

STANDARD OPERATING PROCEDURE FOR STUDENT INTERNSHIP PROGRAM OF ARMY INSTITUTE OF TECHNOLOGY, PUNE

References

1. Syllabus for T.E (Electronics & Telecommunication Engineering), (Course 2019, Course Code 304199).
2. Syllabus for TE (Computer Engineering), (Course 2019, Course Code: 310255).
3. Syllabus for TE (Information Technology), (Course 2019, Course Code: 314455).
4. Syllabus for TE (Mechanical Engineering), (Course 2019, Course Code:302055).
5. Appendix A : Application for seeking approval for Internship (Request Letter)
6. Appendix B : Undertaking from Student
7. Appendix C : Approval letter from Department (No Objection Certificate)
8. Appendix D : Internship Report
9. Appendix E : Internship Feedback

INTRODUCTION

1. Internships contribute significantly to student's profile and prepare him/her for good placement opportunities. Internship is encouraged but not mandatory for students across FE to BE. As per 2019 revised syllabus of SPPU of 3 streams viz Computer Engineering, Information Technology, Electronics and Telecommunication Engineering, 'Internship' is introduced as a mandatory credit course for Third year students in 6th semester. As for Mechanical Engineering branch, students can opt for either 'Internship or Mini project' as the credit course. SPPU has laid guidelines for the same and may be applied to every student aspiring to intern.

AIM

2. To standardise the quality of internships done by students across all branches and define the following :-
 - (a) Rules to grant attendance towards internship.
 - (b) Evaluation/ submission rules of Internship Work.
 - (c) Approval process, period permitted and documentation regarding internship.

GUIDELINES TO EXECUTE THE INTERNSHIP PROGRAM

Importance of Internship

3. As a result of undergoing an internship program, the students get exposure to:-
 - (a) Industrial environment and learn to apply the technical knowledge in real industrial situations.

- (b) Current technological developments relevant to the subject area of training.
 - (c) Future employers and understand engineer's responsibilities and ethics.
4. Internship program enhances academic, professional and/or personal development of the students.
5. Internships help the students understand the social, economic and administrative considerations that influence the working environment of industrial organizations.

Duration and Timeline of Internship

6. For All Students

- (a) A student can enroll for internship program only once in an academic year.
- (b) A student can be authorized maximum of 2 months of full time internship (Academic Hours).

7. For TE Students (Mandatory Internship)

- (a) A third year student can do internship post 5th Semester, and during 6th Semester.
 - (b) The internship period may be of minimum 3 weeks to maximum 2 months, full time (Academic Hours).
8. For any internship with a period of more than 2 months, the student is required to seek approval from Director of Institute. Refer to para 6 for procedure.

List of Activities for Internship Compliance

9. For the TE students, following activities will be counted towards internship as per SPPU guidelines. A student may participate in any of the following as a part of an internship program for a minimum period of 3 weeks to 2 months:-
- (a) Working in an Industry – Technical/ Non-technical Domain.
 - (b) Training with other reputed higher educational Institutions such as IITs, NITs, or an HEI with top NIRF ranking.
 - (c) Doing research work under a mentor. It is mandatory post completion of the work, presenting the same in reputed national/ international conferences such as IEEE, Springer, ACM, IETE, Scopus indexed.
 - (d) Attending AICTE / University approved workshop.
 - (e) Participating in national level hackathon, Smart India hackathon. The work has to be authenticated and recommended by mentor/ guide/ supervisor/ faculty in charge.
 - (f) Working on a project at Institute Level/ Departmental Lab/ Tinkering Lab. The work has to be authenticated and recommended by mentor/ guide/ supervisor/ faculty in charge.

(g) Working on innovation or entrepreneurial activities resulting in start-up. The work has to be authenticated and recommended by mentor/ guide/ supervisor/ faculty in charge.

(h) Internship at NGO's or Government organizations or Startups.

Note : All the above activities will be awarded positive attendance as per para 13.

Procedure For Seeking Approval For Internship

10. **For Internship Period up to Two Months.** The student enrolling for an internship program up to two months has to follow the below procedure:-

- (a) The student has to apply to the HOD requesting to allow for joining Internship program. (Ref **Appendix 'A'**).
- (b) The application should be submitted along with Offer Letter from the company/ concerned authority and Undertaking signed by student. (Ref **Appendix 'B'**).
- (c) Only if the department provides "No Objection Certificate" or "Approval letter", the student can join internship. (Ref **Appendix 'C'**).
- (d) If the student informs the department after joining the internship program, he/ she will not be granted attendance for the said period. He will be marked absent from academics.
- (e) The information regarding the internship is to be forwarded to Principal.

Note : Above procedure will be applicable for all activities at para 9 above.

