To meet the rapidly changing needs and challenges of a professional workplace and enable the students to acquire learning by applying the knowledge, skills and attitude

KITSW INTERNSHIP POLICY-2020
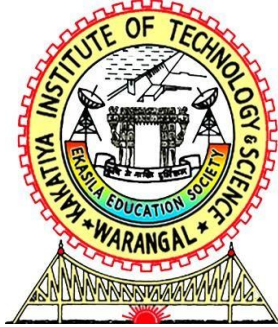
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KITSW

INTERNSHIP POLICY of KITSW – 2020
(Institutional mechanism to promote experiential learning – as per the AICTE Internship Regulations 2019)

VISION and MISSION of KITSW

VISION

To make our students technologically superior and ethically strong by providing quality education with the help of our dedicated faculty and staff and thus improve the quality of human life

MISSION

☐ To provide latest technical knowledge, analytical and practical skills, managerial competence and interactive abilities to students, so that their employability is enhanced

☐ To provide a strong human resource base for catering to the changing needs of the Industry and Commerce

☐ To inculcate a sense of brotherhood and National integrity

CONTENTS

1. FIELD OF APPLICATION AND CLASSIFICATION &DURATION

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

-National Association of Colleges and Employers (NACE, USA)

The internship policy will be applicable to all the students of Postgraduate and Undergraduate programs of the institute for creating a future talent pool for the industry. The main aim of this Internship initiative is to enhance the employability skills among the students. The students need to apply for internships and extend those through Internship Cell (IS CELL)/the concerned Department.

The broad classification and duration of internships is as follows:

- Complete 6 - 8 weeks industry Internship (II) or
- Complete 6 - 8 weeks academic Internship (AI) (NITs, IITs, IIITs, Abroad Universities) ((NITs, IITs, IIITs, Abroad Universities) or
- Complete 3 - 4 weeks academic Internship (NITs, IITs, IIITs, Abroad Universities) ((NITs, IITs, IIITs, Abroad Universities) + 3 – 4 weeks industry or
- Social internship (SI) (Community service-can't be more than a 1 week) + 2 - 3 weeks of industry +3 – 4 weeks of academic Internship
- The minimum duration of Industry Internship is 2 week and academic internship is 2 weeks in one spell.

2. SCOPE AND OBJECTIVES

Complying with KITSW Internship policy, the KITSW Internship Policy is applicable to all the Undergraduate & Postgraduate Students of the institute. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

Institution's Objectives and Internship Priorities

1. To provide an opportunity for students to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.

2. To provide an opportunity for students to correlate theoretical lessons and principles with practical applications. Students will acquire practical skills and experience working on projects alongside industry experts

3. To provide an opportunity for students to discover grass root problems and fundamental issues in industry with a view to take up major project and development of innovative solutions.

4. To provide the opportunity for the industry to identify potential employees and actively contribute to the teaching-learning process by ensuring that program curriculum satisfies the expectations of the industry and continual improvement.

5. Will expose students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.

6. Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.

7. Exposure to the current technological developments relevant to the subject area of internship.

8. Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.

9. Create conditions conducive to quest for knowledge and its applicability on the job.

10. Learn to apply the technical knowledge in real industrial situations and Gain experience in writing technical reports/projects.

11. Expose students to the engineer's responsibilities and ethics.

12. Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.

13. Promote academic, professional and/or personal development.

14. Expose the students to future employers.

15. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations

16. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

3. INTERNSHIP CELL (IS CELL) - KITSW

The Internship Cell (IS CELL-MoUs) of the institute focuses on interacting with the industry to bridge the gap between the academia and industry. KITS Warangal has been honored with yet another distinction, in the form of institutional member of Confederation of Indian Industries (CII) under College Excellence cluster. Under this program, the faculty is trained in the industries and industrial visits and internships are facilitated for students. CII also organizes CEO speak sessions/ and guest lectures at institute, to enhance industry awareness among students and faculty. **AICTE-CII Industry linked survey ranked KITSW as GOLD category institution from last 6 years (2015- 2020).**

The Internship Cell (IS CELL-MoUs), KITS Warangal will act as facilitator and counselor for Internship activities to make the students vibrant, energetic individuals and ready to accept challenges, attentive with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills.

