



## SKIT Internship Policy: Year 2021-22 (BE)

**As per AICTE norms\*, it is mandatory for every student enrolled after 2018-19 to complete minimum 14 weeks of internship during their 4 years of Engineering, failing which a student may not be able to get the degree certificate even after completion of necessary course credits.**

(\*AICTE Internship Policy – 02.04.2019,

<https://www.aicte-india.org/sites/default/files/Aicte%20Internship%20Policy-%2002.04.2019.pdf>

### **Purpose:**

This policy lays down the procedures for assisting the students to find an internship in the industry at the end of the semester. The policy also highlights the Standard operating procedures to be followed by students of BE programs.

### **Scope:**

Procedures laid down in this document are applicable to all the eligible and interested students of BE Programs.

### **About Internship:**

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements 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.

### **Objectives:**

- Exposure 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.
- Create conducive conditions with quest for knowledge and its applicability on the job.

### **Benefits of Internship:**

#### ❖ Benefits to Students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting & Industry environment.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.



- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full time position.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.

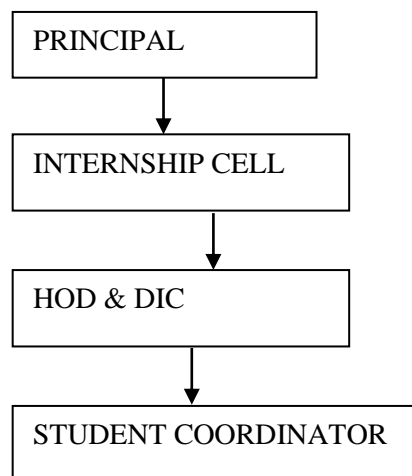
#### ❖ Benefits to the Institute:

- Build industry academia relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.

#### ❖ Benefits to the Industry

- Availability of ready to contribute candidates for employment.
- Year round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective workforce not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

#### Internship Cell - Organization Structure:



\*DIC - Department Internship Coordinator (Faculty Member/s)



## **Role of Internship Cell, Department Internship Coordinator and Student Coordinator:**

- **Internship Cell:**
  - Identifying internship opportunities with different industries, NGOs, startups, outside institutes, Govt organizations etc.
  - Sharing available opportunities with students, facilitating campus / off campus / online selection process for companies hiring interns
  - Coordinate with each DIC and maintain internship track, record and statistics department wise
  - Issue recommendation letter to students for obtaining various external internships
  - Issue Internship Completion Certificate for in-house internships
- **Department Internship Coordinator (DIC):**
  - Identify in-house internship opportunities within the department and share the same with students through Internship Cell
  - Monitor the student's internship progress and update the same to Internship Cell
  - Maintain the department wise statistics of in-house & external internships to keep track of credits earned by each student.
  - Assign & monitor the duties of Student Coordinators
- **Student Coordinator:**
  - Assist DIC to monitor, track and collect the information for internships done by all the students of particular department
  - Assist Internship Cell in conducting campus / online selection process for internships
  - Assist DIC to prepare and validate the internship statistics
  - Assist Internship Cell / TPO to organize training / workshops / seminars
  - Designing & printing Placement Brochure
  - Preparing list of potential recruiters & past recruiters

## **Internships options available to Students:**

- **In-house Internships**
  - Internship offered by faculty member (Inter/Intra-department)
  - Mega Projects
  - Workshops / Training Programs organized by College / Departments / Student's Councils
  - Library / Department / Institute / Campus administration
  - Any other internship approved by concerned authorities
- **External Internships**
  - Industry Internship with/without Stipend
  - Govt / PSU Internship (BARC / Railway / ISRO etc)
  - NGO / Social Internship
  - Working at Family Business
  - Internship with outside Institute / Professor
  - Internship with Startups / Monitored Incubation centres
  - Industrial Training Programs organized by external entities
  - Any other internship approved by concerned authorities



## Internship Duration and Academic Credentials:

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

- Credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training are necessary to be earned by student to complete B. E. degree programme.
- Minimum 14 credits for students enrolled from First Year (admitted in 2018-19 and onwards)
- Minimum 10 credits for students enrolled from Direct Second Year (admitted in 2019-20 and onwards)
- Internships may be full-time or part-time; they are full-time in the summer / winter break and part-time during the academic session.
- **1 credit is equivalent to 1 week of Full time work / 40hrs. of in the Part time Internship.** (Full time means typically 8 hrs. of work per day)
- Refer the following table for possibility of availing internship opportunities during semester breaks.

