



Implementation of mandatory Internship Policy for Students

As per AICTE Internship Policy

<https://aicteindia.org/sites/default/files/AICTE%20Internship%20Policy.pdf>

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INTRODUCTION

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the University. Further, depending upon the curriculum structure of various departments, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula. The general structure of the internship(s) requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.



OBJECTIVES:

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-degree career plans based on real-life work exposure
4. Pre-placement offers where feasible/appropriate.

BENEFITS OF INTERNSHIP:

1 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 work force 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.

2 Benefits to Students:

- ❖ An opportunity to get hired by the Industry/ organization.
- ❖ Practical experience in an organizational setting.
- ❖ 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.
- ❖ Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- ❖ Opportunity to meet new people and learn networking 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.

3. Benefits to the Institute:

- a. Build industrial relations.
- b. Makes the placement process easier.
- c. Improve institutional credibility & branding.
- d. Helps in retention of the students.
- e. Curriculum revision can be made based on feedback from Industry/ students.
- f. Improvement in teaching learning process.

AICTE'S MOUS WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAMME:

In order to facilitate internships for the students, AICTE has been identifying organizations/Ministries both in India & abroad and signing MoUs. AICTE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the AICTE website www.aicte-india.org. The institutions are requested to adequately publicize this information on their website so that students can apply for internship.

Some of the MoUs signed by AICTE are as follows:



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Sl. No.	Memorandum of Understanding	For more details please visit
1	AICTE's MoU with Intershalaa	https://www.aicte-india.org/downloads/letter_technical_inst_mou_int_ernshala.pdf
2	MoU with NETiit for internships in Taiwan.	https://www.aicte-india.org/downloads/mou_netiiit.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	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	AICTE's MoU with Engineering Council of India [ECI]	https://www.aicte-india.org/downloads/eci.pdf
8	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	AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf
11	AICTE's MoU with scholars merit	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12	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	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



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.



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- ❖ 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 the Company's Business practices and procedures.

DURATION:

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed. While the actual structure and durations of the Internship(s) will vary from program to program, it is normal for a minimum duration to be at least eight weeks once during the penultimate year of the program. Typically, summer internships start around May every year and the durations range between six to eight weeks. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the Institution.

ELIGIBILITY:

- ❖ The student applicant must be validly enrolled in a program at the Institution.
- ❖ The Institution would facilitate internship placement of its students undergoing UG/PG Programme provided that the student has successfully completed their previous semester examinations and their conduct at the Institution has been satisfactory throughout the program.
- ❖ Students with a CGPA equivalent to 6 or higher, who have no backlogs, and who have not defaulted in paying the requisite fees to the Institution will be considered for internship placements assistance. Students are required to maintain a good record of attendance in their courses, to be able to participate in internship placement (Guest



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Lectures/ Seminars/ Conferences/ Industry Visits etc). Those having poor attendance record may not be permitted to participate in the internship placement process.

- ❖ Students are required to have 90% attendance in the Institution, Value Added Courses and Placement Related Workshops. Those who fall short of attendance may not be permitted to participate in the campus internship placement process.
- ❖ Students are required to keep a track of the communications regarding the companies with Internship opportunities. If a student eligible as per the Job Description chooses not to apply for **three (3)** consecutive eligible internship postings, then it may validly imply that the student is not interested in pursuing the internship assistance process. In such cases, the student will be denied further internship assistance.

GUIDELINES:

- ❖ The Placement Committee of the Institution is responsible for operationalizing the Internship Placement Process. At the commencement of each academic year, each department will constitute a Placement Committee consisting of students and a faculty member to be nominated by the Head of the Department.
- ❖ The Institute will assist in organizing the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the Institution in writing before the student embarks upon the internship.
- ❖ In line with the Institution's intent to nurture the spirit of entrepreneurship, the Institute will support students working on their own ventures in lieu of industry internships if these are formally approved by the Heads of the respective Departments and are conducted under respective faculty mentors.
- ❖ Any engagement involving freelancing, work from home etc if not approved by the respective



Head will not be accepted as valid internships.

- ❖ All students who are eligible and are required to undergo internships must fill an Internship registration form.
- ❖ Students must complete the minimum duration of internship as specified in the curriculum.
- ❖ The students must complete the requisite paperwork, including project reports, presentations in the prescribed formats (if any), and obtain the completion certificates from the sponsoring organizations adhering to minimum specified duration of internship.

EXPECTATIONS FROM STUDENT INTERNS:

The students act as unofficial spokespersons and help in building the image of the Institution. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the Institute. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- ❖ Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
- ❖ The Institute expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the Institution. Any student found disregarding any of the norms would be liable for disciplinary action.
- ❖ The students should abide by the dress code and other professional norms of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.
- ❖ Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of



Internship at the Institution's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.

- ❖ Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.
- ❖ The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.
- ❖ The Institution cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.
- ❖ Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the Institution.
- ❖ If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and will not be eligible for further placement assistance from the Institution.

