills required by industry. **SVCRC Government Degree College, Palamaner (SVCRCGDC PLNR) has incorporated semester long Internship program at terminal semester of Bachelor's Degree Curriculum since 2020-21 Academic Year.** Through Internship Program, SVCRCGDC PLNR is ready to produce competent employable graduates as per the needs of the industries. This manual provides the detailed guidelines for the internship for students of all Undergraduate students, duration of (2+2+6 months) ten months' at different stages of the program as per APSCHE and APCCE guidelines. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the APSCHE.

### 1.2. OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised tasks often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Virtual Internships meeting below mentioned objectives in the present document can also be permitted provided the offering agency is a MNC or globally reputed and leading organization offering virtual Internships. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical/managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.

- Expose students to the UG level responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

### 1.3. BENEFITS OF INTERNSHIP

<b>Benefits to the Industry</b>	<b>Benefits to Students</b>	<b>Benefits to the Institute</b>
<ol style="list-style-type: none"> <li>1. Availability of ready to contribute candidates for employment.</li> <li>2. Year-round source of highly motivated pre-professionals.</li> <li>3. Students bring new perspectives to problem solving.</li> <li>4. Visibility of the organization is increased on campus.</li> <li>5. Quality candidate's availability for temporary or seasonal positions and projects.</li> <li>6. Freedom for industrial staff to pursue more creative projects.</li> <li>7. Availability of flexible, cost-effective work force not requiring a long-term employer commitment.</li> <li>8. Proven, cost-effective way to recruit and evaluate potential employees.</li> <li>9. Enhancement of employer's image in the community by contributing to the educational enterprise.</li> </ol>	<ol style="list-style-type: none"> <li>1. An opportunity to get hired by the Industry/ organization.</li> <li>2. Practical experience in an organizational setting.</li> <li>3. Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world.</li> <li>4. On-floor experience provides much more professional experience which is often worth more than classroom teaching.</li> <li>5. Helps them decide if the industry and the profession is the best career option to pursue.</li> <li>6. Opportunity to learn new skills and supplement knowledge.</li> <li>7. Opportunity to practice communication and teamwork skills.</li> <li>8. Opportunity to learn strategies like time management, multi-tasking etc., in an industrial setup.</li> <li>9. Opportunity to meet new people and learn networking skills.</li> <li>10. Makes a valuable addition to their resume.</li> <li>11. Enhances their candidacy for higher education.</li> <li>12. Creating network and social circle and developing relationships with industry people.</li> <li>13. Provides opportunity to evaluate the organization before committing to a full-time position.</li> </ol>	<ol style="list-style-type: none"> <li>1. Build industrial relations.</li> <li>2. Makes the placement process easier.</li> <li>3. Improve institutional credibility &amp; branding.</li> <li>4. Curriculum revision can be made based on feedback from Industry/students.</li> <li>5. Improvement in teaching learning process.</li> <li>6. Number of placements may increase</li> <li>7. Opportunity to establish incubation center on Campus</li> <li>5. Consultancy projects may be attracted</li> </ol>

## CHAPTER - 2

# GUIDELINES FOR ORGANIZING INTERNSHIP

### 2.1. INTERNSHIP DURATION AND ACADEMIC CREDENTIALS

The following framework is proposed to give academic credit for the internship component as part of the programme.

- A minimum of 12-credits of full semester Internship/ Industry – oriented mini project/Industrial visit has been counted toward 2020-21 onwards degree programme
- For the Semester-long Internship, 1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc. This will result in about 600 to 700 hours of total internship duration for all UG courses

The minimum duration and credits for other internship related courses is as follows:

**Table 1: Credit framework for Internship**

Internship Number	Schedule	Duration	Activities	Credits
1	Community Service Project(CSP)	2 months(8 Weeks) minimum 120 hours to be spent in the society between 2 <sup>nd</sup> and 3 <sup>rd</sup> Semester summer vacation	Visiting the villages to understand the various services that should be needed for betterment of their lives by conducting socio economic survey. submission of project report	4
2	Industrial Visit (Short term Internship/Training)	2 months(8 Weeks) minimum 120 hours to be spent after 4 <sup>th</sup> Semester –summer vacation	Student should visit an Industry and submit a report on organizational structure, process details, marketing strategy, economics and possibility of technological up gradation.	4
3	Industry-oriented internship and mini project (During 5 <sup>th</sup> /6 <sup>th</sup> Semester )	Full Semester (540 hours)	Periodic reviews and continuous assessment by Industry supervisor and Academic supervisor, Project work, seminar etc.,	12

**Note:** Industries allowed – Govt./NGO/MSME/Rural Internship/Innovation / Entrepreneurship / Private Industry.

Every student is required to prepare a file containing documentary proofs of the activities done by him. The evaluation of these activities will be done by Programme

Head/Departmental Internship Facilitating Cell member/ Industry Supervisor as specified in the **Table 2**.

The **Table 2** gives the Overall compilation of internship activities, list of sub-activities under each of these segments, the level of outcome expected, evidence needed to assign the points and the minimum duration needed for certain activities.