Sr. No	Schedule	Duration	Internship Type
1	Summer Break after 2nd Sem	6-8 Weeks	In-house / External
2	Winter Break after 3rd Sem	3-4 Weeks	In-house / External
3	Summer Break after 4th Sem	6-8 Weeks	In-house / External
4	Winter Break after 5th Sem	3-4 Weeks	In-house / External
5	Summer Break after 6th Sem	6-8 Weeks	In-house / External
6	Winter Break after 7th Sem	3-4 Weeks	In-house / External

## Guidelines for Students:

1. Various Internship opportunities will be announced by Internship Cell from time to time. Interested students can apply in response to these announcements. Student can also identify & opt for external internship of their preference on their own with due permissions from DIC / HOD and Internship Cell.
2. Recommendation letter for the external internship will be issued by Internship Cell
3. Student should submit the offer letter / joining confirmation mail received from Industry / Organization to the DIC before joining the internship
4. Students should submit internship report and certificate to DIC after completion of internship.
5. Student will receive the Internship Certificate from Industry / Organization in case of External Internship and from SKIT Internship Cell in case of In-house internship.
6. Internship Cell will apprise periodically each student with the status of internship credits earned till then and remaining credits to be earned.



## Rules:

1. Students are required to inform and take due approval from the DIC / Internship Cell before starting any internship.
2. In case full time internship extends beyond available vacation, extension can be granted not more than :
  - a. 1 week during winter break
  - b. 2 weeks during summer breaks
3. Internship extension may not be availed every year, and to all students, however it may be considered on a case to case basis with prior approval from HOD and Internship Cell
4. After completion of internship, students are required to submit
  - a. Report of work done
  - b. Copy of Internship certificate
  - c. Feedback from employer / internship mentor
  - d. Stipend proof (in case of paid internship)
5. External Internship Certificate & Credits (refer Annexure D for Certificate Format)
  - a. In case of full time internship, the internship certificate should clearly mention internship duration in week or number of days and activity done. The working weeks / days will be translated into proportionate credit/s by concerned authority.
  - b. In case of part time / work from home internship, the internship certificate should clearly mention total number of human-hours devoted and activity done. The human-hours will be translated into proportionate number of credits by the concerned authority.
6. In-house Internship Certificate & Credits
  - a. The worth of week or human-hours will be decided by the faculty mentors offering internships which will be translated into proportionate credit/s by the concerned authority.

## Guidelines to the Faculty members offering internship:

1. Faculty members can offer internship like,
  - Projects
  - Research work
  - Training on software / hardware
  - Model making /simulation
  - Content development
  - Administration work (faculty member / persons holding admin positions of Dept./College/Campus)
  - Other areas in coordination with Internship Cell
2. To offer internship, faculty member has to inform Internship Cell / respective DIC.
3. Faculty member should specify their details of internship through the form (Annexure C of the policy)
4. Internship Cell will help faculty member to select students as per their requirement.
5. In case a faculty member has already identified the students, they are required to submit their details to Internship Cell / DIC.



6. In case of an interdisciplinary group, student application should be forwarded through respective DIC / HOD.
7. Once students are selected, faculty member has to make sure that student completes the internship application process with Internship Cell / DIC before the start of internship.
8. **At the end of the internship, faculty member has to mention & validate the number of weeks /hours completed by a student on the internship report (Annexure B of the policy)**