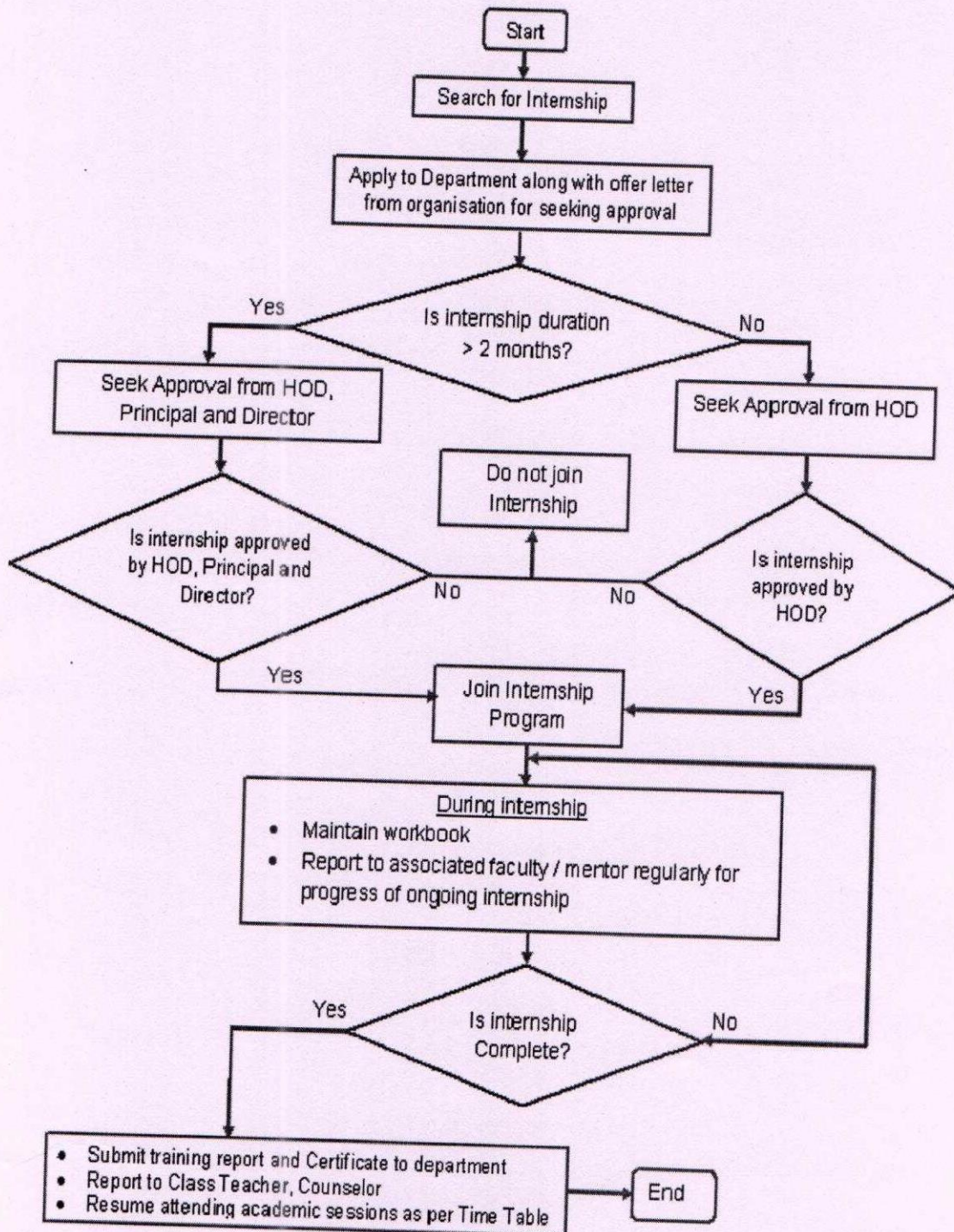
11. **For Internship Period More Than Two Months.** The student enrolling for an internship program more than two Months has to follow the below procedure:-

- (a) To apply to HOD through faculty coordinator.
- (b) To seek recommendation from Principal, AIT.
- (c) To seek approval from Director, AIT.

Note: This is applicable only to valued internship from reputed industries/ software companies like Google/ Microsoft/ International universities. Without approval from Director, AIT, such internship will not be valid.

Flow chart in Fig 1 describes the Internship process diagrammatically.

