

Summer Internship – Guidelines for the Internal Guide (V1.0)

1. **Purpose of the Internship/Internship/Mini Project :** The purpose of the Internship is to apply theory, principles, techniques and language studied during the syllabus and development a model/application/study the working of companies/development of skills to verify its applicability in real life. This will help to make the student's fundamentals and understanding more clear and precise. Further this will promote the creativity within the students and help them to develop the employable skills.
2. **Applicability/Scope of this Guideline :** B Tech and Diploma students undergoing Internship for the duration of 4 to 6 weeks.
3. **Purpose of the Guidelines:**
 - a) To ensure that Internship objectives are achieved
 - b) To educate the guide for adopting uniform processes and schedule
 - c) To educate guide about the various guidelines in advance so that common understanding can be developed
 - d) To educate the guide about evaluation criteria and its importance
4. **General Guidelines:**
 - a) Internal guide for summer internship is fully responsible and accountable to ensure that students assigned under the guide undertake the summer internship and complete as per the guidelines.
 - b) The internal guide should ensure that shortfall of the external internship should be compensated by assigning internship work within the institute.
 - c) Verify the Internship progress on regular basis and guide the student about required corrections/improvements.
 - d) Guide should ensure the schedule adherence and validate the Internship progress as per the specified schedule.
 - e) Intimation to all students well in advance about your availability and free slot
 - f) To direct the students to complete the Internship within the given time duration of internship.
 - g) Educate the students about evaluation criteria and importance of the Internship.
 - h) To attend the Internship presentation on regular basis

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- i) Verify, validate and improve the Internship presentation & report prepared by the students
- j) Final Presentation/report should be validate and verified within 2 days.
- k) Discussion and meeting with the students should be organized preferably during the assigned mini Internship slot only
- l) Internship progress report should be submitted to Internship Coordinator of respective branch immediately after the review/industries/companies visit in specified format.
- m) Guide should update HoD and respective Internship coordinator in advance in case compliance is not possible to submit within specified time duration.
- n) Guide should fully involve and take the interest in guiding the student for developing best Internship. This will help the students to develop and sharpen their skills
- o) Guide should motivate the students to develop innovative/creative approach/method
- p) Guide should be vigil and ensure that Institute and university's brand name is not impacted due to the students codes of conduct at the internship location.
- q) Guide should ensure that students have studied the guidelines/code of conduct of internship thoroughly and have understood properly
- r) Guide should visit and meet external guide of Internship at least twice in the Internship period,
- s) During the Industries/companies visit, the internal guide should meet the students placed and discuss their progress and challenges.
- t) The internal guide should discuss the progress of students under him with external guide in details and filled-up the internal guide assessment/evaluation form.
- u) The internal guide should maintain the proper database of internship related to the students assigned
- v) The Internal Guide should provide the complete details and progress to T & P Coordinator of the respective department for the proper monitoring. The T & P Coordinator will consolidate the department wise progress and update to the Institute Director and Chairman/Head – T & P, UTU.

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5. Attendance & Punctuality:

- a) Irregularities of the students should be informed to the respective Internship coordinator of the branch.

6. Submission of Report:

- a) Internship/Mini Project Progress report prepared by the students
- b) Irregularity report
- c) Internship/Mini Project intermediate evaluation if applicable

7. Output/Deliverables of Internship internal guide:

- a) Internship/Mini Project Final report duly signed by Guide within 3 working days of completion of internship
- b) Internal Guide assessment/evaluation form

8. Internship/Mini Project Evaluation Criteria:

- a) Internship/Mini Project assessment & evaluation during the Internship/Mini Project will done on the basis of parameters listed below. Each parameters will be having weightage and which can decided in consultation with HOD and Director;

Sr No	Evaluation Criteria	Weightage (%)
1	Punctuality /attendance	
2	Behavior at Internship location	
3	Attitude of learning	
4	Innovation & Creativity	
5	Communication skills (oral & written)	
6	Demonstrated critical thinking and problem solving skills	
7	Seemed interested and in and enthusiastic about the internship experience	
8	Ability to work with others	
9	Ability to adapt to a variety of tasks	
10	Reliability	

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11	Dependability	
12	Documentation	

9. Document Change History:

Version	Date	Details of Changes	Created / Updated by	Approved by
1.0	23/03/2013	Creation of Internship guidelines documents for Guide	Dr. Sanjay Buch	

10. Review & Approvals:

Version	Role	Name of Reviewer/Approver	Role / Function	Date	Signature
1.0	Reviewer	Faculty members	Faculty Members of the respective department and T & P Coordinators		