



**Government of Karnataka**

**INTERNSHIP GUIDELINES  
FOR  
COHORT OWNER, STUDENTS AND EXAMINERS**

**Department of Technical Education,  
Palace Road, Bangalore 560001, Karnataka**

# INTERNSHIP

## Introduction

The students of Polytechnic Programs will have an opportunity to be part of one of the most challenging educational experiences in the year-3, The students will be trained in the specialization pathways of their interest through bootcamp mode in fifth semester, followed by 16-week internship or a project work in sixth semester.

An internship is a professional learning experience which offers meaningful, practical work relevant to a student's field of study or career interest. It gives the students an opportunity for exploring the various career choices and acquire varied skills. It also offers an opportunity to bring out the innovative, creative ideas and energy into the workplace. This effectively aims at developing talent and potentially builds a pipeline for future Job prospects that may be ready for challenging roles in future. Internship has become very crucial for students to gain on-field experience which acts as an advantage for the students who do not have corporate experience.

Internships allow students to examine new situations, work techniques, problem-solving tactics, interpersonal skills, understanding of timelines and targets which would otherwise not be possible unless they were on board. Companies which plan to offer job placements to students also prefer hiring the interns for a short period as a trial wherein they have an opportunity to assess their ability and select them based on their observations over a considerable amount of time. This alternative gives the recruiter a better understanding of the candidate's worth in comparison to the assessment made in couple of interview sessions. Even for the interns it is a win-win situation as they get an opportunity to learn the corporate work culture in advance and later demonstrate their skills at their workplace

## Outcomes

After completing Internship, Interns will be able to,

- Apply the theoretical knowledge and skill during performance of the tasks assigned in internship
- Demonstrate soft skills such as time management, positive attitude and communication skills during performance of the tasks assigned in internship
- Document the Use case on the assigned Task

## Facilitating the Interns by an Internship Provider

- Orient intern in the new workplace. Give interns an overview of the organization, Explain the intern's duties and introduce him or her to co-workers
- Develop an internship job description with clear deliverables and timeline
- Allow the interns in meetings and provide information, resources, and opportunities for professional development
- The interns have never done this kind of work before, they want to know that their work is measuring up to organizational expectations, hence provide professional guidance and mentoring to the intern

- Daily progress report of Intern is to be evaluated by industry supervisor. examine what the intern has produced and make suggestions. Weekly supervision meetings can help to monitor the intern's work.

#### **Duties Responsibilities of the Cohort owner**

- To facilitate the placement of students for the internship
- To liaison between the college and the internship provider
- To assist the Industrial Training Supervisor during assessment

#### **Instructions to the Interns**

- Students shall report to the internship provider on the 1st day as per the internship schedule
- Intern is expected to learn about the organization, its structure, product range, market performance, working philosophy etc
- The interns shall work on live projects assigned by the internship provider (OJT-1,OJT-2)
- The Intern shall record all the activities in the daily log book and get the signature of the concerned training supervisor
- Intern shall have 100% attendance during internship programme. In case of un-avoidable circumstances students may avail leave with prior permission from the concerned training supervisor of the respective internship provider. However, the maximum leave permitted during internship shall be as per company norms where they are working and intern shall report the leave sanctioned details to their college cohort owner
- The interns shall abide all the Rules and Regulations of internship provider
- Intern shall follow all the safety Regulations of internship provider.
- On completion of the internship, intern shall report to the college and submit the internship certificate mentioning duration of internship, evaluation of interns by internship provider, Student's Diary, report on OJT-1, OJT-2,Use case-1 and Use case-2 to the cohort owner

## Assessment

The Internship will be assessed for 400 marks through formative and summative assessment tools, in formative assessment the internship will be evaluated for 240 marks and in summative assessment internship will be evaluated for 160 marks

### The Formative Assessment- (Continuous Internal Evaluation- CIE)

The Formative Assessment is conducted for 240 marks throughout the course in three developmental phases as CIE-I, CIE II and CIE-III. Students shall complete CIE-I before taking CIE-II and complete CIE-II before taking CIE-III, otherwise will not be eligible to take Semester End Examination