The IS CELL, KITS Warangal shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions. The IS CELL, KITS Warangal shall act as a single point of contact (SPOC) and facilitator to arrange internship of the students of the institution. On-campus faculty/ staff deputed by the IS CELL, KITS Warangal across the respective industries of country to mentor students. The IS CELL, KITS Warangal is also involved in expansion of industry pool that partners in the KITSW Internship the Internship Cell (IS CELL-MoUs &Internships) activities.

4. BENEFITS TO VARIOUS STAKEHOLDERS

Internship Programs offer the following benefits to the various stakeholders involved.

Benefits to the 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 candidate's 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.

Benefits to Students

- An opportunity to get hired by the industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. 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.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.

- Provides opportunity to evaluate the organization before committing to a full-time position.

Benefits to the Institute

- 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.

5. EXPECTED LEARNING OUTCOMES AFTER THE INTERNSHIP

- Exposure to Organizational skills and professional practices.
- Ability to work under supervision and directions.
- Efficiently completing tasks, fostering good relationship with seniors and subordinates
- Improved Communication & interpersonal skills.
- Work Ethics of the company/industry.
- The industry, its markets and its governing operation standards.
- Expectations of the company /industry in general on employees.
- Exposure to latest technology applications to the specific discipline.
- Identification of relevant problems in the industry and innovative solutions.
- Procedure for applying for field project/internship.

6. PROCEDURE FOR INTERNSHIPS

The IS CELL will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per KITSW/ affiliating University guidelines. Institutions may also devise online system for arranging & managing internships. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of IS CELL of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the internship.

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

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

Step 4: Students undergo industrial internship at the concerned Industry / Organization. The Faculty Member(s) shall evaluate(s) the performance of students once/twice by visiting the Industry/Organization during Internship period. Th Evaluation Report of the students is submitted in department office/IS CELL with the consent of Industry persons/ Trainers.

Step 5: Students will submit internship report after completion of internship.

Step 6: Internship Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by IS CELL.

Step8: The consolidated Internship evaluation will done during VII semester of B.Tech and III semester of M.Tech.

7. ALLOCATION OF STUDENTS TO INDUSTRY

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Allocation of students to Industry may be in the following three cases.

1. Selection by the Institute
2. Selection by the industry
3. Selection by the student

   1. SELECTION BY THE INSTITUTE:

   - The internship slots allotted by the industry; a committee is constituted to identify the students to be sent to the industry
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   2. SELECTION BY THE INDUSTRY:

   - Based on the guidelines stipulated by the industry, the students will be deputed to the industry for internship

   3. SELECTION BY THE STUDENTS:

   - The students through their reference can get the internship in any of the industry as per their choice

In all the three cases, the internship guidelines are one and the same and the interns are to abide by the decision of the Institute.

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, IS CELL may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

8. MANAGING/ FACILITATING THE INTERN(S)

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Orientation of Interns:

Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company. Give interns an overview of the organization; some companies give talks or hand out information about the company's history, vision and services. Explain who does what and what the intern's duties will be. Introduce him or her to co-workers.

Resource requirement of Interns:

Give the intern a desk, point out the supply room, and introduce the technical support people.

Guidance/ Regular Feedback:

It's important to give students lots of feedback. If interns have never done the kind of work before, they'll want to know if their work is measuring up to organizational expectations.

Monitoring of intern's progress every day:

Daily progress report of Intern is to be evaluated by industry supervisor.

*   Maximum use of short-term internship has to be ensured for the intern as well as industry.
*   Periodically, examine what the intern has produced and make suggestions. Weekly supervision meetings can help to monitor the intern's work.

9. INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the internship period. The student may contact Industrial Supervisor/ Faculty Mentor/IS CELL for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The internship report should be signed by the Industrial Supervisor, Faculty Mentor and Chief of IS CELL. The Internship report will be evaluated on the basis of following criteria:

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience.
- Practical applications, relationships with basic theory and concepts taught in the course.

Two reports have to be generated for every internship

(1) Student Internship Report

(2) Faculty /Counselee Internship Report after their visit to the industry

10.   EVALUATION OF INDUSTRIAL INTERNSHIP

The industrial internship of the students will be evaluated in three stages:

i.   Evaluation by Industry.

ii.   Evaluation by faculty supervisor on the basis of site visit(s).

iii.   Evaluation through seminar presentation/viva-voce at the Institute.

i.   *EVALUATION BY INDUSTRY*

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

ii.   *MONITORING/ SURPRISE VISIT BY IS CELL/ STAFF/ FACULTY MENTOR*

IS CELL/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the IS CELL, entire internship will be cancelled. Students should inform the IS CELL, faculty mentor as well as the industry supervisor or IS CELL at least one day prior to availing leave by email. The Students are eligible to avail 1-day leave in 2-4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

iii.   *EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE*

The student will give a seminar based on his internship report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.

Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

11.   MOU'S WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAMMME

In order to facilitate internships for the students, KITW has to indentify the companies/Industries/Academic Institutions/Centers of Excellence (CoEs)/Social NGOs both in India & abroad and signing MoUs. KITW has signed many MoUs with Industries and others. The IS CELL/concerned Departments are required to adequately publicize this information in the website so that students can apply for internship.

The some of the MoUs signed by KITSW are as follows:

Sl. No.	Major MoUs with the Company / Industry / Firm, etc.,	Major MoUs		Areas of Cooperation	Additional Information
		From	To		
1.	NIT Warangal	27-01-2021	Till date	1. Academic and research collaborations in the mutually interested areas 2. Academic interactions and support leading to higher qualifications 3. Exchange of academic and scientific information Exchange of students and faculty	In order to facilitate collaborative research work, to establish academic and scientific relationships, to promote joint research activities, to extend mutual support in Postgraduate and Doctoral programme, NITW and KITSW agree to establish this Memorandum of Understanding (MOU).
2.	Volvo Group India Private Limited (Formerly known as Volvo India Private Limited) Bangalore	21-01-2021	Till date	The VGIPL shall impart basic operational and technical skill training related to the cut-section model	In order to develop the skills and research capabilities among the students and faculty.
3.	Blackbuck Engineering Pvt Ltd	May, 2020	Till date	Centre for Emerging Technologies, Artificial Intelligence/Machine Learning/Data Science/Internet of Things	Industry Interactive sessions for updating knowledge for all the students

Sl. No.	Major MoUs with the Company / Industry / Firm, etc.,	Major MoUs		Areas of Cooperation	Additional Information
		From	To		
4.	Electronics Sector Skills Council of India (ESSCI)	2nd January, 2020	Till date	On Collaborating for Skill Development of Engineering College Students, Delhi, India	Industry Interactive sessions for updating knowledge for all the students
5.	Efftronics Systems Pvt. Ltd	1st December, 2019	Till date	Collaboration For Internship, Training, Industry Visit, and Research @ Development	Industry Interactive sessions for updating knowledge for all the students
6.	Pentagon Rugged Systems (India) Pvt Ltd	27th December, 2019	Till date	For Collaboration for internships and Research & Development	Industry Interactive sessions for updating knowledge for all the students
7.	Research and Innovation Circle of Hyderabad (RICH)	27th December, 2019	Till date	Kakatiya Institute of Technology & Science, Warangal (KITSW)	Industry Interactive sessions for updating knowledge for all the students
8.	KWALITY Group of Industries, Which Includes Kwality Electronics Industries And Kwality Photonics Pvt Ltd	10th January, 2020	Till date	For Collaboration for Internship, and Research & Development	Industry Interactive sessions for updating knowledge for all the students
9.	Brainiac Cognitive Solutions	17th July, 2019	Till date	Collaboration for center for Innovation and Entrepreneurship Development	Industry Interactive sessions for updating knowledge for all the students
10.	Transfinite Innovative Solutions Pvt Ltd	20th July, 2019	Till date	Collaboration, Innovations and Product Development, Interaction for the Further Promotion and Understanding of IoT, And Social Innovation Platform.	Industry Interactive sessions for updating knowledge for all the students
11.	Echohealth Products Pvt Ltd	25th July, 2019	Till date	Research Collaboration, Consultancy, and Innovations	Industry Interactive sessions for updating knowledge for all the students
12.	Telangana State GENCO	Dec, 2018	Dec, 2020	Internships/field visits, Training programmes and Guest Lectures	Electricity Generation sector for all students