**Table – 2 Overall compilation of Internship Activities / Credit Framework**

<b>Major Head of activity</b>	<b>Credits (Max)</b>	<b>Period</b>	<b>Total duration in weeks</b>	<b>Sub Activity Head</b>	<b>Proposed document as evidence</b>	<b>Evaluated by</b>	<b>Performance appraisal/ Maximum points/ activity</b>
Community Service Project (CSP)	4	After 4 <sup>th</sup> Semester – summer vacation	8 weeks	As specified in Academic regulations 2020-21	Evaluation report	Head of the Department or nominee and two senior faculty of the department including the industrial visits coordinator/mentor/supervisor Only internal evaluation for 100 marks	As per Grading system
Industrial Visit (Short term Internship /Training)	4	After 4 <sup>th</sup> Semester – summer vacation	8 weeks	As specified in Academic regulations 2020-21	Evaluation report/ Certificate	Head of the Department or nominee and two senior faculty of the department including project coordinator/mentor/supervisor Only internal evaluation for 100 marks	As per Grading system
Full-semester Internship	12	5 <sup>th</sup> / 6 <sup>th</sup> Semester	Full Semester (Around 24 weeks)	As specified in Academic regulations 2020-21	Evaluation report/ Certificate	Internal Evaluation for 100 marks: Departmental Internship Facilitating Cell member/Industry supervisor External Evaluation for 500 Marks: Committee consisting of External Expert	As per Grading system

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## 2.2. DEPARTMENTAL INTERNSHIP FACILITATING CELL (DIFC) & ITS ROLE

The Departmental Internship Facilitating Cell (DIFC) is to be headed by a senior faculty. Faculty Supervisors/ Mentors are nominated by the Head of the concerned Departments. DIFC is supported by Placement cell and Head of Entrepreneurship, Innovation and Start- Up Center (**EISC**). Industry may allocate a supervisor on the request of the Institute for necessary support and help in executing of Internship program. Each department will have a Student's committee comprising of 1-3 students from each class for supporting Internship activities. One of the students acts as a coordinator.

**DIFC is to be constituted at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students.**

**Faculty Supervisors/mentor plays active roles during the internship. Every faculty/mentor is allotted certain number of students to guide them during the Internship. The faculty supervisor acts as a project guide and he/she mentors the students with the help of industry personnel.**

- It releases the tentative schedule in **Format – 16**.
- The overall role and purpose of DIFC is to facilitate and 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 cell shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills.
- Further, to assist students for industrial training at the end of fourth and **fifth/sixth** semester the DIFC 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.

Budget will be allocated by the institute to facilitate the functioning of the cell and meet the funding requirements for various activities.

The proposed organizational structure of Internship execution is as follows:

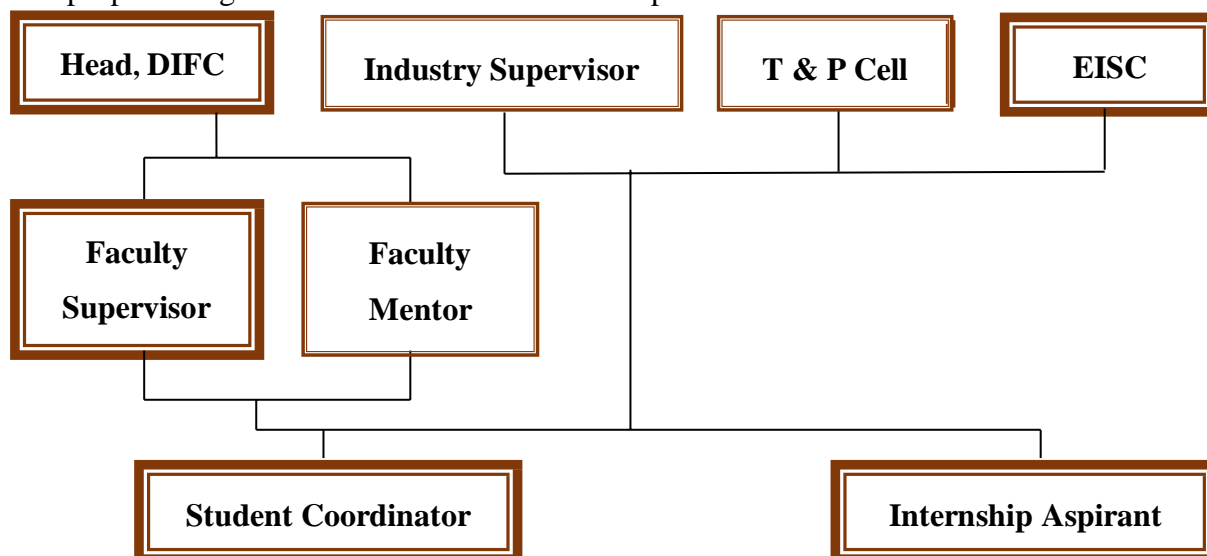


Fig.1. Organizational Structure of Internship execution

### 2.3. INTERNSHIP GUIDELINES

The **DIFC** will arrange internship for students in industries/organization or as per Institute guidelines. Online system for arranging and managing internships may also be devised, if necessary. The general procedure for arranging internship is given below:

- Step 1:** Request Letter/ Email from the Head of the Institution /Head of the cell should go to industry request to allot various slots for a short term/long term 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 to concerned department.** Based on the number of slots agreed to by the Industry, Department 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 DIFC.
- 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 periodically at least twice in a week by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office for 100 marks with the consent of Industry persons/ Trainers. (Sample Attached)
- Step 5:** Students will submit project report after completion of internship.
- Step 6:** Training Certificate is obtained from industry.
- Step 7:** The performance of student is finally evaluated by the committee consisting of external expert, Head, and faculty supervisor for 500 marks.

