



AMRITASAI INSTITUTE OF SCIENCE AND TECHNOLOGY (AUTONOMOUS)

Approved by AICTE, New Delhi; Permanently Affiliated to JNTUK, Kakinada,
Recognized by UGC under 2(f) & 12(B) of 1956 Act.,

An ISO 9001:2015 Certified institution, Accredited by NAAC,

Paritala, Kanchikacherla, Krishna Dist., Andhra Pradesh – 521 180.

www.amritasai.org.in,

Phone: 08678-277777

Toll Free No. -18001212369



Engineering internships bridge the gap between academic theory and industry practice.

Key Guidelines and Best Practices

1. Pre-Internship Requirements

- **Approval & Credit Criteria:** Ensure your chosen internship aligns with our university guidelines (e.g., AICTE requires up to 14-20 credits, typically spanning 4 to 8 weeks after the 4th/6th semester). Consult Department Head or Training & Placement Cell and submit a Permission/Offer Letter before joining.
- **Selecting the Right Opportunity:** Look for roles that challenge your core branch. Whether it is software development, manufacturing quality control, or research and development, ensure the scope of work requires engineering problem-solving.
- **Government & Sectoral Guidelines:** If applying to premier research or regulatory organizations like the ISRO Internship Scheme or the Bureau of Indian Standards, adhere to their specific eligibility (e.g., completing the 6th semester) and attendance requirements.

2. During the Internship

- **Logbook Maintenance:** Keep a daily or weekly diary to log specific tasks, technical tools used, and challenges solved.
- **Mentorship & Evaluation:** Stay in regular contact with your designated industry supervisor and your academic mentor. Be proactive in asking for feedback on your technical skills and teamwork.
- **Ethics & Confidentiality:** Adhere to workplace codes of conduct. Always respect proprietary data and sign Non-Disclosure Agreements (NDAs) if the company mandates them.

3. Post-Internship Deliverables

- **Technical Report:** Write a comprehensive summary of your work, explaining the engineering principles applied, methodologies used, and the business impact of project.
- **Final Presentation & Viva:** Prepare a presentation to defend your work before an evaluation committee, proving your learning outcomes.
- **Documentation Collection:** Ensure you receive an official **Internship Completion Certificate** detailing your duration of work and performance.

Internship Guidelines

Guidelines for selection of Summer Internships

1. Students should opt for summer internship that would provide to gain ample field knowledge in the relevant field of engineering such that theoretical knowledge gained in the class can be applied to solve the practical/ field problem.
2. Students should take a challenging task, may be small portion, and apply the knowledge gained to solve it. Summer internship can also involve data collection from different sources including generating experimental data, collection of data from field etc. Later on the student is required to analyze the data collected and arrive at meaningful conclusions.
3. Summer internship shall be aimed at solving some of the problems of the society/ local region that should have practical applications and benefit the society.
4. Students should devote full 8 weeks for summer internship. If any student undergoes internship duration in less than 08 weeks, such interns shall not be considered. If any credits are given to the internship program then student must register as per the course registration process.
5. Different central and state government organizations, CSIR labs, premier institutions like IITs and IIMs, DRDO, public sector undertaking organizations, top IT companies, skill enhancement centers recognized by state or central governments, research labs and Industries (small scale to large scale) can be considered for summer internships.
6. Students of AMRITASAI are permitted to undertake internships in campus. However, in house (ASIST campuses) internships are permitted with the prescribed guidelines.
7. Head of the department will allocate faculty members as advisors for all students at the end of semester - II for advising the students in selecting proper summer internship. Entire process should complete by 31st March of every year.
8. Head of the department will depute faculty members for monitoring the student summer internship by communicating to the company guide.
9. The internship done by the student is assessed in two stages. i) External evaluation for 60 marks and internal evaluation for remaining 40 marks. HOD will constitute summer internship evaluation boards consisting of dept faculty members that may include one faculty from other dept. The evaluation board should involve in the evaluation process. Board can take decision to reject the student summer internship if it doesn't meet the requirements of summer internships. Such students have to repeat the summer internship.
10. Individual department will send the recommended student list to the Career Guidance & Placement Cell (CGPC) by second week of March for further

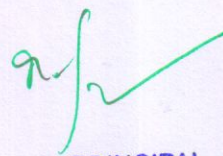
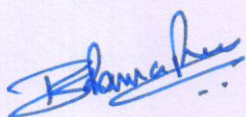
proceedings. The list should contain the student basic details, concern faculty details, research areas, expected outcome of the internships. For this to happen, the students should submit the request letter through single window application processing system for further proceedings from the department and Career Guidance & Placement Cell (CGPC).

11. It is the responsibility of the concern faculty to monitor the day-to-day academic activities of their students. If any student found misbehaving, misconduct during summer internships (particularly during academic hours) and upon receipt of the complaint, immediately the disciplinary action shall be initiated against the student and faculty concerned should submit a report.
12. Maximum number of students allowed per faculty shall be decided by the individual department in consultation with Career Guidance & Placement Cell (CGPC).

Guidelines for Long-term internship

1. Long term internship is an opportunity through which students can apply academic knowledge gained from their coursework in the workplace. Students enrich their educational experience through practical work in an organization. A student may have multiple internships (6 months), as long as each internship is linked to the student's educational goals. The student may improve communication skills and establish connections for a future career by gaining experience in an industry or similar organization.
2. Different central and state government organizations, premier institutions across the world, research labs across the world, public sector undertaking organizations, IT companies (existing & start-ups), skill enhancement centers recognized by state or central governments, Industries (small scale to large scale) and any organization which shall satisfy the objectives of the program can be considered for long-term internships.
3. Students of ASIST are permitted to undertake internships in ASIST campuses under the in-house faculty, provided the offer should satisfy the objectives of the program.
4. Career Guidance & Placement Cell (CGPC) interacts with various companies to explore the possibility of finding long term internship and brief the organization on the strength of institutional resources. An internship proposal is drawn providing an explanation to the students how the long term internship shall contribute new knowledge and help their future career goals.
5. The students may also approach the companies directly for internship, and when a company offers internship they shall inform the concerned HOD and CGPC. When an internship is materialized either through CGPC or directly by the student, further processing shall be taken over by the Project supervisor and HOD.
6. Students shall be permitted to the internship only at the beginning of the semester.

7. HOD shall be involved in finalizing the project guide to facilitate the interaction with the student. This process enables the student to get acquainted with external/internal guides, instructor and dean in view of smooth completion of internship program.
8. It is the responsibility of each course instructor to make the arrangements for course content available to the students. The arrangements may include provision of MOOC courses, videos from reputed institutions, PPTs, lecture notes of the course, soft copies of the reference text books, scheduled interactions, online discussion forums and web links.
9. In case no video lecture is available, the faculty concerned shall be involved in developing the video content for the respective course.
10. The student is evaluated by continuous evaluation and end semester examination.
11. For continuous evaluation, assignments/project related to course work shall be considered in place of MID examination. The campus academic section in consultation with concern department should exercise the rules and regulations for evaluating the assignments/project.
 - o In respect of mini project for students who went for internship, the internship work should be considered as mini project for which the external guide should send the evaluation marks (in prescribed format).
 - o In case of project, marks can be considered from external guide and remaining shall be awarded by the academic committee constituted by the HOD.
 - o Online examination will be conducted under the supervision of the external guide.
12. The student must be evaluated by the aforementioned procedure even though he/she gets registered for MOOCs.
13. In case of any other practical issue, the principal can take the necessary measure for resolving the issue.



PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180