

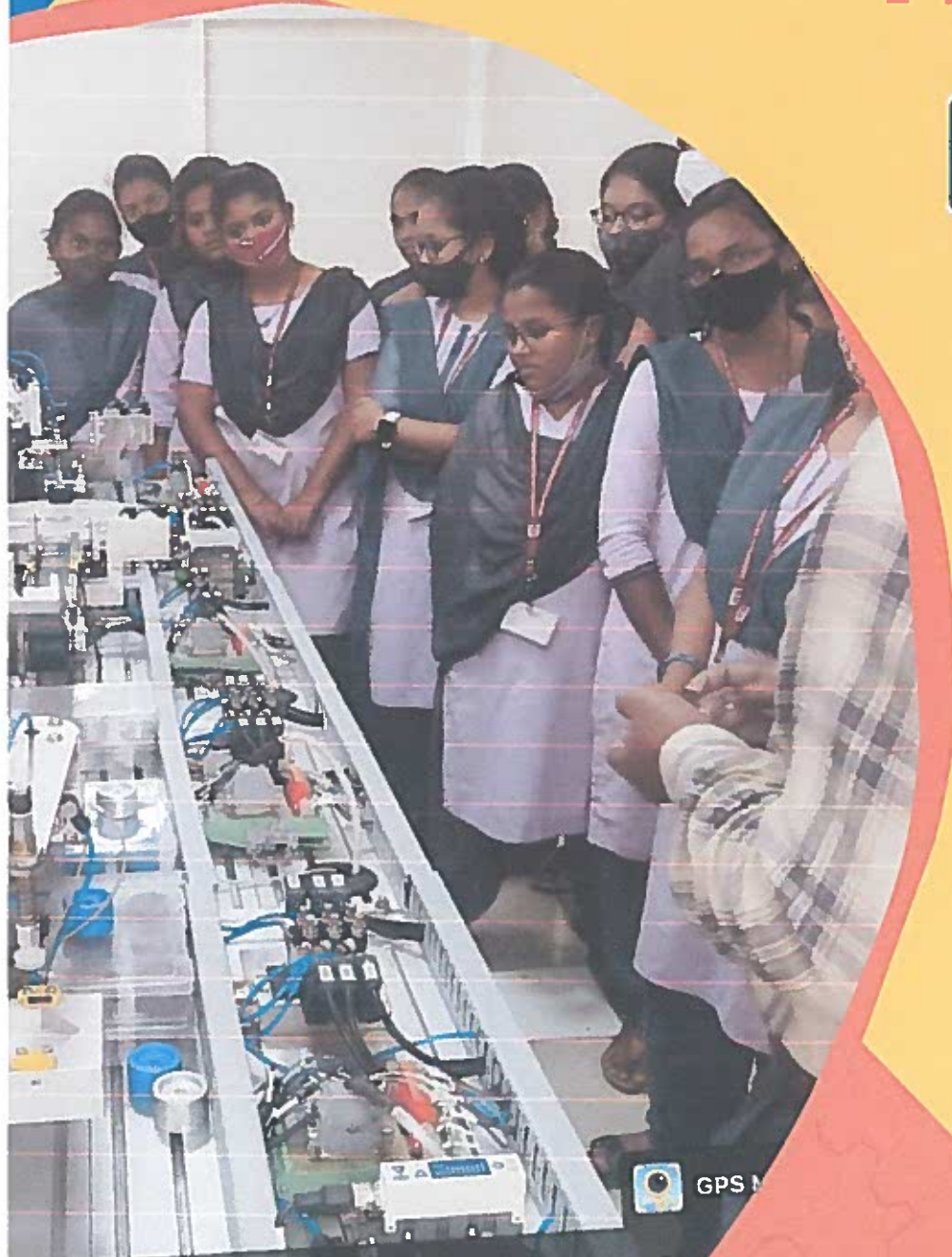


NSRIT

SOP – SUMMER INTERNSHIP PROGRAMME



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Visakhapatnam, Andhra Pradesh
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**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)**




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**STANDARD OPERATING PROCEDURE (SOP)
Summer Internship**


2/06/2022
1/4

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Director

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PREAMBLE

Internship is a formal, institutionalized process/course designed to provide hands-on experience in a profession. It paves a platform for a student to apply the theoretical knowledge he/she gained during the course of study and to gain a practical experience. The course is a mutual benefit to both intern and industry. The prime objective of the internship course is to give a practical insight to the students so as to make them more skillful. At NSRIT, internships for UG programme are offered in two ways viz., Summer Internship (SI) and Full Semester Internship (FSI). There are 2 Summer Internships, one at the end of 4th semester for a duration of 4 weeks and the other at the end of 6th semester for a duration of 8 weeks. The Full Semester Internship (FSI) can be opted by the students either in 7th semester or 8th semester. It is for a duration of 16 weeks. The internship course is guided by internal supervisor at the institute and external supervisor at the industry. All the internships are credited.

The activities involved in implementation of internships is well-structured at the institute level. It is coordinated by Institute-Industry Interaction Cell (IIIC). Following is the composition.