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## **2.4. GUIDELINES FOR THE STUDENTS**

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

- Design and Printing of importance of Internship and its guidelines – Soft copy as well as Hard copy.
- Preparing list of potential Internship providers.
- Presentation at various organizations, if required.
- Coordinating activities related to Internship

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

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.

## **2.5. HEALTH SAFETY AND WELFARE OF INTERNS:**

SVCR GDC PLNR will ensure insurance of all the students and when any intern is undergoing training in a mine, the provisions of Chapter V of the **Mines Act, 1952**, shall apply in relation to the health and safety of the trainees as if they were persons employed in the same.

Special safety protocols for Epidemics/Pandemics shall be followed as per government norms. The activities may be through online in such special cases.



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## **CHAPTER - 3**

# **GUIDELINES TO INDUSTRY FOR PROVIDING INTERNSHIP**

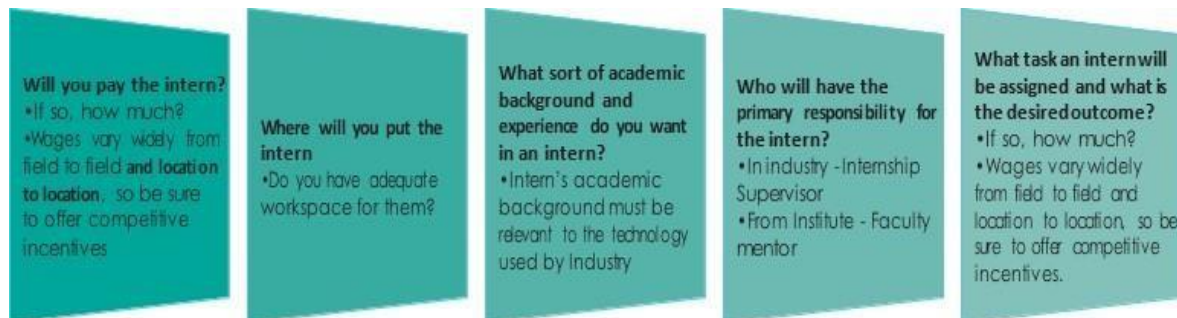
For meeting the objectives of the internship programme and successful implementation, Internship program have to be designed keeping in view the company's requirements and students' profile. Design of internship programme can be developed by industry in collaboration with the institute. It may be comprised of the following steps:

### **3.1. IDENTIFY TARGETS/GOALS**

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- The benefits that can be attained from Interns
- Technical help expected from Interns in case of small companies
- Expecting motivated Interns to grow quickly
- Providing rewarding experience
- Expecting Interns with Managerial skills

### **3.2. PRE-INTERNSHIP PLANNING**



### **3.3. WRITTEN PLAN**

Internship program plan is carefully developed. An internship is developed in such a way that it meets all the requirements of industry supervisor/mentor, interns and institute faculty. It includes:

- Job description/internship duties.
- Name of the project, if any.
- Internship Schedule and Expected learning outcomes.

Students can offer a fresh perspective to the business, strategies, and plans. To really reap these benefits, students may be included in brainstorming sessions and meetings etc. The intern may also be given opportunity to understand Project Management and finances. This will help him to apply these to one's own work, as a member and leader in a team. Companies may take the opportunity to use them to find out some digital solutions for various issues.

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### 3.4. ALLOCATION OF STUDENTS TO INDUSTRY

After the allocation of internship slots by the industry to the institute, the students are 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. DIFC evolved transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

### 3.5. ORIENTATION BY THE INSTITUTE

The industry has to provide the following when the student reports as an intern for internship.

- i) Work hours schedule must be explained
- ii) Bringing awareness of the precautions to be taken
- iii) Allotting students to a particular person in the industry to monitor day to day work progress.
- iv) A Proper workplace may be allocated
- v) The expected work output has to be explained.
- vi) In order to access the programs of Intern as well as work outcome periodically (weekly) feedback has to be collected from the interns and make suggestions.
- vii) **Monitoring of intern's progress every day:** Daily progress report of Intern is to be evaluated by industry supervisor. Maximum use of short term/long term internship has to be ensured for the intern as well as industry.

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## **CHAPTER - 4**

### **INTERNSHIP REPORT**

#### **4.1. STUDENT'S DAIRY/ DAILY LOG**

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. 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. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

Student's Diary and Internship Report 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.

#### **4.2. INTERNSHIP REPORT**

After completion of Internship, the student should prepare a comprehensive report to indicate what he/she has observed and learnt in the training period. The student may contact Industrial Supervisor/ DIFC members 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 Industry Supervisor, and one DIFC member. 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.

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## **CHAPTER - 5**

# **MONITORING & EVALUATION OF INTERNSHIP**

### **ASSESSMENT MODEL FOR TWO MONTH APPRENTICESHIP**

The two months internship of the student is evaluated in two stages:

1. Evaluation by the industry.
2. Evaluation by the mentor.

#### **1. EVALUATION BY THE INDUSTRY**

The industry evaluates the students based on the punctuality, eagerness to learn; Maintenance of Daily Logbook (dairy) and skill test (if any) in addition to any remarks.

#### **2. EVALUATION BY THE MENTOR**

The assessment is to be conducted for **100 marks** and the credits assigned are **4 credits**. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightings shall be:

#### **Project Log 20M**

While grading the student's performance, using the student's project log, the following are taken into account –

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

#### **Project Implementation 30M**

The assessment for Project Implementation includes the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

#### **Project report 25M**

The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.

- d. Analysis of the problem.
- e. Recommendations and conclusions.

