UKA TARSADIA university

Rules and Regulations of Summer Internship
For
Diploma and Undergraduate Engineering Programme

Meeting Date & Time:	17-02-2018 (11:00 IST)	Meeting Location:	CGPIT Conference Room
Meeting Organizer:	Dr. Navin Shah	Meeting Chair:	Dr. Navin Shah
Minutes Drafted Date:	28-02-2018	Meeting Committee:	Board of Studies (7th Meet)

Brief Description

Agenda 7.8:
To consider and recommend to the academic council for approval to introducing the Vocational Training (summer internship) of 6 to 8 weeks at the end of 6th semester in all the UG programme with 2 credit and 50 marks. **(Annexure VI)**

Proceedings of Agenda 7.8:
The introduction of summer internship (vocational training) of 5 to 8 week in Industries/Research and Development Organization/Academic Institution along with rules and regulations were presented and discussed at length of all B.Tech. programme. External expert members appreciated the novel idea of value addition and from placement perspective. Members are also suggested to keep 3 credits for such summer internship instead of 2 credits with the marks of 100. The proposal is to be implemented from the academic year 2018-19 and credit will be reflected in the marks of 7th semester of all B.Tech. programme. Such summer internship shall be organized between 15th May to 15th July as per the academic calendar of the institution and convenience of the Industries/Research and Development Organization/Academic Institutes.

Resolution of Agenda 7.8:
Resolved that summer internship (vocational training) of 5 to 8 week at the end of 6th semester of all B.Tech. programme in Industries/Research and Development Organization/Academic Institutes (as per guidelines duly approved with 3 credits and 100 marks. Resolved further that 3 credits and 100 marks will be reflected in the marksheet of 7th semester of all B.Tech. programme.

Agenda 7.19:
To consider and recommend to the academic council for approval to introducing the Vocational Training (summer internship) of 6 to 8 weeks at the end of 4th semester in all the Diploma programme with 2 credit and 50 marks. **(Annexure XVII)**

Proceedings of Agenda 7.19:
The introduction of summer internship (vocational training) of 5 to 8 week in Industries/Research and Development Organization/Academic Institution along with rules and regulations were presented and discussed at length of all Diploma programme. External expert members appreciated the novel idea of value addition and from placement perspective. Members are also suggested to keep 3 credits for such summer internship instead of 2 credits with the marks of 100. The proposal is to be implemented from the academic year 2018-19 and credit will be reflected in the marks of 5th semester of all Diploma programme. Such summer internship shall be organized between 15th May to 15th July as per the academic calendar of the institution and convenience of the Industries/Research and Development Organization/Academic Institutes.

Resolution of Agenda 7.19:
Resolved that summer internship (vocational training) of 5 to 8 week at the end of 4th semester of all Diploma programme in Industries/Research and Development Organization/Academic Institutes (as per guidelines duly approved with 3 credits and 100 marks. Resolved further that 3 credits and 100 marks will be reflected in the marksheet of 5th semester of all Diploma programme.

Attendees

Board of studies members from Faculty of Engineering and Technology at Uka Tarsadia University along with External expert members from other Institutions of Gujarat as below:

- Dr. Amit P. Ganatra (Professor, CED, CHARUSAT, Changa)
- Dr. Upena D. Dalal (Associate Professor, ECED, SVNIT, Surat)
- Dr. Ritesh Patel (Professor, EED, GHPCET, V.V. Nagar)
- Dr. Vijaykumar P. Chaudhary (Associate Professor, MED, CHARUSAT, Changa)
- Dr. Parimal A. Parikh (Professor, CHED, SVNIT, Surat)

Guidelines for Internship (Annexure VI) and (Annexure XVII)