1. Institute Level Coordinator (Lead)
2. Department coordinator: 1 or 2 per department (Co - Leads)

Roles and Responsibilities of Internship Coordinators

1. To identify companies related to Core, IT and ITES for internship
2. To introduce new companies every year to widen the industry – institute collaborations
3. To maintain a healthy relationship with the experts of Industries and other organizations
4. To allot one internal mentor for atleast 10 – 15 interns to guide
5. To maintain a data base of companies with all relevant details as well as allotment order
6. To sensitize the students well in advance about the rules and regulations related to internship activities as this is a credited internship program as per the Autonomous Regulation 2020. Further the interns shall be sensitized adequately regarding the internship outcomes as well as the program outcomes that are being mapped
7. To sensitize all the faculty members (internal mentors) and students about the conduct of internship and professional etiquettes among the interns
8. To monitor and facilitate the assessment of interns in association with the department internship coordinator in line with the guidelines furnished in autonomous academic regulation 2020
9. To conduct periodical meetings among internship teams for effective implementation and submit the minutes to the concerned authorities through the Head of the Department
10. To conduct periodical meetings among the interns through online and the session shall be recorded for further action

Summer Internship I

All the students are offered with summer internship - I for duration as specified in the academic regulation 2020 under autonomous governance at the end of 4th semester. Internal faculty supervisor will be continuously monitoring the students and they in turn have to report to the internship cell. After the completion

of internship, students must prepare and submit a report along with the certificate to their respective department. There will be an end semester evaluation for the award of 1.5 credits for summer internship – I. Departments have to design and deploy suitable rubrics for assessment. The POs and PSOs addressed through internship are to be taken care while designing the rubrics.

Selection Procedure

As the internships are institutionalized courses, the allotment of students to the identified companies will be done by the institute through the coordinators. The students cannot opt the company on their own to undergo internship. However, the references by students and faculty shall be submitted to the Institute coordinator to pursue further on the decision of including the company for internship.

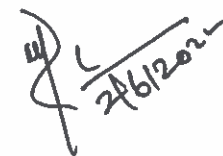
If the company comes with a selection procedure, the same will be deployed to make a merit-based selection. In other cases, the selection/allotment is purely based on the SGPA of the students upto 3rd semester.

Instructions for the Heads of the Department

1. Must ensure that all the identified companies are qualitative and relevant to the program of study
2. Must ensure that all the interns are being assigned with internal mentors in a sensible way
3. Overall monitoring of the internal mentors as well as interns through mentors

Instructions for the students

1. Students should follow professional dress etiquettes to maintain the dignity of the institute. **(For boys: formal tidy dress, neatly pressed, tucked in and with formal shoes; professional hair-dos; For girls: formal and professional dress, with neat hair-dos). Institute uniform dress code is mandatory in the above format**
2. Students must carry their ID cards during internship in companies
3. Students must maintain an internship diary to keep track of their internship day-to-day activities
4. The internship diary must be duly signed by the industry supervisor on time-to-time basis
5. The diary must be submitted at the end of the internship to the faculty supervisor
6. Students must strictly adhere to the timings and rules of the companies
7. Any sort of complaints received from companies on the discipline and behavior of the students will be viewed seriously and action will be taken against it. In such cases of any disciplinary action initiated either from industry or institute, the interns will not be provided with other company support to continue the internship and will be treated as arrear and assessment will not be facilitated in the subsequent semester. And they need to join the next summer internship program as and when it is being offered
8. If the company does not want to engage the students for any kind of non-performance, the internship remains cancelled for the student, and they need to repeat as cited in point #7
9. If any student fails to complete the internship in the stipulated time in terms of attendance and the performance, it will go as ARREAR for the student and must be completed in the next attempt (second attempt) for the award of the B. Tech. degree
10. Students shall submit the undertaking in line with this SOP as well as safety and security of their self during the internship period by taking utmost care in the industry while working in sensitive areas. And they may seek the support of industries in case of any such safety needs
11. The integrity of the interns will be utmost respected


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Reviews

The students/interns have an industry supervisor and a faculty member from the respective department is associated with each student as a internal supervisor. The responsibility of the internal supervisor is to interact with students and industry supervisor periodically to review the activities and progress of the interns. The internal supervisor also conducts assessments as per the guidelines of HoD and senior faculty members of respective department. It is mandatory for all the interns to upload one video preferably for 10-15 minutes with a near presentation showcasing the weekly updates and learning outcomes to the LMS portal being provided by the respective internal mentor.

Assessments

The assessment will be done as per autonomous regulation 2020 and the interns shall refer in the website www.nsr.it.edu.in

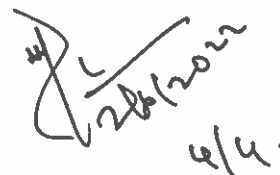
IN Summer Internship #1

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At the end of the course, students will be able to

No.	Course Outcomes
1	Demonstrate the theoretical learning outcomes
2	Integrate theory and practice during graduation
3	Comprehend the industry practices in the relevant and allied field of study
4	Develop communication skills in terms of oral, written, and graphical communications
5	Develop problem solving skills
6	Develop work habits and teamwork in a multidisciplinary setting for a successful career after graduation

Note: All the above course outcomes are relatively mapped to all POs as it caters to all program outcomes



28/6/2022
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