### Evaluation of Internship:

Sr.	Category	Type	Supporting Documents	Evaluation done by
1	In-house	1. Internship offered by faculty member (Inter/Intra-department)	1. Internship Report 2. Certificate	1. Faculty Mentor 2. DIC / HOD
		2. Mega Projects	1. Internship Report 2. Certificate	1. Mega Project faculty member in-charge 2. DIC / HOD
		3. Workshops / Training Programs organized by College / Departments / Student's Councils	1. Training Report 2. Certificate	1. Faculty member Convener 2. DIC / HOD
2	External	1. Industry Internship with/without Stipend	1. Internship Report 2. Certificate 3. Stipend Proof (if provided)	1. Concerned person from Industry 2. DIC / HOD
		2. Govt / PSU Internship (BARC / Railway / ISRO etc)	1. Internship Report 2. Certificate	1. Concerned person from Industry 2. DIC / HOD
		3. NGO / Social Internship	1. Internship Report 2. Certificate	1. Concerned person from NGO 2. DIC / HOD
		4. Working at Family Business	1. Internship Report 2. Declaration from Parents	1. Concerned person from Business 2. DIC / HOD



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		5. Internship with outside Institute / Professor	1. Internship Report 2. Certificate	1. External Professor 2. DIC / HOD
		6. Internship with Incubation centers / Start-ups	1. Internship Report 2. Certificate	1. Concerned person from Incubation centre / startup 2. DIC / HOD
		7. Industrial Training Programs organized by external entities	1. Training Report 2. Certificate	1. Concerned person from Industry 2. DIC / HOD

Date:

Incharge, Internship Cell

Principal, SKIT



Annexure A  
**Application for Internship**

<b>STUDENT INTERNSHIP PROGRAM APPLICATION FORM</b>			
Student Name			
USN		Program Type	
Discipline			
Institute Name			
Student's Email ID		Student Contact No.	
Current Overall GPA		Current Semester	
Faculty Mentor Name		Mentor's Designation	
Faculty Mentor Email ID		Mentor's Contact No.	
<b>Internship Preferences</b>			
	Industry Sector	Location	Dream Company/Institution
Preference-1			
Preference-2			
Preference-3			
Faculty Mentor's Signature:	Date:	Place:	
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 for Internship from his/her Advisor.			
Student Signature:	Date:	Place:	
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.			





## In-house Internship Report

<b>Student Full Name</b>		<b>Start Date</b>	
<b>Roll no</b>		<b>End Date</b>	
<b>Branch</b>		<b>Total hours completed</b>	
<b>Year of study</b>		<b>Internship supervisor name</b>	
<b>Name of Organization / Dept. where internship/training completed</b>		<b>Internship supervisor mail and phone</b>	

Please describe your internship work in the space provided below

<b>Internship Area / Project Title:</b>
<b>Work done in brief: (Attach diagrams, graphs, results if required)</b>
<b>Resources / Tools used:</b>
<b>Key learning from the internship:</b>

Sign of Student:  
Date:

Sign of Internship Supervisor  
Date:



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Annexure C

## In-House Internship (for Faculty member)

Date:

<b>Project Title:</b>	
<b>Faculty Mentor/s Name :</b>	
<b>Department:</b>	
<b>Project Work / Assignment Description:</b>	
<b>Required No. of students</b>	
<b>Eligibility criteria :</b> (Year of study / Dept / CGPA etc)	
<b>Starting Date (Tentative):</b>	
<b>Total Duration in terms of week</b> (40 hrs is equivalent to 1 week approximately)	

Name & Signature of Faculty Mentor

Name & Signature of HoD / DIC



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Annexure D

**Format for Internship Completion Certificate**

(On company letterhead)

To whomsoever it may concern

Dear Sir/Madam

Mr/Ms \_\_\_\_\_ student of your college studying in \_\_\_\_\_ semester in the department \_\_\_\_\_ during the year 20 - 20\_\_\_\_, has completed his/her internship / training with \_\_\_\_\_ (Company name).

He / She was working with us from \_\_\_\_\_ (Start date) to \_\_\_\_\_ (End date) with total \_\_\_\_\_ equivalent weeks of work during his/her internship tenure. He/she was working in the area of \_\_\_\_\_.

We found him/her to be very sincere and wish all the best for future endeavors.

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

Place: \_\_\_\_\_

Stamp & Signature of concerned authority