No.	Guidelines
1.	Summer internship is an integral part of academic curriculum of respective degree and diploma programme. For the successful completion of the degree and diploma programme students are required to successfully complete the summer internship.
2.	Summer internship aims at widening the scope of skill development and the expansion of knowledge by providing an exposure in industry.
3.	One of important from additional benefits that industry may derive is to evaluate the student perusing internship from a long-term perspective. Thus, the summer internship becomes a gateway for the final placement of the student.
4.	The summer internship should be carried out by students in the semester break between fourth and fifth semester for diploma courses and between sixth and seventh semester for degree courses. The credit of the summer internship is reflected in fifth semester for diploma courses and in seventh semester for degree courses.
5.	Students are required to work in an industry for hands on experience.
6.	The paid internship or training will not be entertained by department/Institute.
7.	The duration of the summer internship is 6 to 8 weeks. Considering the academic schedule and the requirements of an industry the given period is subject to change, but not less than five weeks and in no case more than 8 weeks.
8.	Student should get the approval/appointment letter (on Industry/organization letter head) from the respective industry containing minimum required details like – Name and enrollment number of student and Duration of an internship. It will be appreciable if an industry defining – Scope of internship for respective student, Tools and technologies to be used, the person from an industry looking over effective internship by student, also called external guide. No objection certificate will be issued from an institute, if required.
9.	Head of the department will initiate the liaising between industry and department/Institute. One professor for a group of appropriate number of students is assigned from department, also called internal guide. If multiple students are working on the same project/task/survey etc. in industry then one internal guide can be allocated to the group defined by an industry to address the project/task/survey etc.
10.	Internal guide should at least visit twice to respective industry of his/her student/group of students for the entire summer internship.
11.	The detailed report of the visit (in pre-defined format) is required to prepare by internal guide to respective department, at very completion of his/her visit to industry.
12.	At the closing stage of the summer internship, the successful internship completion certificate is required to submit at respective department by student/group of students. The certificate should at least contain minimum required details like – Name and enrollment number of students, Duration of

	an internship, Performance of respective student, Tools and technologies used. The certificate (on Industry/organization letter head) must be signed by concerned authority of an industry along with the stamp of industry.
13.	At the closing stage of the summer internship, student/group of students require to prepared a detailed report (in pre-defined format) unfolding the work carried out during five to ten weeks of his/her/their internship and make presentation before jury constituted by the department for evaluation.
14.	Concerned department will schedule the presentation and evaluation of submitted report by student/group of students in the fifth semester. The schedule of such presentation will be announced in very beginning of the fifth semester for diploma and of the seventh semester for degree courses.
15.	The total marks for successful completion of summer internship following all the guidelines given by department/Institute, are 100 and it carries 3 credits.

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UKA TARSADIA university

Guidelines for Students Undergoing Summer Internship

As per the regulations of Uka Tarsadia University, the student from engineering and technology should undergo internship for a minimum period of 5 and maximum period of 8 weeks at the end of 6th semester in all the UG programme and at the end of 4th semester in all the Diploma programme with 3 credit and 100 marks. Before proceeding on summer internship, student must seek instructions from the Head of the Department or the Faculty, who is the in-charge of Summer Training. Attachment with an academic institution within the country (IISc/IITs/NITs/IIITs and CFTIs) is also permitted instead of industrial training.

**(Resolution of the summer internship has been passed during 7th Board of Studies meet on February 17, 2018 with agenda no. 7.8 and 7.19)*

1. INTERNSHIP / ACADEMIC ATTACHMENT

Internship refers to work experience that is relevant to professional development prior to graduation. Internship is an essential component in the development of the practical and professional skills required for an Engineer and an aid to prospective employment. It should also be noted that developing an awareness of general workplace behaviour and interpersonal skills are important objectives of the internship. At the end of the internship, students should be able to improve their knowledge and skills relevant to their areas of specialization and at the same time able to relate, apply and adapt relevant knowledge, concepts and theories within an industrial organization, practice and ethics. With this experience and exposure, the students should be able to acquire knowledge and skills to compete in the job market.

2. OBJECTIVES OF INDUSTRIAL TRAINING PROGRAMME

The objectives of the summer internship include:

- To give students the opportunity to apply the knowledge and skills they have acquired on campus in a real-life work situation.
- To provide students with opportunities for practical, hands-on learning from practitioners in the students' areas of specialization.