Continuous Internal Evaluation- CIE - I conducted at the end of 4 <sup>th</sup> week		
SI No	Assessment parameter	Marks
1	Submit a report to the training supervisor and copy to the cohort owner focusing on: <ul style="list-style-type: none"><li>• Overview of the organization</li><li>• Vision and mission of the organization</li><li>• Organization structure</li><li>• Roles and Responsibilities of personnel in the organization</li><li>• Products and market performance</li></ul>	50
2	Give a presentation on the above	30
	<b>Total</b>	<b>80</b>

**Note:** CIE-1 shall be assessed by the Cohort owner for 80 marks using appropriate Rubrics

Continuous Internal Evaluation- CIE - II conducted at the end of 8 <sup>th</sup> week		
SI No	Assessment of On Job Training (OJT)-1 + use case 1	Marks
1	Select any one job role of his/her interest in an organization or role assigned by the training supervisor for next Four weeks and submit a report to the training supervisor and copy to cohort owner focusing on: <ol style="list-style-type: none"><li>1. Intern's ability to apply the skill and technical knowledge on OJT-1</li><li>2. Intern's performance on assigned tasks and project</li><li>3. Extent of Intern's ability to add value to the organization through internship</li></ol>	50
2	Document a Use case on a task where he is working as intern	30
	<b>Total</b>	<b>80</b>

**Note:**

1. CIE-II shall be assessed by the Industrial Training Supervisor using companies' assessment Tools/Rubrics
2. Cohort owner shall assist the Industrial Training Supervisor during assessment of CIE-II

<b>Continuous Internal Evaluation- CIE -III conducted at the end of 12<sup>th</sup> week</b>		
<b>SI No</b>	<b>Assessment of On Job Training (OJT)-2 + use case2</b>	<b>Marks</b>
1	Select another job role of his/her interest in an organization or role assigned by the training supervisor for next Four weeks and submit a report to the training supervisor and copy to cohort owner focusing on:  1. Intern's ability to apply the skill and technical knowledge on OJT-2 2. Intern's performance on assigned tasks and project 3. Extent of Intern's ability to add value to the organization through internship	50
2	Documenting of another Use case on a task where he is working as intern	30
	<b>Total</b>	<b>80</b>

**Note:**

1. CIE-III shall be assessed by the Industrial Training Supervisor using companies' assessment Tools/Rubrics
2. Cohort owner shall assist the Industrial Training Supervisor during assessment of CIE-III

**The Summative assessment- Semester End Examination (SEE)**

During the semester end examination, students shall demonstrate the outcomes of their Internship to the Panel of Examiners comprises of a Cohort owner and an external Subject expert  
The evaluation criteria are as follows

<b>SI No</b>	<b>SEE Evaluation Criteria</b>	<b>Marks</b>
1	<b>Presentation shall include:</b>  1. Overview of the organization, vision, mission, structure, roles and responsibilities of personnel's, products, market Performance etc - (20 marks) 2. The role performed in the organization during OJT-I and Intern's ability to apply the skill and technical knowledge – (20 marks) 3. Use case-1- (20 marks) 4. The role performed in the organization during OJT-II and Intern's ability to apply the skill and technical knowledge – (20 marks) 5. Use case-2- (20 marks)	100
2	Evaluation of comprehensive Internship Report with special focus on organization profile, OJT-1, OJT-2, Use case-1, Use case-2 and contribution made to the organization	60
	<b>Total</b>	<b>160</b>

**Note:** Cohort owner and External subject expert shall assess the intern separately using an appropriate rubrics and average marks to be tabulated

# FORMATS

**Department of Technical Education**

**FORMAT - 1**

**Student Internship Application**

(Complete and submit to the Training and Placement Officer)

Student Name			
Student e-mail Id			
Mobile			
Name of the Institute			
Name of the Program			
Specify the Specialization Pathway			
Overall CGPA			
Internship Preferences	Location	Core area	Organization
Preference-1			
Preference-2			
Preference-3			
Cohort owner Signature:			
Date			
Student Signature:			
Date			

**Department of Technical Education**

**FORMAT - 2**

**Request Letter from Institute to Internship Provider**

(To be forwarded by the Training and Placement Officer/Student)