### **Presentation**

**25M**

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. Assessing the involvement in the project
- b. Presentation skills
- c. Final outcome of the project as evinced by the student.

### **ASSESSMENT MODEL FOR THE SEMESTER LONG APPRENTICESHIP**

The assessment for the V / VI Semester long apprenticeship is for **200 marks** and credits assigned are **12**. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every moth up to four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing internship. The assessment for this internship will be **both internal and external assessment**.

The components of internal assessment during this third internship shall include the following components and based on the entries of Project Log and Project Report and Project Presentation.

There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University. The final evaluation committee shall consider the following for evaluation –

- A. Monthly Reports submitted by the student
- B. Final Project Report
- C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training.

To evaluate and award marks, the Committee conducts viva voce examination at the college.

<b>Internal Assessment Component</b>	<b>MAX. MARKS</b>
1. Project Log	<b>10</b>
2. Project Implementation	<b>20</b>
3. Project Report	<b>10</b>
4. Presentation	<b>10</b>
<b>TOTAL</b>	<b>50</b>
<b>External Assessment Component</b>	<b>MAX. MARKS</b>
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	<b>100</b>
External Viva Voce	<b>50</b>
<b>GRAND TOTAL</b>	<b>200</b>

---

# **PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS**

**FORMAT-1**

**STUDENT INTERNSHIP PROGRAM APPLICATION**

(Complete and submit to the DIFC. Type or write clearly)

Photo  
attested  
By  
The Head  
DIFC

1. Student Name:			
2. College Address:	<b>SVCR GOVERNMENT DEGREE COLLEGE, PALAMANER, CHITTOOR DIST</b>	Phone:	
3. Home Address:		Phone:	
		(Student )	
		(father/Guardian)	
3 a. Student email address:			
4. a Academic Concentration: BA/ B.Com /B.Sc/B.Voc		5. Internship Semester: II/IV/V/VI Year 20__ --20__	
4. b Course:			
6. SSC GPA/Marks:		7. Intermediate : GPA/Marks	
8. Degree I Sem Marks Percentage/Grade :		II Sem Marks Percentage/Grade :	
III Sem Marks Percentage/Grade:		IV Sem Marks Percentage/Grade :	
9. Internship Preferences			
	Location	Core Area	Company/institution/firm
Preference-1			
Preference-2			
Preference-3			
Faculty mentor/Student mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor. The information furnished is correct to best of your knowledge.			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Programme			

**Office use only**

He is selected and allowed to join as internee in our _____ factory/firm, as per the intimation through his faculty mentor. Subjected to conditions
Signature of Manager/HR

**FORMAT - 2**

**REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER**

**From**

**The Principal,  
The Department Internship Facilitating Cell.  
Coordinator Industrial Internship  
B.A/ B.Com/B.Sc/B.Voc Degree Programme  
SVCR Government Degree College  
Palamaner, Chittoor Dist., A.P**

**To**

**The General Manager/ HR**

.....

.....

**Subject:** Request for 08week's CSP/08 week's short term /Semester long industrial training internship of B.A/ B.Com/B.Sc/B.Voc Degree Programme.

Dear Sir,

Our students have selected internship training in your esteemed Organization in the previous /in this year by the Government of AP. I acknowledge the help and the support extended to our students during selection/training in previous/this year. You must be aware that the Government of AP introduced industrial internship mandatory for all undergraduate students from academic year2020-21.

In view of the above, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord our permission and give at least one-week time for students to join training after confirmation. The list of students enclosed herewith.

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

A line of confirmation will be highly appreciated.

With warm regards,  
Yours sincerely,

Head, DIFC/

Industrial connect Nodal officer

Enclosures:

1. List of selected students



List of selected Students

S. No.	Name	Roll No.	Year	Discipline
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Signature of the Head DFIC/

Nodal officer industrial Connect

## **FORMAT - 3**

### **OBJECTIVES/GUIDELINES/AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)**

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

#### **Part I: Contact Information**

##### **Student**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Class Year: \_\_\_\_\_

Campus Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

##### **Industrial Supervisor**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_ City, State, Pin: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

##### **Faculty Mentor**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

##### **Academic Credit Information**

Internship Title: \_\_\_\_\_ Department: \_\_\_\_\_

Course: \_\_\_\_\_ Credits: \_\_\_\_\_

Grading Option: Credit/Non-credit \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Internship is: Paid/Unpaid \_\_\_\_\_

## Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding
  
  
  
  
  
  
  
  
  
  
- Skills

**Learning Activities:** How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

**On the job:** Describe how your internship activities will enable you to meet your learning objectives.

Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

**Teaching/Mentoring Activities:** How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

**Off the job:** List reading, writing, contact with faculty supervisor, peer group discussion, fieldtrips, observations, etc., you will make and carryout which will help you meet your learning objectives.

**Evaluation:** Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g., Journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

**Part III: The Internship**

**Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines etc. How can you contribute to the organization/site of internship?

**Supervision:** Describe in as much detail as possible the supervision to be provided/needed the worksite. List what kind of instruction, assistance, consultation you will receive from whom, etc.

**Evaluation:** How will your work performance be evaluated? By whom? When?

**Part IV: Agreement**

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time up on written notice, which is received and agreed to by the other two parties.

Student..... Date.....

Faculty Mentor..... Date.....

Industry Supervisor..... Date.....

## **FORMAT - 4: RELIEVING LETTER OF STUDENT**

Department Internship Facilitating Cell (DIFC)

To

.....  
.....