Fig. 1: Flow chart for Internship Process



Criteria for Grant of Attendance Towards Internship

13. The rules for granting attendance to students towards Internship are as follows:-

- (a) Student is eligible for grant of attendance only if he has followed proper procedure and taken approval from HOD and Principal.
- (b) Full attendance will be awarded for the duration of internship at actual if internship period is less than 25 working days. For the internship period between 25 days to 2 months, the attendance awarded will be 25 days only. The attendance will be granted only after completion of producing completion certificate and report. In case the student is required to attend partially for internship, his actual absence from college will be only granted towards physical attendance, during period of internship.
- (c) As an exception, a student requesting for a high value internship with a period more than 2 months, may be considered only if it is recommended by Principal and approved by Director as a special case.
- (d) Any absenteeism by students during their internship should be informed immediately to the mentor/reporting manager and the internal guide. No special considerations will be accepted.
- (e) The monthly attendance should be duly submitted to the coordinator/ class teacher by the intern during internship period. If student wants to discontinue an internship, he should inform the concerned faculty in charge, and HOD. On the approval from authorities, student should complete formalities at industry/ organization and then only may resume academics.
- (f) Student is eligible for grant of attendance towards internship only if he/she has 80% attendance in the previous month and should ensure 80% attendance in the next month (after completion of internship).
- (g) Student is eligible for grant of attendance for only one internship in an academic year.

14. Summary of rules for grant of attendance towards internship is as under:-

Ser No	Internship period	Full Time/ Part Time	Physical/ Virtual	Attendance Granted
(a)	<25days	Full Time	Any	At actual (No of days absent)
(b)	3 weeks to 2 months	Full Time	Any	25 working days
(c)	3 weeks to 2 months	Part time	Any	At actual (No of hours absent)
(d)	>2 months	Any	Any	As approved by Director, AIT

15. **Reporting to Faculty During Internship.** For mandatory internship, the intern should submit progress report to the respective faculty in charge on regular basis. Reporting may be done offline or online depending on whether the student is doing online or offline internships and whether the student is available on campus during internship period. Every student is required to prepare a report containing:-

- (a) Details and proof of work done.
 - (b) Certificate.
 - (c) Feedback from Supervisor.
16. **Maintaining Workbook/ Logbook.** For mandatory Internship, every student is required to maintain details of activities/ task done and their proofs in Work Book/ Log Book, as per SPPU guidelines.
17. **Internship Work Evaluation.** Only Mandatory internship program will be evaluated. The evaluation will be done by Program Head/ Cell In-charge/ Project Head/ faculty mentor or Industry Supervisor, in consultation with internship supervisor from place of internship.
- (a) **List of Documents to Submit for Evaluation.** For evaluation of internship, the student should submit :-
 - (i) Work Book/ Project report in the standard format. (Ref **Appendix 'D'**)
 - (ii) Completion certificate.
 - (iii) Feedback from external supervisor, faculty and self. (Ref **Appendix 'E'**)
 - (b) Students undergoing Mandatory Internship Program will additionally give a presentation based on training report, before an expert committee constituted by the concerned department.
18. **The Parameters for Evaluation.** The evaluation will be based on the following criteria :-
- (a) Work Book/ Log Book.
 - (b) Regularity and punctuality.
 - (c) Communication & Presentation Skills.
 - (d) Quality of Work.
 - (e) Depth of knowledge and skills learnt.
 - (f) Team Work.
 - (g) Ethics.
 - (h) Attitude & behavior at work.
 - (j) Student's Feedback from External Internship Supervisor.
19. Other students who are not from mandatory internship program category should submit the Internship Report with completion certificate to the concerned faculty. There will not be any evaluation procedure for them.

Approval

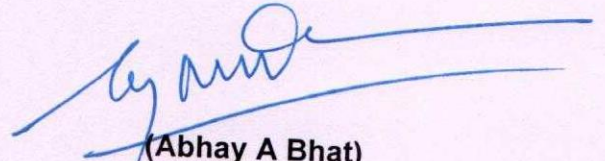
20. Student internship is valid only if it is pre-approved by HOD and Principal.

CONCLUSION

21. The above procedure will be strictly adhered for proper utilisation and benefit of students.

File No : AIT/0001/Gen Ruling/Adm
Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 15

Date: 11 Aug 2023


(Abhay A Bhat)
Brig (Retd)
Director

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ARMY INSTITUTE OF TECHNOLOGY**Request Letter for Internship**

Date:

To,
The HOD,
Department of _____,
Army Institute of Technology,
Pune.

Subject: Seeking permission to enroll for Internship at

Respected Sir,

I, <NAME> _____ RollNo. _____,
Class _____, wish to attend the internship program at
_____ for the duration of _____ (from
_____ to _____) during semester _____, academic year
_____. I will attend the internship program with sincerity and
efforts. I assure you that I will complete the assigned work/ project and will not
leave the internship program halfway.

I request you to allow me to do the same and issue No Objection Certificate.

