



ORIENTAL UNIVERSITY, INDORE

"A Smart University"

First Self Financed University Estd. at Indore by Legislative Assembly under section of 2f of UGC, 1956 Act.

Ref.:OUI/004/Reg./2021/Notification/940

12 May,2021

UNIVERSITY NOTIFICATION

Sub: Internship/Training/Placement policy for the students of Oriental University, Indore

It is hereby notified for information to all concerned that the University Authorities have approved the Internship / Training / Placement policy for students.

The internship policy is attached herewith.

Registrar
Oriental University, Indore
12/5/2021





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Opp. Rewati Range Gate no. 1, Post Aurobindo, Sanwer Road, Jakhya, Indore-453555 (M.P.)
Website: www.orientaluniversity.in E-Mail: registrar@orientaluniversity.in/tpo@orientaluniversity.in

Internship Policy

The Training and Placement Cell under the Training and Placement Officer (TPO) of Oriental University, Indore provides trainings /internships and placements. The TPO plans and supports students to undergo internship and training program during their vacations. This is in-line with the AICTE Model Internship guidelines to organize internship programs for the Diploma & B.Tech (All Branches) students at Industries/ Institutes.

Introduction:

Internships integrate classroom learning with practical skill development in a real world setting. These are primarily educational and must provide more benefits to the students than the host site. Most academic disciplines have internship opportunities for the students. Each student is encouraged to plan how an internship experience best fits into his/her overall course of study. It should relate to the student's major. In a way it should in line with their academic commitments. The unpaid internships should complement, rather than displace, paid employees.

Objectives:

- To expose Technical students to the industrial environment.
- To provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job/business.
- To expose students to the current technological developments relevant to the subject/ branch area of trainings / internships.
- To help them apply/ strengthen the technical knowledge in real industrial situations.
- To help students in understanding engineer's responsibilities and ethics.
- To familiarize students with various materials, processes, products and their applications along with relevant aspects of quality control.

Internship Duration and Academic Credentials:

The following framework is to give academic credit for the internship undergone as part of the programme.

- Internship duration must be minimum of one week at a stretch.
- A minimum of 14-20 credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training may be counted toward B. Tech. degree programme and 10-14 credits for three-year diploma programme.
- Here, 1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc.
- Internships may be Online/Offline, full/part-time; they are full-time in the summer/winter



- Internships may be Online/Offline, full/part-time; they are full-time in the summer/winter vacation and part-time during the academic session. Therefore, opportunities must be provided for experiences that cannot be anticipated when planning the course.
- During the semester, students may take Project Work & Seminar as specified in the curriculum of the institute. The Departments have the flexibility to schedule internship, project work, seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration and credits is as follows:

Benefits:

The Internships provides following benefits to the students:

- Opportunity for students to get hired by the Industry/ organization.
- Provides practical experience in an organizational setup.
- Provides excellent opportunity to students in understanding how the theoretical aspects which are learned in classes are integrated practically. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills.

The following benefits are to Industry:

- Availability of ready to contribute candidates for employment.
- Year- round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidates 'availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

The following benefits are to the University:

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.



Internship/Training/Placement Guidelines:

The general procedure for arranging internship/ training / placement is given below:

Step 1: Request Letter/ Email from the office of Industry Institute Interaction Cell (IIIC)/Training and Placement Cell of the Oriental University, Indore should go to the industry to allot various slots of 4-6 weeks during summer vacation as offline / online internship periods for the students. Students' request letters / profile / interest areas may be submitted to industries requesting for their willingness for providing the training / internship / placement opportunities. (Format-1 & 2)

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case, the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Industry to the University TPO through concerned department. Based on the number of slots agreed to by the Industry, IIIC/TPO will allocate the students internship to the Industry. In addition, the internship/training slots may be conveyed through Telephonic or Written Communication (by WhatsApp, Email, etc.) by the IIIC/TPO or other Head of Department who are particularly looking after the Final/Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization will submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/IIIC/TPO with the consent of Industry persons/ Trainers.