- To expose students to a work environment, common practices, employment opportunities and work ethics in their relevant field.
- To enhance the employability skills of the students.
- To provide opportunities for students to be offered jobs in the organizations in which they undergo their summer internship.

3. RESPONSIBILITIES OF STUDENT

The student is responsible to ensure that all matters relating to the summer internship Programme are conducted in an ethical, conscientious, trustworthy and committed manner.

(A) Before Industrial Training

(i) To apply for a suitable Industry/Institution and submit an application form through the Officer (Training / Training and placement) to the organization concerned one month before the summer internship Programme commences.

(ii) Submit one copy of the offer letter for the summer internship to the Head of the department or Faculty coordinator. Students are not allowed to change their choice after obtaining the approval and confirmation from the Industry/Institutions.

(iii) To complete the summer internship process within the specified time based on the programme schedule.

(iv) To ensure that the summer internship is not performed in a family-owned company so as to avoid conflict of interest.

(B) During Industrial Training

(i) Once the student has reached the training place, he / she must send a mail to the Faculty coordinator of the department / Head of the department or Officer (Training / Training and placement) that he / she has joined the training from _____ in the industry (Name) _____ and forward his / her contact nos., E-mail ID and the contact nos. of the company representative.

(ii) During the training, students will be given 3-4 practical problems by the industry in which they are undergoing training. In case the industry does not give them the problems, the students will themselves formulate minimum three problems and maximum four problems and carry out detailed study on them and recommend the optimum solution based on their theory knowledge.

(iii) To maintain discipline and abide by all rules and regulations enforced by the organization and to ensure **FULL** attendance during the Industrial Training duration.

(iv) To carry out the summer training in an ethical and professional manner and to uphold the reputation of Uka Tarsadia University at all times.

(v) To maintain confidentiality and to not disseminate / share any information related to the organization to third parties.

(vi) To be responsible for maintaining the security of properties belonging to the organization.

4. ASSESSMENT COMPONENTS

Assessment within the summer training context aims to evaluate the student's work quality and appropriateness to the field of study with reference to the learning outcomes of the summer internship programme. Students should be evaluated by Faculty coordinator of the Department. Evaluation methods used may consist of the following:

- Industry Mentor/ Guide/ Supervisor ***(refer Annexure-A)***
- Faculty Mentor ***(refer Annexure-B)***
- Industrial Training report (refer point number 6)
- Presentation by the student ***(refer Annexure-C)***

5. DISCIPLINARY PROCEDURES DURING INDUSTRIAL TRAINING PROGRAMME

Within the training period, the student is wholly responsible to the organisation where he or she has been placed. This means that the student must observe specified office hours, and must adhere to all rules and regulations of the organisation, just like the other staff within the organisation, during the entire training period.

6. DEPARTMENTAL REPORT

When the training of the student in a particular department / section / shop of an industry is completed, he / she should write departmental report. Report should include description of the department / Section / Shop, the processes and procedures followed in it. Individual items of equipment, special attachment, indigenously adopted tools should be described. Personnel & any other human resource features should be highlighted. Drawings, sketches, specification of equipment, used, should be given wherever essential. The report should also contain entire studies & discussions carried out by the students in addition to what he / she has observed during his / her day-to-day work. The departmental report should be signed by the student and also by his officer-in-charge of that department / section / shop. The report must include the following:

(a) The basic history/introduction of the industry.

(b) The sequence of operations followed/ systems introduced for the production.

(c) The layout of various workshop/floors or the labs and admin section of the industry.

(d) The major equipment used for the production / computer configuration required for the loading the used software's.

(e) The infrastructure available.

(f) The movement of material (raw, semi-finished and finished product), not applicable in case of software industry.

(g) The formulation of 3 to 4 practical problems.

(h) Data required to formulate the problems.

(i) Analysis of the data, steps required and commands used in case of software industry.

(j) Suggestions made based on the analysis of the data.