Date:

To,

.....  
.....  
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Subject: Request for 16 weeks Semester long internship training of Diploma in -----  
engineering Program

Dear Sir/ Madam,

This is to certify your good office to allow Mr/ Ms ----- student of our polytechnic perusing sixth semester diploma in ----- engineering and trained in ----- specialization pathway in boot camp mode to render on-the-job internship training in your prestigious company

As per the requirement of Diploma in ----- engineering program, he/she is required to complete six hundred and forty (640) hours of internship related to his/her specialization

Your support in this regard is highly appreciated

With warm regards,

Signature of Training and Placement Officer



**Department of Technical Education**

**FORMAT - 3**

**Agreement**

This Agreement is between the student, cohort owner and internship provider. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the student, cohort owner and Industrial training supervisor

**Part I: Contact Information**

**Student**

Name: \_\_\_\_\_ Student ID \_\_\_\_\_ Class Year: \_\_\_\_\_

College Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Industrial Supervisor**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State----- Pin: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Cohort owner**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College Address: \_\_\_\_\_

**Academic Credit Information**

Program: \_\_\_\_\_

Pathway: -----

Credits: 16

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Hours per Week: 40

## Part II: The Internship

### Internship Objectives:

Describe What do the interns intend to learn, acquire skill through this internship? Try to use concrete, measurable terms in listing the learning objectives under each of the following categories:

- Knowledge
- Skills

### Job Description:

Describe in as much detail as possible intern's role and responsibilities while on internship. List duties, project to be completed, deadlines, etc. Describe How interns' technical knowledge can be applied at the site of the internship and how they can create value to the organization through internship

**Supervision:** Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation interns will receive from whom, etc

**Evaluation:** Describe How will interns work performance be evaluated? By whom? When?

## Part III: Agreement

This Agreement may be terminated or amended by student, cohort owner or industry training supervisor at any time upon 7days written notice, which is received and agreed to by the other parties.

Student \_\_\_\_\_

Date \_\_\_\_\_

Cohort owner \_\_\_\_\_

Date \_\_\_\_\_

Industry Training Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Department of Technical Education

FORMAT 4

Student's Daily Log Book

Day-1	Date:
Time of Arrival	Time of Departure
Dept/Division	Nature of work
Name of the Supervisor With designation and email ID	
Remarks of the Training supervisor:	
Record Main actives of the day (including observation, sketches, discussions, etc)	
<b>Signature of Industry Supervisor</b>	

**Note:** Prepare a A4 size hard bound Intern work book using this format with college and student details

## Department of Technical Education

### FORMAT 4

#### Internship Report template

The student, after the completion of internship should submit a comprehensive Internship report, The contents of the report shall be arranged in the following order:

1. Cover Page
2. Inside Title Page
3. Internship Certificate issued by the organization
4. Acknowledgements
5. Executive Summary
6. Table of Contents
7. List of Figures
8. List of Tables
9. Abbreviations/ Notations/ Nomenclature
10. Text of the Report
  - **Chapter 1:** Company Profile
  - **Chapter 2:** Describe in as much detail as possible intern's role and responsibilities while on OJT-1. List duties, project completed, etc. Describe How interns' technical knowledge can be applied at the site of the internship and how they can create value to the organization through internship
  - **Chapter 3:** Describe in as much detail as possible intern's role and responsibilities while on OJT-2. List duties, project completed, etc. Describe How interns' technical knowledge can be applied at the site of the internship and how they can create value to the organization through internship
  - **Chapter 4** –Use case-1 and Use case-2
11. Student Profile/Resume
12. Photo Gallery
13. Appendices

## General Guidelines

**Report Size** - Report may contain maximum of about 50 pages including Proto gallery and appendices.

**Paper Size** - Use A4 size paper

**Paper Quality** - White bond paper weighing 85 g/m<sup>2</sup> or more should be used. Photographs or images with dense colors may be printed in single side on glossy paper.

**Margins** - A margin of 40 mm is to be provided on left and 30 mm on right sides, whereas top and bottom margins should be 30 mm. No print matter should appear in the margin except the page numbers. All page numbers should be centered inside the bottom margin, 20mm from the bottom edge of the paper.