**Subject:** Relieving letter of Student and Industry.

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:

S.No.	Name of Students	Roll No.	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.

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.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behavior	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	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 dated.....along with a copy of this letter.

**Yours sincerely,  
Head, DIFC**

**FORMAT - 5: STUDENT'S DAILY DIARY/ DAILY LOG**

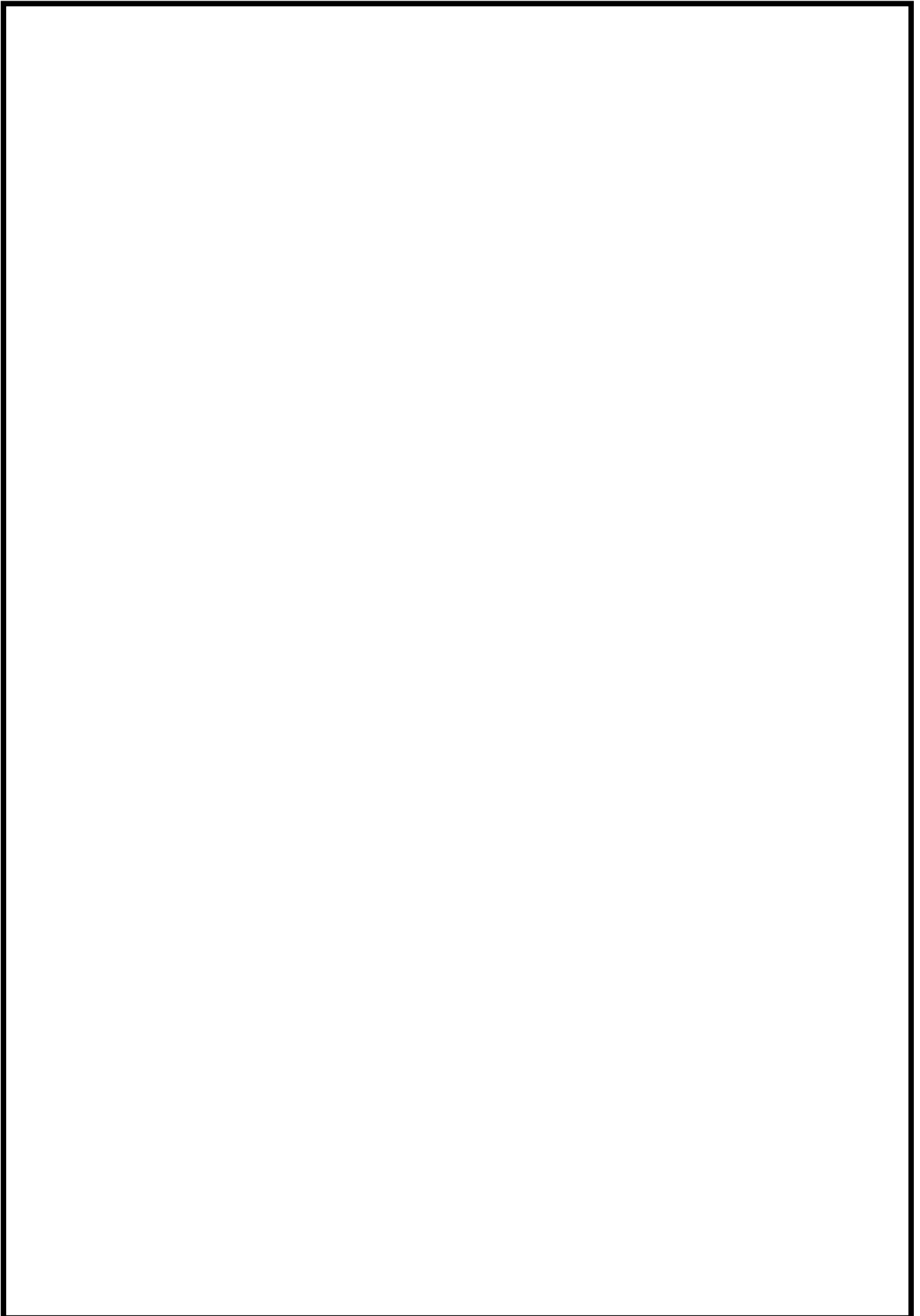
**Week** \_\_\_\_\_

S. No	Date	Time of arrival	Time of Departure	Duration	Student observations (Record main points)	Signature of the supervisor/HR

*Note: 1. please write main points which are useful for preparation of project  
2. It should be submitted along with project report*

***Signature of the Mentor***

***ADDITIONAL WORK SPACE***



## FORMAT - 6: SUPERVISOR EVALUATION OF INTERN

Student name ..... Date: .....

Work supervisor ..... Title: .....

Company/Organization .....

Internship address: .....

Dates of Internship: From ..... To .....

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
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 (circle one):

(Needs improvement/Satisfactory/\_\_\_\_\_ Good/\_\_\_\_\_ Excellent)

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager .....



**FORMAT - 7**

**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)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
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					

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? (Circle 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?)

