

MEASI INSTITUTE OF INFORMATION TECHNOLOGY  
CHENNAI – 600014

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INTERNSHIP POLICY GUIDELINES & PROCEDURES

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## **1. Introduction**

The Internship training provided to each student during his course of study will play a vital role in his career. They get an insight into the IT corporate world and makes them aware of the needs of the industry. It also helps them mentally prepare themselves to face the challenges of a work environment. It gives an opportunity to learn and acquire the necessary skills and update their existing technical knowledge. The training will help them fine-tune their presentation skills, interact with their co-workers and make them a confident person.

## **2. Objectives**

- To provide possible opportunities to learn and sharpen the real time technical and managerial skills required for a professional career.
- Understand the social, environmental, economic and administrative considerations that influence the working environment .
- To expose students to the responsibilities and ethics of the work place.
- To get acquainted with the working styles of industries at different hierarchies and learn to work in a team.
- To gain experience in all types of professional communications ( viz. pre-internship applications, people skills,documentation skills , report/project writing skills).
- To demonstrate the impact of the internship on their lifelong learning and professional development.
- To provide the linkages of future job/research opportunities to students in the organization.

## **Mode of Execution**

Companies offering internship start with a selection process comprising of an aptitude test and a HR round based on the students' performance. The students may be allowed to change the companies in certain unavoidable circumstances. The department head shall take the decision on application by the student with a valid reason, with due permission of the Director. List of such students shall be submitted to the academic council.

## **Full time Industry Internship cum project**

The student will be working on the project assigned by the company. The project will be considered as his main project as stipulated by the M.C.A. programme. The faculty of the institution will act as the guide/supervisor to the student. They will simultaneously co-ordinate with the industry lead in-charge of the project. The review schedule will be prepared and circulated to the students so they can report back to their respective guides/supervisors for regular project updates.

## **Internship Duration**

The internship is for a duration of 4 to 12 weeks during the fourth semester of the MCA programme.

## **Roles and Responsibilities**

The Training & Placement Cell will look after the Internship. The cell will be supported by the Internship Co-Ordinator assigned by the Director.

## **Internship Execution Procedure**

The Training & Placement Cell will arrange internships for the students. Request letters will be sent to the concerned companies / organizations for internships. The companies offering internships may have a selection process to identify students satisfying the requirements of the company. On receipt of the confirmation, the students will be informed about their project schedule in the companies. The companies will provide the necessary training for the students.

The progress of the project will be evaluated by their guides and by the concerned head of the companies. Suggestions for improvement will be given to the student, wherever necessary.

After completion of the internship, the certificate of completion will be given to the student and the same shall be submitted to the college. The final project completed will be submitted in two copies for signing by the respective internal and external examiners. The project documentation will be submitted to the University for the viva-voce examination.

The students may also be offered placement, based on their performance and subject to the company policies.

**Format for evaluation (Rubrics) by Faculty Mentor**

<b>Attribute</b>	<b>Poor (1)</b>	<b>Mediocre (2)</b>	<b>Above average (3)</b>	<b>Good (4)</b>	<b>Excellent (5)</b>
Learning aptitude, work interest					
Technical knowledge and expertise, problem analysis skills					
Initiative					
Organizational skills					
Communication skills					
Cooperation with co-workers and supervisors / Team work					
Dependent, self-reliant and responsible					
Creativity/originality/innovativeness					
Criticism acceptance					
Time utilization					

**Format for ISE Evaluation (Rubrics) by Industry Mentor for Category-I and III**

<b>S.No</b>	<b>Attributes</b>	<b>Marks (Total 25)</b>
1	Attendance and general behaviour	...../5
2	Relation with workers and supervisors	...../5
3	Initiative and efforts in learning	...../5
4	Knowledge and skill improvement	...../5
5	Time utilization and professional attitude	...../5
<b>Total</b>		...../25

**Student internship program application format**

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

1. Student Name:			
2. Current Address			
3. P e r m a n e n t Address			
4. Email id			
5. Mobile No.			
6. Overall GPA			
7. Mode of Internship			
8. Internship Preferences			
	Location	Core Area	Company / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program			
Student Signature:_____Date_____			
I confirm 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 guide/supervisor.			
Sign of Departmental Internship Coordinator			Date

**Parent/Guardian Consent Form—Internship**

Please complete all blanks and sign in *three* places.

Student’s Name:

**Part I: Permission to Participate**

I have read the information concerning the internship program and give my son/daughter, \_\_\_\_\_, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

**Date**

**Signature of Parent/Guardian**

**Part II: Emergency Authorization**

In the event that I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

**Date:**

**Signature of Parent/Guardian**

**Part III: Liability**

I hereby agree to waive and release any and all rights that I, my ward, or our representatives may have to make claim against the college or their respective officers, employees, or representatives arising from injury or damages, including lawyer’s fees, that may result from my ward’s participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer’s fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward’s participation in the internship program.

**Date:**

**Signature of Parent/Guardian**

**Format for request letter from institute to internship provider**

To,  
The General Manager (HR)

.....  
.....

Subject: Request for \_\_\_ weeks industrial training of B. Tech. in \_\_\_ Engineering, Dear Sir,

The MEASI Institute of Information Technology was established in the year 2002 as a standalone Institution for conducting M.C.A. programme during the centenary year of MEASI. The Institution is approved by the All India Council for Technical Education (AICTE) and Affiliated to the University of Madras. The Institute was started with an intake of 60 students and subsequently it was raised to 120 during the academic year 2021-2022 onwards.

The AICTE & University of Madras has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	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,

Training & Placement Officer

Student Relieving Letter Format

Annexure- IV

To,  
.....  
.....

Subject: Relieving letter of student.

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:

Sr. No.	Name of Student	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:

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, 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.

Sr. No.	Name of Student	Evaluation Ranking
1	Attendance and general behaviour	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

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,

(Corporate Affairs)



**Student Joining Letter Format**

To,

The Training & Placement Cell  
MEASI Institute of Information Technology  
Chennai – 600014.

Sir / Madam,

Subject: Internship joining report.

With reference to acceptance of internship (name of the industry/organization) through email, I am hereby pleased to communicate to you that I have joined as Internee on ..... Initially I have been posted in ---- department. During this internship, my contact number will be ----- and my email ID will be -----.

Moreover, I will be forwarding the report every fortnightly of my training and other details.

With warm regards,

(Name of the Student)

Internee

For Immediate Supervisor

The above mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.

**Student Daily Diary (Log) Recording Format**

Day-1		Date:	
Time of arrival		Time of departure	Remarks
Depart./Division		Name of finished job	
Name of HOD/ Supervisor With e-mail id			
Main points of the day			

**Signature of Industry Supervisor**

**Format for Supervisor Evaluation of Intern**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate intern by indicating the frequency with which you observed the following behaviours:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviour				
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 (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

**Student Feedback of Internship (To be Filled by Students after Internship Completion)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Industrial Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Internship is: Paid / Unpaid

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:	<b>Strongly agree</b>	<b>Agree</b>	<b>No opinion</b>	<b>Disagree</b>	<b>Strongly disagree</b>
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 the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					

This experience has:	<b>Strongly agree</b>	<b>Agree</b>	<b>No opinion</b>	<b>Disagree</b>	<b>Strongly disagree</b>
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?

Considering your overall experience, how would you rate this internship? (Tick 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?)