



Internship Policy

INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge.

The Internship program not only help learners in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from technical institutions lack the experience and skills required by industry.

The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions. AICTE has prepared a model curriculum with the help of prominent academicians of the country so that the country may produce competent employable graduates as per the needs of the industries. The model curriculum includes the internship for students of six months' duration at different stages of the programme. [Ref: AICTE Policy]

OBJECTIVES

- To create competent professionals (Industry Ready] by exposing students to industrial environment and current/recent technological advancements.
- To provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills.
- To create conditions conducive to quest for knowledge and its applicability.
- To apply the technical knowledge in real industrial situations.
- 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 understand the social, economic and administrative considerations that influence the working environment of industrial organizations

Document No	Prepared on	Revised on	Prepared By	Approved By
BITACAD/Guidelines: Internship/22-23 Ref: AICTE Policy	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal



Internship Guidelines

The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the institute 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 internship 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.

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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. A student who will voluntarily give in writing that He / She does not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as – Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

Internship Report/Student's Diary/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.

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Shiksha Mandal's
Bajaj Institute of Technology, Wardha
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

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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

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO 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 Internship Supervisor, TPO and Faculty Mentor.

The Internship report will be evaluated on the basis of following criteria:

1. Originality.
2. Adequacy and purposeful write-up.
3. Organization, format, drawings, sketches, style, language etc.
4. Variety and relevance of learning experience.
5. Practical applications, relationships with basic theory and concepts taught in the course

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Monitoring and Evaluation of Internship

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

1. Evaluation by Industry.
2. Evaluation by faculty supervisor on the basis of site visit(s).
3. Evaluation through seminar presentation/viva-voce at the Institute.

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.

TPO/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled. Students should inform the TPO, faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

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. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

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GENERAL INTERNSHIPS 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.

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MoUs signed by AICTE

Some of the MoUs signed by AICTE are as follows:

S.No.	Memorandum of Understanding	For more details please visit
1.	AICTE's MoU with Internshala	https://www.aicte-india.org/downloads/letter_technical_inst_mou_internshala.pdf
2.	MoU with NETiit for internships in Taiwan.	https://www.aicte-india.org/downloads/mou_netit.pdf
3.	AICTE's MoU with HireMee.	https://www.aicte-india.org/downloads/aicte_mou_HireMee12_9_17.PDF
4.	AICTE's MoU with Indira Gandhi National Centre for the Arts (IGNCA)	https://www.aicte-india.org/.../AICTE%20IGNCA_MoU.pdf
5.	AICTE's MoU with Center for Creative Economy and Innovation (CCEI), Daegu, Republic of Korea.	https://www.aicte-india.org/.../AICTE-CCEI%20Daegu_MoU%20Document_Final.pdf
6.	1.1 AICTE's MoU with International Institute of Waste Management (IIWM), Bangalore	https://www.aicte-india.org/sites/default/files/AICTE-IIWM%20MoU.compressed.pdf
7.	a. AICTE's MoU with Engineering Council of India [ECI]	https://www.aicte-india.org/downloads/eci.pdf
8.	b. AICTE's MoU with Fourth Ambit	https://www.aicte-india.org/sites/default/files/Fourth%20Ambit.PDF
9.	AICTE's MoU with LinkedIn	https://www.aicte-india.org/downloads/LinkedIn%20MoU.PDF
10.	c. AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf
11.	1.10. AICTE's MoU with SCHOLARSMERIT	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12.	1.11. AICTE's MoU with Studenting Era to facilitate AICTE approved academic institutions with services for their students & academic faculty	https://www.aicte-india.org/sites/default/files/Studenting%20Era.PDF
13.	1.12. AICTE's MoU with Ministry of Micro, Small and Medium Enterprises (MSME)	https://www.aicte-india.org/sites/default/files/Signed_MoU_with_AICTE.compressed.pdf

Board of Apprenticeship Training (BOAT) and Board of Practical Training (BOPT) have shown their keen interest to facilitate internship training for 4 years Degree/ 3 year Diploma Programme students. The details of BOAT/BOPT are as follows:

S.No.	Board of Apprenticeship Training / Board of Practical Training (BOAT/BOPT)	Contact Details
1.	Board of Apprenticeship Training, BOAT, WR, Mumbai	director.boatwr@gmail.com
2.	Board of Apprenticeship Training, BOAT, SR, Chennai	boat_sr@vsnl.net
3.	Board of Apprenticeship Training, BOAT, NR, Kanpur	director@boatnr.org boatkanpur@gmail.com
4.	Board of Practical Training, ER, Kolkata	director@bopter.gov.in

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Mapping of Internship Program Outcome with 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 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 engineering 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 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.	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 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.

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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/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 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 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.

Compiled by
IQAC Coordinator

Dr. N.M. Kanhe
Principal & Chairperson-IQAC

Encl:
Format 1 to 10 for information to all

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Formats/Procedures

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

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

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year	
6. Overall GPA:			
7. Internship Preferences			
	Location	Core Area	Company/Institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature		Date	
Signature confirms 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 Advisor.			
Student Signature		Date	
Signature confirms that the student agrees to the terms, conditions and requirements of the Internship Program.			

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FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To,

The General Manager (HR),

.....

.....

*Subject: REQUEST FOR WEEKS/MONTHS INDUSTRIAL TRAINING/
INTERNSHIP of 4 years Degree Programme*

Dear Sir,

Our students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years. / (For first time industry) You must 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 _____ 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.

S. 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. CHECK THIS

A line of confirmation is highly appreciated.

With warm regards,

Yours Sincerely,

Training & Placement Officer

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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 _____

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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, field trips, observations, etc., you will make and carry out 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.

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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 at the work site. 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 upon written notice, which is received and agreed to by the other two parties.

Student _____ Date _____

Faculty Mentor _____ Date _____

Industry Supervisor _____ Date _____

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FORMAT 4: RELIEVING LETTER OF STUDENT

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
1.	Attendance and general behaviour	
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 dated..... along with a copy of this letter.

Yours sincerely,

Training & Placement Officer

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FORMAT 5: STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt/Division		Name of finished Product		
Name of HOD/ Supervisor with e-mail ID				
Main points of the day				

BIT_For internal Circulation Only

Signature of Industry Supervisor

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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
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				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
expertise 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 _____

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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.

(1-Strongly Agree, 2: Agree, 3: No Opinion, 4: Disagree, 5: Strongly Disagree)

This experience has:	1	2	3	4	5
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:	1	2	3	4	5
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					

Document No	Prepared on	Revised on	Prepared By	Approved By
BITACAD/Guidelines: Internship/22-23 Ref: AICTE Policy	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal



Shiksha Mandal's
Bajaj Institute of Technology, Wardha
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Academic Session: 2022-23

Doc. No.: BITACAD/Guidelines:
Internship/22-23

Date: 20/04/2023

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?)

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FORMAT 8 : PROFORMA FOR EVALUTION OF INTERNSHIP BY
INSTITUTE
DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I) _____

1. Name of Student _____ Mob. No. _____

2. College Roll No: _____ University PRN: _____

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 should be attached with the evaluation Proforma.**

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Internship/22-23

Date: 20/04/2023

FORMAT 10: ATTENDANCE SHEET

(For 4 years Degree Programme)

Name & Address of Organization

Name of student		
Roll No		
Name of Course		
Date of commencement of training:		
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 _____

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