**FORMAT - 8: PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE  
DEPARTMENT INTERNSHIP FACILITATING CELL**

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**Evaluation (I) -----**

1. Name of Student \_\_\_\_\_ Mob. No. \_\_\_\_\_

2. Roll No. \_\_\_\_\_

3. Branch/Semester \_\_\_\_\_ Period of Training \_\_\_\_\_

4. Home address with Contact No. \_\_\_\_\_

5. Address of Training Site: \_\_\_\_\_

6. Address of Training Providing Agency: \_\_\_\_\_

7. Name/Designation of Training in-charge \_\_\_\_\_

8. Type of Work \_\_\_\_\_

9. Date of Evaluation \_\_\_\_\_

a) Attendance: \_ (Satisfactory /Good/Excellent)

b) Practical work: \_ (Satisfactory /Good/Excellent)

c) Faculty's Evaluation: \_ (Satisfactory /Good/Excellent)

d) Evaluation of Industry: \_ (Satisfactory /Good/Excellent)

**Overall grade:** \_ (Satisfactory /Good/Excellent)

**Signature of Faculty Mentor**

**Signature of Internship Supervisor (Industry)**

**With date and stamp**

**\*Photocopy of the attendance record duly attested by the training in-charge /mentor should be attached with the evaluation Performa.**

## **FORMAT - 9: INTERNSHIP EVALUATION REPORT**

(For 3 year B.Sc / B.Voc / B.A / B.Com Programme)

Name & Address of Organization

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S. No.	Name of the Student	Roll No.	Marks to be awarded by			Overall Grade
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory / Good/ Excellent)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## FORMAT - 10: ATTENDANCE SHEET

(For 3 year B.Sc / B.Voc / B.A / B.Com Programme)

Name & Address of Organization

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---

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Trg.:	
Date of Completion of Training:	

### Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

### Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign /initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as 'A' in **Red Ink.**

Signature of Company internship supervisor

with company stamp/ seal

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

# ADDITIONAL INFORMATION

## **APSCHE/APCCE**

Activity Point  
Program & MOUs

## CHAPTER 7

### ADDITIONAL INFORMATION

## APSCH/PCCE ACTIVITY POINT PROGRAMME

(Guidelines/SOP)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
(A Statutory Body of the Government of A.P)  
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,  
6<sup>th</sup> Battalion Road, Atmakur (V), Mangalagiri (M)  
Guntur – 522 503, Andhra Pradesh  
Web: [www.apsche.org](http://www.apsche.org). Email: [academiccell@apsche.org](mailto:academiccell@apsche.org)



PROF.B.SUDHEER PREM KUMAR  
SECRETARY

Lr.No.APSCH/AC/CBCS-2019-20/Review/22

Dt. 27.06.2022

To  
The Registrars of

Andhra University	Acharya Nagarjuna University	Sri Venkateswara University
Krishna University	Vikrama Simhapuri University	Adikavi Nannayya University
Yogi Vemana University	Sri Krishnadevaraya University	Rayalaseema University
Dr.B.R.Ambedkar University		

Sir/Madam,

Sub: APSCH-AC-Revision of syllabus under CBCS with effect from 2020-21-Guidelines  
-Corrigendum issued – Reg

Ref: 1. G.O Ms.No.46 HE (CE) Dept. Dt: 22.12.2020  
2. Lr.No.APSCH/AC/CBCS-2019-20/Review/22 Dt. 25.03.2022

-oOo-

The Council vide letter under reference 2 has informed that:

- i. as per the guidelines placed in the website of the APSCH, there shall be a mandatory 10 month internship for all UG programmes in 3 phases – 1<sup>st</sup> phase of Internship is a Community Service Project after the end of 2<sup>nd</sup> semester examinations; 2<sup>nd</sup> phase of Apprenticeship / Internship / On the Job Training is after the end of 4<sup>th</sup> semester examinations and the 3<sup>rd</sup> and final phase of Apprenticeship / Internship / On the Job Training in semester 5/6 is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work along with developing social consciousness and compassionate commitment towards the neighbourhood.
- ii. in order to ensure presence of work force in firms/companies/organisations etc., throughout the year and to balance the work load in Degree Colleges, only 50% of students in a class shall be allotted Internship in V Semester and the remaining 50% shall attend classes on Skill Enhancement Courses (SECs).
- iii. The 50% of students who attended internship in V semester shall attend classes for SECs in VI Semester and the 50% students who attend classes for SECs in Semester V shall go for internship in VI Semester. In either Semester V or VI only 50% of students in a class will be in Internship or

attend classes for SECs. The students may be given a choice to opt for internship either in semester-V or semester-VI.

Accordingly, the contents of the table in the letter under reference 2 with regard to duration and hours of the 10 month mandatory Apprenticeship / Internship / On the Job Training for UG programmes as per the revised CBCS curriculum with effect from 2020-21 have been modified and shall be read as follows:

Internship Number	Apprenticeship / Internship / On the Job Training	Duration	To be held	Hours	Credits
1 <sup>st</sup> internship	Community Service Project	8 weeks	After the end of 2 <sup>nd</sup> semester, i.e during intervening summer of semesters 2 and 3	180	4
2 <sup>nd</sup> internship	Apprenticeship / Internship / On the Job Training	8 weeks	After the end of 3 <sup>rd</sup> semester, i.e during intervening summer of semesters 4 and 5	180	4
3 <sup>rd</sup> and final internship	Apprenticeship / Internship / On the Job Training	One semester	5 <sup>th</sup> or 6 <sup>th</sup> semester - 50% of students in a class to undergo in 5 <sup>th</sup> semester while the rest 50% to undergo in 6 <sup>th</sup> semester	540	12

It is further informed that for the students who are admitted in first year during the academic years 2020-21 and 2021-22, the Community Service Project can be done anytime during III to VI semesters, including weekends or holidays, completing the mandatory 8 weeks.