Sl. No.	Major MoUs with the Company / Industry / Firm, etc.,	Major MoUs		Areas of Cooperation	Additional Information
		From	To		
	(TSGENCO)				
13.	Confederation of Indian Industry (CII)	Sep, 2016	Sept, 2021	Associated with CII for active participation in the various Workshops/sessions	Industry Interactive sessions for updating knowledge for all the students
14.	Vasantha Tool Crafts Pvt. Ltd.	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the mechanical students and staff
15.	Oracle Academy	Sep, 2014	Till date	Certification Java,PL/SQL and SQL programs	FDP and software courses for all the students
16.	IBM (TASK)	June, 2015	Till date	DB2, IBM Blue mix certification	Infusing Skills and building capabilities, Entrepreneurship and FDP for all the students
17.	Computer Society of India (CSI)	Aug, 2015	March, 2020	One day workshop on Design Pattern & FDP on Research Insights in Cloud &Big Data	Professional memberships for all the students
18.	Indian School of Business (ISB), Hyderabad	June, 2014	Till date	Technology Entrepreneurship Program (TEP)	Conducts two-year Online Certificate Program for all the students
19.	Tata Consultancy Services (TCS)	March, 2014	2019	Conducted Campus drive for 2014-2015&2015-2016 pass out batches	FDPs and training programmes for all the students
20.	Lead (India) Pvt Ltd	Oct, 2017	Oct, 2019	Consultancy, Internships, Industrial visits and placements	Infusing Skills and building capabilities among the civil students and staff
21.	Novas Green Energy Systems Pvt. Ltd.	Sep, 2014	Till date	Internships, Industrial visits, placements and Captive Power Plants Erection	Infusing Skills and building capabilities in Renewable Energy technologies for the students
22.	Amritha Tool Crafts Pvt. Ltd.	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the Mechanical students and staff

Sl. No.	Major MoUs with the Company / Industry / Firm, etc.,	Major MoUs		Areas of Cooperation	Additional Information
		From	To		
23.	Administrative staff college of India (ASCI)	Sept, 2016	Sep, 2019	Associated in Sanitation Challenge Si3 competition	Sanitation and smart city development of GWMC Warangal for all students
24.	M/s Mathrusri Engineers	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the Mechanical students and staff
25.	RVJ Techno Solutions Pvt Ltd, Hyderabad	Nov., 2016	Oct., 2019	Proposing the Workshop in the area of IOT& cloud computing etc during Dec,2016	IT/CSE/ECE/EEE students
26.	Prathiraj Metals Masters Pvt. Ltd	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the Mechanical students and staff
27.	Toshiba Plant Systems & Services Corporation, Japan (TPSC)	Nov, 2017	Nov, 2022	Consultancy, Internships, Industrial visits and placements	Infusing Skills and building capabilities among the civil students and staff
28.	Renuka Plasti crafts Pvt. Ltd	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the Mechanical students and staff
29.	Ecohealth Products Pvt. Ltd	Aug, 2019	Aug, 2022	Consultancy, Internships, Industrial visits and placements	Infusing Skills and building capabilities among the students and staff
30.	M/s Intra Industrial Technologies	July, 2019	July, 2022	Internships, Industrial visits and placements	Infusing Skills and building capabilities among the Mechanical students and staff
31.	Transfinite Innovative Solutions Pvt. Ltd	July, 2019	July, 2022	Academic Research and Projects	Infusing Skills and building capabilities among the students and staff
32.	Greater Warangal Municipal Corporation (GWMC)	2015	2017	Third party Quality control for various civil and Electricity distribution systems	Civil and EEE Departments are associated with Roads and Electricity Street lighting etc

Sl. No.	Major MoUs with the Company / Industry / Firm, etc.,	Major MoUs		Areas of Cooperation	Additional Information
		From	**To**		
33.	Krishnapatnam Power Corporation Limited	Sep, 2017	Sep, 2022	Consultancy, Internships, Industrial visits and placements	Infusing Skills and building capabilities among the students and staff
34.	Grafix India Pvt. Ltd	Aug, 2017	Aug, 2019	Consultancy, Workshops and Internships	Infusing Skills and building capabilities among the civil students and staff in projects spanning marine, bridges, highways, power and other industrial infrastructure
35.	International Industrial Products	July, 2019	July, 2022	Consultancy, Internships, Industrial visits and placements	Infusing Skills and building capabilities among the students and staff

The IS CELL/Departments makes every effort its bet to get MoUs with more organizations for internships.

12. IMPLEMENTATION, EVALUATION AND REVISION OF THE POLICY

KITSW Internship policy is implemented under the supervision of Head of the Institution; the policy shall be evaluated periodically and shall revise it after every year or whenever required.

13. CONCLUSION

The Internship Policy is in line with the overall Vision and Mission of the organization. It is hoped that the creation of this policy and its rigorous implementation would enhance the status of the institution as an upcoming Internship Division of Global proportions.