FACULTY MENTOR ALLOCATION, REPORTING & SUPERVISION

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective Department depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty mentor. The following process is envisaged:

- ❖ Faculty mentor will be assigned for each student by the Head of the respective Department.



- ❖ The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry. Such interactions are expected to lead to collaborations for research, executive education, and consultancy projects etc. and are viewed as beneficial to the faculty members of the Institution.
- ❖ Upon the allocation, Placement Office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
- ❖ During this course, several interactions between the Faculty and the organization are expected.
- ❖ These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate.
- ❖ While there is no explicit guideline about the number of interactions, the following interactions are envisaged:
 - (a) **Initiation stage:** Placement Office will introduce the reporting manager of the sponsoring organization to the Institution's faculty mentor. The faculty mentor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship. The student intern will prepare a short write-up documenting these elements and get it signed by both the reporting manager of the sponsoring organization & the Faculty mentor. (See Appendix 1 for the report format).
 - (b) **Mid-term checkpoint:** Faculty Mentor will conduct a mid-term review of the progress of the internships – typically around 4-5 weeks after commencement. After the review, the Faculty Mentor shall prepare a mid-term progress report in the format given in Appendix 2.



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(c) **Closure:** At the end of the internship, the student intern shall prepare a report (Appendix 3) and may be optionally required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the organization showing the performance evaluation in terms of OS (Outstanding), EE (Exceeds expectations), ME (Met expectations), and BE (Below expectations). The student intern shall submit the letter and the report to the Faculty and Placement Office upon arrival at the campus. The Faculty shall engage the organization to receive the feedback and record the same. Based on the data as described herein, the Faculty mentor shall assign an appropriate rating/grade as per the grading norms of the Department.

- ❖ Where possible, the Faculty mentor should make at least one visit to the workplace of the student for a meeting with the organization to review the progress made by the student and to build up long term relationship between the Institution and the organization.
- ❖ Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have indulged in such misconduct, then he/she is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.



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Appendix I: Internship initiation report

Name of the student intern:

Name of the company:

Manager supervising the internship project:

Faculty mentor:

Project start date:

Project objectives:

Project scope and activities:

How will the project be performed?

Project deliverables:





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Appendix 2: Mid-term checkpoint review

Name of the student intern:

Name of the company:

Manager supervising the internship project:

Faculty mentor:

Project start date:

Checkpoint date:

Activities completed:



Activities stalled or delayed:

Suggested interventions:

Manager comments/feedback:



Appendix 3: Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The Institution expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) **Introduction:** Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- (ii) **Literature Review:** Published studies, review of similar studies
- (iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) **Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organisations.
- (viii) Presentation of the report, format of the report, flow of the report, style, language, etc.



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FORM-A

STUDENT INTERNSHIP PROGRAM APPLICATION

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

Student Name:			
Campus Address:		Phone:	
Home Address:		Phone:	
Student email address:			
Academic Concentration	Internship Semester: _____ Year.		
Overall GPA:			
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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FORM-B

REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To,

.....
.....
.....

Subject: Request for 04/06 weeks Industrial Training of 4 years Degree Programme,

Dear Sir,

In view of the above, I request your good self 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.

I thank and acknowledge the help and the support extended to our students during their training programme.

S. No.	Name	USN	Year of study & semester	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,

Internship Coordinator Head of the Department Principal



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FORM-C

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: _____ USN _____ Sem/ Year: _____
Campus Address: _____
City, State: _____
Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
Programme : _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____
Company/Organization: _____
Internship Address: _____
City, State, Pin: _____
Phone: _____ Email: _____

Academic Credit Information

Internship Title: _____
Domain: _____ Credit Points: _____
Grading Option: YES/NO _____ Credit/Non-credit _____
Beginning Date: _____ Ending Date: _____
Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____ Stipend _____



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Part II: 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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FORM-D 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:

Sl.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 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.

Sl. No.	Name of Students	Evaluation Ranking
	Attendance and general behaviour	
	Relation with workers and supervisors	
	Initiative and efforts in learning	
	Knowledge and skills improvement	
	Contribution to the organization	



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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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FORM-E

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 _____



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FORM-F

STUDENT FEEDBACK OF INTERNSHIP

(TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid _____ Stipend _____

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)					
Expanded my sensitivity to the ethical implications of					



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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?



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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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FORM-G

PROFORMA FOR EVALUATION OF INTERNSHIP BY THE DEPARTMENT

1. Name of Student _____ Mob. No. _____
2. USN. _____
3. Branch/Semester _____ Period of Training _____
4. Address of Training Providing Company: _____
5. Type of Work _____
6. 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)

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)	

Signature of Faculty Mentor Signature of Internship Coordinator

HoD

With date and stamp



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FORM-H ATTENDANCE SHEET

Name & Address of Organization

Name of Student	
USN	
Title of Internship/Task performed:	
Date of Commencement of Training:	
Date of Completion of Training:	

Initials of the student

Day	Hours Worked	Details of Work Completed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



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21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
	Total Hours Worked:	Title(s) of Project(s) worked on:

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.