The Universities are therefore requested to note the changes in execution of the final internship and communicate it to all the Degree colleges affiliated to the University.

Yours faithfully,

  
29/6/2022  
SECRETARY

Copy to:

The Vice Chancellors of the affiliating Universities

The Deans, Academic Affairs of the affiliating Universities

Principals of all Autonomous Colleges in the State of AP



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## **CHAPTER 8**

### **APSHE/APCCE'S ASSISTANCE/ FACILITATION**

**(For information purpose only)**

#### **8.1. MOUS WITH DIFFERENT ORGANIZATIONSTO FACILITATE INTERNSHIP PROGRAM**

In order to facilitate internships for the students, APSCHE/APCCE has been identifying organizations/Ministries both in India & abroad and signing MoUs. APSCHE/APCCE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the APSCHE/APCCE websites [www.apschelmsepragathi.ap.gov.in](http://www.apschelmsepragathi.ap.gov.in), and [www.apcce.gov.in](http://www.apcce.gov.in)

The institutions are requested to adequately publicize this information on their website so that students can apply for internship.

---

## 8.2. GENERAL INTERNSHIP GUIDELINES

- Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
  - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
  - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

### 8.3. MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH UGC

#### GRADUATE ATTRIBUTES

S.No.	Graduate Attributes from NBA	Activities proposed	Outcome
1.	Knowledge: Apply the knowledge of his specialization for the solution of complex problems.	Practical experience during Industrial internship/ Project work.	An ability to apply knowledge in application of techniques, tools and resources on the project. The application of systematic processes appropriate to the internship program.
2.	Problem analysis: Identify, formulate, research literature and analyze complex problems reaching a substantiated conclusion using fundamental principles.	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 problems in order to reach substantiated conclusions.
3.	Design/development of solutions: Design solutions for complex problems and design system components or processes that meet the specified needs with appropriate consideration for public Health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended problems and to design systems, components or 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 IT tools, including prediction and modelling of complex 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 practices	The AICTE Activity Point Program 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 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 industrial activities.
8.	Ethics: Apply ethical principles and commit to professional's ethics and responsibilities and norms of the industrial 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 multi-disciplinary settings.	Students are required to help the Committees for organizing Conference/workshop/Competition at Institutional Level.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
10.	Communication: Communicate effectively on complex professional activities with the industrial 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 industries 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 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.



**SVCR GOVERNMENT DEGREE COLLEGE  
PALAMANER**

**Day wise Student Internship Diary**

# ATTENDANCE SHEET

(For 2 Months Internship)

Programme – B.A/B.Com/B.Sc/B.Voc

Group - \_\_\_\_\_

Name & Address of the Company/Organisation

.....

.....

.....

.....

Name of the student .....

Hall Ticket No .....

Name of Course .....

Date of commencement of Training .....

Date of completion of Training .....

*Initials of the Student*

Month & Year	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

*Note:*

1. Attendance sheet should remain affixed in Daily Logbook. DO not remove it or tear it off.
2. Student should sign/initial in the attendance column. Do not mark 'P'.
3. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Signature of Company internship supervisor  
with company stamp/seal

Name .....Contact No .....

# ATTENDANCE SHEET

(For 6 Months Internship)

Programme – B.A/B.Com/B.Sc/B.Voc

Group - \_\_\_\_\_

Name & Address of the Company/Organisation

.....

.....

.....

.....

Name of the student .....

Hall Ticket No .....

Name of Course .....

Date of commencement of Training .....

Date of completion of Training .....

*Initials of the Student*

Month & Year	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

*Note:*

1. Attendance sheet should remain affixed in Daily Logbook. DO not remove it or tear it off.
2. Student should sign/initial in the attendance column. Do not mark 'P'.
3. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Signature of Company internship supervisor  
with company stamp/seal

Name .....Contact No .....

## STUDENT'S DAILY DIARY/ DAILY LOG

Week -					
Day	Date	Time of Arrival	Time of Departure	Student Observations (Record Main Points)	Remarks by Supervisor

*Name & Signature of Industry Supervisor*



---

## **Additional Space for Writing**

# ANNEXURE - I

## FORMAT 11: MENTOR LOGBOOK

Name of the Mentor: \_\_\_\_\_  
Name of the Intern : \_\_\_\_\_  
Program : B. Sc /B.A/B.Com/B.Voc Course: \_\_\_\_\_  
Register No : \_\_\_\_\_ Academic year :20\_\_\_\_ - 20\_\_\_\_  
Internship Phase : I/II/III  
Date of Commencement: \_\_\_\_\_ Date of closing: \_\_\_\_\_

S. No	Date of Visit	Time of arrival	Time of Departure	Duration	Mentor Observations (Record main points about the intern)	Signature of the supervisor/HR

*Signature of the Head DIFC*

**FORMAT – 12: AWARENESS ABOUT AVAILABLE OPPORTUNITIES**

*(Organized by the Head DIFC taking the help of Representatives from industry to make the students physically, mentally ready to choose their internship and able to prepare their project report)*

Name of the Resource Person \_\_\_\_\_

Name of the Head DIFC: \_\_\_\_\_

Programme: B.A /B. Sc /B.Com/B.Voc Course: \_\_\_\_\_

Programme Number: \_\_\_\_\_ Date \_\_\_\_\_

**ATTENDANCE SHEET**

S. No	Register No	Name of the student	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

- Note:**
1. A copy should be submitted to the Placement and training cell for filing.
  2. Use separate sheets if the students attended more than twenty

Signature of the Head DIFC

**FORMAT – 13: JOINING REPORT**

**From**

**Date:** \_\_\_\_\_

**Name:** .....  
**Reg. No:** .....  
**Programme:** B.A /B.Sc /B.Com/B.Voc  
**Course:** .....  
**SVCR Govt. Degree College**  
**Palamaner, Chittoor Dist. A.P**  
**PIN-517408**

**Sub: Joining report for Internship in your** \_\_\_\_\_

**Respected Sir/ Madam**

**With reference to your letter no** \_\_\_\_\_ **/ Email**

**Dated** ....., **I like to report my joining for Internship in your** \_\_\_\_\_  
**with effect from today, the** \_\_\_\_/\_\_\_\_/202\_\_.