Thanking you,

Signature of Student

ARMY INSTITUTE OF TECHNOLOGY
LETTER OF UNDERTAKING BY THE STUDENT

I, <NAME> _____, of <YEAR> _____ Engineering from
<BRANCH> _____ Department (RollNo _____),
confirm having received the mail of Internship from _____ to _____ for
_____ months.

I hereby undertake that I will abide by the rules and regulations of the employer, the department and the institute. I will work with professional ethics and attitude. I understand that I shall be liable for suitable disciplinary action in case of any violation of the guidelines given by the department, as well as the employer's rules and regulations.

I further undertake to see the internship to its completion and put my best efforts towards this internship.

Signature-
Name of the Student -
Roll no. -
Date -

No Objection Certificate

Mr./Ms. _____ is <YEAR> _____ year student in the department of _____ Engineering, at Army Institute of Technology Pune. The department has no objection in his/her to undergo internship program at..... during the period to

Dr. B. P. Patil
Principal
Army Institute of Technology, Pune

Head,
Department

Internship Report

On

<Title of the Internship Project>

Submitted to the

Department of Information Technology

By

<Name of the Student>

<Class>

<Roll No>

Under the supervision of

<Name of the Faculty / Mentor>



Department Of Information Technology

Army Institute of Technology, Pune

2023-2024**Semester : I / II**



CERTIFICATE

This is to certify that the internship report entitled **<Title of internship project>** being submitted by **<Name of the Student (Roll No)>** is a record of bonafide work carried out by him/her with prior permission of HOD **<Branch>** under the supervision of **<Name of Faculty in Charge>** in the academic year **<AY 202-24>**

Date:

Place: Pune

Faculty in charge

Head of the Department

COMPLETION CERTIFICATE
(From Industry/Organization)

INDEX

Chapter No	Title	Page No
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5	Results, Analysis	
6	Conclusion	
7	Skills learnt – Technical, Non-technical	
8	Bibliography	
9	Attendance Record	
10	Feedback from Supervisor / Mentor	

Feedback By Faculty

Name of the Intern					
In House / Company					
Task Assigned					
	Yes	No			
Whether task completed?					
Detailed Evaluation					
Evaluation Parameter	Excellent	Good	OK	Needs Improvement	Not Acceptable
Attendance					
Documentation - Formalities, Report					
Presentation					
Regular Reporting					
Quality of Work					
Creativity / Out of box thinking					
Sincerity / Efforts Taken					
Punctuality					
Overall Performance					
Excellent	Good		OK		Poor

Name of the Faculty:**Designation:****Signature:****Date:**

Feedback By Supervisor

Name of the Intern					
Functional Role in Company					
Task Given					
	Yes	No			
Whether task completed?					
Detailed Evaluation					
Evaluation Parameter	Excellent	Good	OK	Needs Improvement	Not Acceptable
Quality of Work					
Ability to take Initiatives					
Creativity / Out of box thinking					
Sincerity / Efforts Taken					
Inter personal skills					
Written Communication Skills					
Punctuality					
Ability to work with deadlines					
Overall Performance					
Excellent	Good	OK	Poor		
Would u give opportunity to ALTian next year for internship					
Would u recommend the intern for employment in your enterprise?					

Name and Designation of the Supervisor:**Signature of the Supervisor:****Date:**

Student Self Evaluation Form

Internship

Name of the Student :
 Class :
 Year :
 Roll No. :
 Period of Internship :
 Place of Internship :

I. Please evaluate your internship programs		Strongly Agree	Agree	Do not Agree	Not Applicable
a	This experience gave me a realistic preview of this career field.				
b	As a result of my internship, I have a better understanding of concepts, theories, and skills in my course of study.				
c	I was given adequate training or explanation of projects.				
d	I had regular meetings with my supervisor and received constructive, on-going feedback.				
e	I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased.				
f	My supervisor was available and accessible when I had questions/concerns.				
g	The work I performed was challenging and stimulating.				
i	I had a good working relationship with my coworkers.				
k	I feel that I am better prepared to enter the world of work after this experience.				

II. Was the internship paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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III. Did you receive any other form of compensation	<input type="checkbox"/> Stipend <input type="checkbox"/> Meals <input type="checkbox"/> Other
IV. Were you offered a full-time or permanent position with the organization providing the internship	<input type="checkbox"/> Yes <input type="checkbox"/> No

V. Would you recommend this internship to other students?	<input type="checkbox"/> Highly Recommend <input type="checkbox"/> Recommend <input type="checkbox"/> Recommend with reservations <input type="checkbox"/> Would not recommend
VI. What suggestions would you give to students who may intern at this organization in the future?	
VII. What recommendations would you give to the employer for future internships?	
VIII. Has this internship stimulated your interest in the field? Why or why not?	
Additional Comments	

Signature of Student