Step 5: Students will submit training report and copy of certificate to the concerned department after completion of internship.

Step 6: Training Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by Industry Institute Interaction Cell/TPO.

Guidelines to Students:

Students should follow the code of conduct Oriental University, Indore. No breach of discipline /University code of conduct or any other violation of University Policy. Students should confirm his/her eligibility from their respective department/institute. Any absenteeism by students during their internship/training should be informed immediately to the mentor/reporting faculty and the internal guide. No special considerations will be accepted. Students cannot take leave for Academic work or fest activities of department/university. The leave permission for any college related activities will be solely approved by the HOD. The monthly attendance format should be duly submitted to the internal mentor / reporting faculty by the intern (Format 10).



Internal Reporting Guidelines:

Every intern should send weekly report to their internal guide / mentor without fail. It is mandatory for the intern to send weekly reports to their respective guide / mentor on regular basis. Interns should have at least fortnightly verbal communication with the internal guide / mentor without fail.

In cases Where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/Trainer on the method of reporting to assure that no information will be leaked outside and is used purely for academic purposes.

Non- compliance to above points will be strictly monitored by IIC/TPO.

NOTE: In case of any dispute with internships/trainings/placements problems at organization level, the students should approach the Training and Placement Cell.





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The composition of Industry Institute Interaction Cell/Training & Placement Cell Internship/training/placement Committee shall be as under:-

1. Dean, Oriental University, Indore -Chairperson
2. Training and Placement Officer- Member Secretary
3. Head of Department (HOD) - Member
4. All Internal guide/Faculty mentors from respective department - Person designated by HOD



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PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS.

FORMAT-1. STUDENT INTERNSHIP PROGRAM APPLICATION

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

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms 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 Advisor.			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			



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FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

The General Manager (HR)

.....

.....

Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING of Diploma/B.Tech/ M.Tech/ Degree Programme,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years. / (For first time industry) you must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following _____ 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.

S. 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



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FORMAT 3. OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____ Class Year: _____
Campus Address: _____
City, State: _____
Phone: _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____
Company/Organization: _____
Internship Address: _____
City, State, Pin: _____
Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____
Course #: _____ Credits: _____
Grading Option: _____ Credit/Non-credit _____
Beginning Date: _____ Ending Date: _____
Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____



Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.



Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of 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 you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student _____

Date _____

Faculty Mentor _____

Date _____

Industry Supervisor _____

Date _____



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FORMAT 4: RELIEVING LETTER OF STUDENT

To,

.....
.....

Subject: Relieving letter of student and Industry. 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:

S.No.	Name of Students	Roll No.	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.

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.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behaviour	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	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,

Training & Placement Officer



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FORMAT 5: STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finished Product		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor



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FORMAT 6: SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
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 (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____



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FORMAT 7: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Dat Branch: _____

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:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
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					
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? (Circle 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?)



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FORMAT 8 : PROFORMA FOR EVALUTION OF INTERNSHIP BY DEPARTMENT

DEPARTMENT OF TRAINING AND PLACEMENT

Evaluation (I) _____

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In- charge _____
8. Type of Work _____
9. Date of Evaluation _____
- a) Attendance: _ (Satisfactory/ Good/ Excellent)
- b) Practical Work: _ (Satisfactory/ Good/ Excellent)
- c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
- d) Evaluation of Industry: _____ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor

(Industry)with

date and stamp

*Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.



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FORMAT 9: INTERNSHIP EVALUATION REPORT

(For Programme. Diploma/B.Tech/ M.Tech.)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRAD E
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	



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FORMAT 10: ATTENDANCE SHEET

(For Programme. Diploma/B.Tech/ M.Tech.)

Name & Address of Organization

Name of Student		
Roll. No		
Name of Course		
Date of Commencement of Trg.:		
Date of Completion of Training:		

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as 'A' in **Red Ink**.

Signature of Company internship

supervisor with company stamp/

seal



(Name _____) Contact No.