**I shall, therefore, pray for acceptance of my joining as such.**

**Yours faithfully,**

**Copy**

**Submitted to the Head DIFC, B.A/B.Com / B.Sc/ B.Voc**  
**Submitted to the Industry Supervisor/HR**

For Office Use Only

**ACKNOWLEDGEMENT**

I, hereby acknowledge the internee joining duty on \_\_\_\_\_(date) \_\_\_\_\_(time).

Signature of Industry Supervisor/HR  
(with seal)

### FORMAT – 14: INDUSTRIAL INTERNSHIP ORIENTATION

(Organized by the Head DIFC/liaison officer taking the help of industry supervisor, where the students are selected for internship make the students physically, mentally ready to work in their selected industry and able to prepare their project report according to Format-3)

Name of the Industrial Supervisor \_\_\_\_\_

Name of the liaison officer: \_\_\_\_\_

Name of the industry: \_\_\_\_\_

Programme Number: \_\_\_\_\_ Date \_\_\_\_\_ Semester: I/II/III/IV/V/VI

### ATTENDANCE SHEET

S. No	Register No	Programme	Course	Name of the student	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

- Note:**
1. A copy should be submitted to the Placement and training cell for filing.
  2. Use separate sheets if the students attended more than twenty

Signature of the Head DIFC

**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

**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 <sup>st</sup> staff council Meeting		<b>FORM-15</b>
2	Identification of internship opportunities	During 1 <sup>st</sup> and 2 <sup>nd</sup> Sem		<b>Internship portal</b>
3	Enrolment of industries/firms	Throughout the year		<b>Internship portal</b>
4	Appointment liaison officers (for format-3)	1 <sup>st</sup> staff council Meeting		<b>FORM-15</b>
5	Awareness programme about opportunities	P&T Cell every 1 <sup>st</sup> Saturday		<b>FORMAT-12</b>
6	Inviting applications from the students for internship			<b>FORMAT-1</b>
7	Orientation of student by liaison officers(about format-3)			<b>FORMAT-14</b>
8	Selection of students/Mapping of students			<b>Internship portal</b>
9	Sending of request letters to industries/firms			<b>FORMAT-2</b>
10	Preparation of short out lists as per the replies from industry			<b>Internship portal</b>
11	Objectives/Guidelines/Agreement: Internship Synopsis (This will be Prepared in Consultation with Faculty mentor/industry supervisor)			<b>FORMAT-3</b>
12	Issuing Relieving Letters to Students			<b>FORMAT-4</b>
13	Mentor check list			<b>FOMAT-18</b>
14	Joining report			<b>FOMAT-13</b>
15	Checking the student diary( time of relieve)			<b>FORMAT-5</b>
16	Checking of Student Feedback of Internship at the time of relieve (To be filled by Students after Internship Completion)			<b>FORMAT- 7</b>
17	Preparation of attendance sheets (to be submitted to supervisor at the time of joining)			<b>FORMAT-10</b>
18	Preparation of Supervisor Evaluation of Intern(to be submitted to supervisor at the time of joining )			<b>FORMAT-6</b>
19	Preparation of Mentor Diary/ log book			<b>Format -11</b>
20	Collection of student Feedback of Internship (To be filled by Students after Internship Completion)			<b>FORMAT- 7</b>
21	Relieving letter of student from internship provider			<b>FORMAT-17</b>
22	Student project report			<b>Follow model report given in Annexure-2</b>
23	Preparation and submission of Evaluation of Internship by Institute Department Internship Facilitating Cell form			<b>FORMAT-8</b>
24	Preparation and submission of Internship Evaluation Report			<b>FORMAT-9</b>
25	Uploading of results in internship portal			<b>Internship portal</b>

**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](http://www.gdcplnr.edu.in) under student internship tab. Please download fill and submit as per schedule**



**FORM-17**  
**Relieving Report**

**From**

The Manager/H.R

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**To**

The Head DIFC  
SVCR Government Degree College  
Palamaner

**Sub:** Relieving of \_\_\_\_\_ Reg. No. \_\_\_\_\_

Programme: B.A /B.Sc /B.Com/B.Voc, Course: \_\_\_\_\_  
SVCR Govt. Degree College Palamaner, Chittoor Dist. A.P., from internship-  
duty- Reg.

Respected Sir/ Madam

After successful completion of internship he is relieved from all his duties on  
\_\_\_\_/\_\_\_\_/ 20\_\_\_\_ AN/FN. The No. of days attended for duty is \_\_\_\_\_day. We are happy to  
declare that No allegations/pending reports from his side.

With regards  
Yours sincerely

Signature of the Manager/H.R

Copy  
Submitted to the Head DIFC, B.A/B.Com / B.Sc / B.Voc  
Copy to file for future reference