(k) Recommendations.

(l) Certificate from the industry for the period of training undergone.

The final report must be at-least 20 to 30 pages for the student undergoing 35 to 60 days training. In case no. of students undergoing training in the same industry are more than one, each student will prepare his / her report separately.

7. FORMAT OF INDUSTRIAL TRAINING REPORT

The following titles must be incorporated in the final summer Internship report:

1. Preface/Acknowledgement

2. Certificate with Signatures and Seal of the Industry Person

3. Contents/Index

4. Introduction about the Industry

5. Training Schedule

6. Work Done / Observations

7. Specific Assignment / Project Handled

8. Learning after Training

9. Summary

8. EVALUATION THROUGH SEMINAR PRESENTATION

The students will present his report though seminar, which will be held by an expert committee constituted by the concerned department as per norms of the institute. The evaluation through seminar presentation will be based on the following criteria.

a) Quality of material presented.

b) Effectiveness of presentation.

c) Depth of knowledge and skills.

Upon completion of these programmes, students are expected to demonstrate the following graduates' attributes:

- Engineering Knowledge
- Problem analysis
- Design/development of solutions
- Conduct investigations of complex problems
- Modern tool usage, The engineer and society
- Individual and Team Work
- Communication, Project Management and Finance

Dr. Rajkumar V. Patil
(Dean and Director, CGPIT)
Uka Tarsadia University

Annexure-A

Summer Internship External Evaluation

(To be given by supervisor/guide/Industry mentor)

Date of Evaluation: _____

Organization Name: _____

Industry Mentor Name: _____

Contact Number: _____Email_____

Intern/Student Name: _____

Internship Tenure: From _____To_____

Project Title: _____

Amount of stipend offered (If any): _____ (Rupees per Month)

Intern/Student's Performance Areas: (Evaluation of Each Parameters out of 4 Points)

Parameters	**Evaluation Ranking (Out of 4)**
Punctuality [PO-12]	
Behaved in a professional manner [PO-8]	
Effectively performed given assignments [PO-11]	
Oral communication skills [PO-10]	
Written communication skills [PO-10]	
Ability to work with others [PO-9]	
Ability to adapt to a variety of tasks [PO-9]	
Reliability [PO-6]	
Dependability [PO-6]	
Attention to accuracy and details [PO-4]	
Willingness to ask for help and guidance [PO-8]	
Demonstrated critical thinking and problem-solving skills [PO-2]	
Quality of work [PO-5]	
Seemed interested and enthusiastic about the internship experience	
Analytical thinking [PO-3]	

Specific comments/suggestions:

_____

_____

Signature of Industry Mentor

Annexure-B

Summer Internship Internal Evaluation

(To be given by faculty mentor)

Date of Evaluation: _____

Institute Name: _____Department: _____

Faculty Mentor Name: _____

Contact Number: _____Email_____

Intern/Student Name: _____

Internship Tenure: From _____To_____

Project Title: _____

Amount of stipend offered (If any): _____ (Rupees per Month)

Intern/Student's Performance Areas: (Evaluation of Each Parameters out of 2 Points)

Parameters	**Evaluation Ranking (Out of 2)**
Punctuality and Attendance	
Uses technical knowledge and expertise	
Demonstrates creativity/originality	
Accepts responsibility and follow deadlines	
Has a professional attitude	

Observation during Field Visit

_____

_____

Signature of Faculty Mentor

Annexure-C

Summer Internship Evaluation Sheet

(To be given by faculty mentor)

Roll No.		Name of Student	
Date of Evaluation		Internship Tenure	to
Industry/ Organization	(i)		
	(ii)		
Industry Mentors	(i)		
	(ii)		
Faculty Mentors	(i)		
	(ii)		

External Evaluation (30)	Internal Evaluation (10)	Report (15)	Presentation (15)	Internship Subject Domain Knowledge (20)	Questionnaire (10)	**Total (100)**

Evaluator Faculty Name & Signature	(i)	Sign-1:
	(ii)	Sign-2: