

Internship Policy



Centurion
UNIVERSITY

*Shaping Lives...
Empowering Communities...*

SCHOOL OF ENGINEERING & TECHNOLOGY

**Centurion University of
Technology & Management
Odisha**

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1.0. **Objectives**

- To have an effective exposure on organisation culture & activities and
- To work with live project and production activities
- To gain domain knowledge through hands on experience and enhance technical/ managerial skills.

2.0. **Role to be played by the trainee**

- I. Strictly follow the rules, regulations and culture of the organisation
- II. Diligently work on assignment given by Industry Guide
- III. Interact effectively with executives and workers of the company to learn their point of view on various issues.
- IV. Get exposed to the behavioural aspect of the managers and the workers.
- V. Get acquainted with the organisation culture and work environment.
- VI. Render a helping hand to the activities of the organization (social / cultural / functional)
- VII. Presume the Industry guide as the prospective employer and maintain good rapport
- VIII. Ensure visit to, at least, 5 organizations in vicinity of the industry to introduce the University and get useful information about that organizations

3.0. **Duties / Responsibilities of the Trainee**

- I. Communicate name of Industry guide under whom the training is undertaken, to the HoD immediately on reporting to the Company (within 7 days)
- II. Maintaining of daily report
- III. Sending weekly report to Domain Coordinator and HoD of your discipline
- IV. Submission of the assignment report to the Industry guide and to the University for assessment
- V. Understand meticulously the organisation's requirement and perform accordingly
- VI. Take Guide's feedback on performance
- VII. Maintain discipline and punctuality coupled with exemplary behavior
- VIII. Mail weekly progress report to faculty guide
- IX. Must submit the training report in **original** to HoD for evaluation

4.0. **Self-evaluation by the trainee**

- (a) Day to day self-assessment in terms of:
 - Performance
 - Behaviour and Remedial measures to improve performance and change attitude (if need be)

- Exposure on new technology, process, product etc.
- Lesson learned from the job performed
- Daily compliance to the assignment by Industry
- Compliance report to HoD/Faculty Guide
- Networking with people

5.0. Evaluation components of Internship Performance of Students

I.	Weekly report	:	20%
II.	Assessment by Industry Guide:		30%
III.	Training Report assessment	:	30%
IV.	Presentation & Viva-voce	:	20%

6.0. Schedule

Follow the academic calendar or notice from Dean/HoD for submission of report and evaluation schedule

7.0. General Instructions

- Every student enrolled into Domain course shall undergo the Internship for the period as indicated in the Academic Calendar or specifically mentioned in the letter.
- Students can also undertake summer internship during the programme.
- As regards the location of Training and the Internship organization, the decision of Dean shall be final.
- Where, the student offers to arrange his / her own training, duration for the same shall be communicated by Dean's office. The confirmation from the organization should reach the Dean's office by the given cut-off date. Dean's office reserves the right to reject the Internship organisation arranged by the student in certain cases.
- Any request for extension of Training period will not be entertained. However, under very special circumstances, this will be considered on a written request through their respective faculty/industry guide. Unless, the extension is duly approved by the Dean's office and the same is received at least a week before by the student, it will be deemed that the Internship period is not extended. Hence the student shall have to report back to the University on the date as stipulated earlier.
- Dress Code, Office Timings, Organisation's Standing Orders and Security / Safety Guidelines, etc. shall be strictly adhered to during the course of training.

- vii. Student undergoing the Internship shall uphold the image of CUTM and shall not do anything which will tarnish the image of the University. While reporting to the organization and during the course of training formal dress shall be worn and safety helmet/shoes, if required, under the rules, shall be put on.
- viii. Any unusual occurrences or critical incidents, if experienced, shall be brought to the notice of Dean's office. Under no circumstances, student will engage or support any organisational politics.
- ix. Student will refrain from claiming any benefits or facilities unless this is a part of the Internship Offer.
- x. Any unauthorized absence, unruly behavior and insubordination with the company official or fighting / intoxication in the work place shall attract stringent / punitive action as may be deemed proper including rustication from the University.
- xi. We expect all trainees to learn professional work ethics, Seriousness, Dedication, Being honest, Producing high quality work, Punctuality, Meeting deadlines, Enthusiasm and Networking
- xii. DO's and DON'T'S
 - DO plan and manage your time
 - DO set goals, and record your progress
 - DO keep a 'notebook'
 - DO make relationships, build a network
 - DO keep a good attitude
 - GO for *high quality* in all you do
 - DON'T stick with a bad teammates
 - DON'T wait for someone to instruct or help

Note:

- *The above instructions have to be strictly followed by the student during his/her internship and are addition to the specific policy / rules of the INTERNSHIP organization.*
- *A faculty from CUTM shall visit the organization where you are undergoing the internship and gauge your progress and take feedback from the organization's GUIDE or reporting authority. So put you best foot forward and hit the ground running.*

WEEKLY INTERNSHIP REPORT

Date:

Name of Student:

Registration No.:

Name of Organization:

Name of Industry Guide:

Faculty Guide:

Internship Assignment

Project Objective

(Clearly enunciate the objective/s of your project)

Key Deliverables

These have to be projected on a weekly basis in your first report.

WEEKS	Deliverables expected at the end of the week
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	

Progress

Clearly enunciate the progress of your project every fortnight

WEEKS	Weekly Progress of your assignment/ project
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	

Daily Work Report

Date:

Shift Time:

1. Name of the Student:
2. Registration No.:
3. Company and Place of work:
4. Name of the reporting Authority:
5. Job / activity assigned(performed) :

6. Procedure adopted:

7. Equipment, Tools and Techniques used:

8. Learning outcomes (for the day):

9. Any other information:

Signature of the student

Signature of the Authorised Person