

FORMAT 1: Request letter from Institute to Internship Provider

To,

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Subject: Request for Industrial Training of B. Tech / M. Tech Program,

Dear Sir,

As you may be aware, internship is made mandatory for all technical education students by AICTE.

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

Sr.	Name	Roll No.	Year	Discipline

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

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely,

Training & Placement Officer

FORMAT 2. Internship Synopsis (To 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

Student Information

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, 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.

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 _

FORMAT 3: Relieving letter of student for Internship / Industry Mode

To

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Subject: Relieving letter of student for Internship / Industry Mode

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.

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

You are requested to evaluate the student's performance based on 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	Relational / Communications skill	
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,

Training & Placement Officer

FORMAT 4: Student's Daily Diary / Logbook

DAY:		DATE:			
Time of arrival:		Time of Departure:		Remarks	
Dept. / Division		Name of finished Product			
Name of HOD/ Supervisor With e-mail id					
Main points of the day					

Signature of Industry Supervisor

FORMAT 5: Supervisor Evaluation of Intern

Student Name: _____ Date: _____
_____ Work

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 6: Student feedback of Internship after completion

Student Name: _____

Industrial Supervisor: _____

Supervisor Email: _____

Company/Organization: _____

Internship Address: _____

To 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)					
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 did not 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?)

DEPARTMENT OF TRAINING AND PLACEMENT

Phone: _____ Fax: _____ Email: _____

Evaluation (I)

Name of Student: _____ Mob. No.: _____

College Roll No.: _____ University Roll No.: _____

Branch / Semester: _____ Period of Training: _____

Home Address with contact No.: _____

Address of Training Site: _____

Address of Training Providing Agency: _____

Name/Designation of Training In- charge: _____

Type of Work: _____

Date of Evaluation: _____

Attendance: (Satisfactory / Good / Excellent)

Practical Work: (Satisfactory / Good / Excellent)

Faculty's Evaluation: (Satisfactory / Good / Excellent)

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.

FORMAT 8: Internship Evaluation Report to be prepared by Faculty.

(For B. Tech / M. Tech / MCA)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded for			OVERALL GRADE
			Punctuality Grade (Satisfactory/Good/Excellent)	Maintenance of Daily Diary Grade (Satisfactory/Good/Excellent)	Skill Test Grade (Satisfactory/Good/Excellent)	

FORMAT 9: Attendancesheet

(For B. Tech / M. Tech / MCA)

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.: _____

FORMAT 10: Form to be filled by Mentors after first visit in industry.

Name of College Mentor: _____

Department: _____

Name of company Visited: _____

Day & Date: _____

Student Name: 1] _____

2] _____

3] _____

4] _____

5] _____

Name of Contacted person from Industry: _____

Expectations:

Sr. No.	Expectations	Remark
1	Discussion on Expected learning's of Internship with Students	
2	Discussion on expected learning's of Internship with Industry Mentor	
3	Project Finalization (Yes/No)	
4	Title of Project	
5	Finalization of Online Subject (Yes/No)	
6	Title of Online/Certification Course (Related to Project)	
7	Discussion on Daily Work Diary with students and Industry Mentors	
8	Discussion on rules of Attendance with students and Industry Mentors	
9	Discussion on Evaluation Scheme, Evaluation rubrics and involvement of Industry mentor in evaluation.	
10	Discussion on Official formalities required from college (if required)	
11	Discussion on Industry Institute Interaction if Possible, with HR.	

IIP Mentor, Department

Head of Department

Remark by Dean Academics: _____

FORMAT 11: Assessment

Give marks out of 5 / PO			a	b	c	d	e	f	g	h	i	j	k	l		
Weightage			3	3	2	2	2	1	1	1	1	1	2	1		
Name of student	Company	Period	Apply Knowledge	Interpret Data	Design System	Multidisciplinary Knowledge	Solving Field Problem	Professional Ethics	Communication	Economic and Social Impact	Lifelong Learning	Contemporary Issues	Application of Knowledge	Research	Total Marks	Marks out of 50

A. Which subjects you found useful for this training?

B. Have you seen any chart, tables, graphs in industry? What was its meaning for you?

C. Can you design any system or part of it from this training? If not, what knowledge you feel inadequate?

D. Was this training involved knowledge of electrical, electronics, civil or chemical engineering?

E. Have you come across any technical difficulty in training? If yes write in short. How have you solved?

F. What was timing for training? Have you followed it? Were people in industry sincere in their work?

G. Which language s used for communication in industry you visited? Have you talked there?

H. What pollution measures were taken by the industry for their waste disposal?

I. What is most important part of training you remember?

J. What is current issue in technical field you find most challenging?

K. Do you think this training is useful? What is its use?

L. Is there any scope for research you find while undergoing this training?