**Font** - Times New Roman (TNR) 12-point font has to be used throughout the running text. The captions for tables and figures should have font size of 11 and foot notes should be set at font size 10. Font sizes for various levels of headings are given in the table below

<b>CHAPTER 3</b>
<b>TITLE PAGE-CENTERED TNR 17-POINT BOLD ALL CAPS</b>
<b>3.1. Section Heading</b> Left aligned with number, TNR 17 points, bold and leading caps
<b>3.1.1. Second level section heading</b> Left aligned with number, TNR 14 points, bold and sentence case.
<b>3.1.1.1 Third level section heading</b> Left aligned with number, TNR 12 points, bold and sentence case.
<i>Fourth-level section heading</i> Numbered subsections beyond third level are not recommended. However, fourth-level subsection headings may be included without numbering, TNR 12-point font, left aligned and italicized Running text should be set in 12-point TNR and fully justified. First line of paragraph should have indentation of 15 mm.

**Line Spacing** - The line spacing in the main text should be 1.5, for quotations, figure captions, table captions, figure legends, footnotes, equations, tables, figures, and quotations Single line spacing should be given.

### Table / Figure/equation Format-

Tables and figures shall be numbered chapter-wise. For example, second figure in Chapter 3 will be numbered Figure 3.2. The figure can be cited in the text as Figure 3.2, Tables shall be numbered similarly (Table 2 in Chapter 3 will be numbered Table 3.2) and shall be cited in the text as Table 3.2. Figure caption shall be located below the figure. Table number and caption shall be located above the table.

## **Appendices**

Include data tables, drawings, background calculations, specification lists for equipment used, details of experimental configuration, and other information needed for completeness,

## **Page Numbering**

Page numbers for the prefacing materials (Inside title page, certificate, acknowledgements, executive summary, table of contents, etc.) of the report shall be in small Roman numerals and should be centered at the bottom of the pages.

The numbering of the prefacing material starts from the Inside Title Page. However, the number is not printed on the Inside Title Page. Each new item of the prefacing materials listed above should start on a fresh paper on right page. If the content of the prefacing material exceeds one page, it has to be printed on both sides of the paper by starting from the right-side page. For example, if the item „Table of Contents“ extends for 5 pages, it should be printed in fresh paper on right side page with second page of the „Table of Contents“ on the back of the paper and then continued. The page numbers of the prefacing material will be printed in small Roman numerals continuously counting blank pages also. However, the numbers are not printed on the blank pages

The body of the report starting from Chapter 1 should be paginated in Arabic numerals and should be centered at the bottom of the pages. The pagination should start with the first page of Chapter 1 and should continue throughout rest of the report. Each side of a sheet of paper should be counted as a separate page, even if the back side of a sheet of paper is blank. The odd numbered pages are always on the right and even-numbered pages are always on the left. If the end of a chapter is in odd page (right side page) the next chapter should start on odd page i.e., on a fresh paper, and should be numbered as odd only by counting the blank even page also. However, the page number is not printed on the blank pages.

Each of the items - Inside cover page, Certificate, Acknowledgements, executive summary, Table of Contents, List of Figures, List of Tables, Abbreviations, Notations, Nomenclature, each new Chapter, References, and each new Appendix should start on an odd page i.e., on the right side

## **Non-Paper Material**

A report may contain non-paper material, such as specimen, CDs and DVDs, Pen drive if necessary. They have to be accommodated in a closed pocket in the back cover page of the report. The inclusion of non-paper materials must be indicated in the Table of Contents. All non-paper materials must have a label each clearly indicating the name of the candidate, student Register number and the date of submission.

## **Binding**

Two hard bounded copies of the project Report shall be submitted for evaluation, the cover page should be printed on sky blue card of 300 g/m<sup>2</sup> or above. One copy is used for Semester End Examination and after the exam it should be maintained in the concerned Head of the department and another copy is maintained at cohort owner

## **Electronic Copy**

An electronic version (PDF) of the project report should be submitted to the cohort owner and Head of the department. The file name should contain, student name, Register number and date of submission