



ADHIYAMAAN

COLLEGE OF ENGINEERING

HOSUR

INSTITUTIONAL INTERNSHIP POLICY

(Aligned with AICTE Guidelines & NBA Requirements)

REGULATIONS-2025



INDUSTRY
COLLABORATION



EXPERIENTIAL
LEARNING



SKILL
DEVELOPMENT



CAREER
READINESS

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INTERNSHIP & ITS IMPORTANCE

1.1 INTRODUCTION

In the contemporary era of globalization, digital transformation, and Industry 5.0, organizations are increasingly focusing on building a highly skilled, adaptive, and innovation-driven workforce to sustain competitive advantage. Rapid advancements in technologies such as Artificial Intelligence, Data Analytics, Automation, and Sustainable Engineering have significantly transformed industry expectations from graduates. In this context, internships have emerged as a critical bridge between academic learning and real-world application.

An effective internship policy serves as a strategic mechanism for developing a future-ready talent pool. Internship programmes provide students with opportunities to gain hands-on experience, industry exposure, and professional competencies, while simultaneously enabling organizations to benefit from fresh perspectives, innovative ideas, and potential future employees. Thus, internships create a mutually beneficial ecosystem connecting academia and industry.

Traditionally, interaction between technical institutions and industries was limited to guest lectures, faculty interactions, and short-duration industrial visits. However, such engagements are no longer sufficient to meet the dynamic requirements of the modern job market. Today, industries demand graduates who possess not only theoretical knowledge but also practical skills, problem-solving abilities, teamwork, communication skills, and adaptability.

Institutions like Adhiyamaan College of Engineering (ACE) are increasingly focusing on experiential learning approaches to enhance student employability. In line with the vision of the All India Council for Technical Education and the framework of National Education Policy 2020, internships have been integrated as a mandatory and structured component of the curriculum.

AICTE has developed a model curriculum and internship guidelines in consultation with leading academicians and industry experts to ensure that graduates are equipped with industry-relevant skills and competencies. As per these guidelines, students are required to undergo internships of varying durations (including long-term internships up to six months) at different stages of their academic programme.

The structured internship framework emphasizes:

- Industry collaboration and partnerships
- Skill development and competency mapping

- Real-time project exposure
- Innovation, entrepreneurship, and research orientation

At ACE, internship programmes are designed to align academic outcomes with industry expectations, thereby enhancing the employability, professional readiness, and global competitiveness of students. These programmes also support students in developing entrepreneurial thinking and problem-solving capabilities, which are essential in the evolving Industry 5.0 ecosystem.

Furthermore, internship experiences significantly contribute to the Outcome-Based Education (OBE) framework and help in achieving the Graduate Attributes defined by the National Board of Accreditation. Students gain exposure to real-world challenges, ethical practices, sustainability concerns, and multidisciplinary teamwork, thereby fostering holistic development.

1.2 OBJECTIVES OF INTERNSHIP

The internship programme is designed as an integral component of the academic curriculum to bridge the gap between theoretical knowledge and practical application. In alignment with the guidelines of the All India Council for Technical Education and the principles of the National Education Policy 2020, the key objectives of the internship programme at Adhiyamaan College of Engineering (ACE) are as follows:

1. To Enhance Practical Knowledge and Technical Skills

To provide students with hands-on experience in real industrial environments, enabling them to apply classroom concepts to solve practical problems and gain domain-specific technical competencies.

2. To Bridge the Academia–Industry Gap

To strengthen the linkage between academic institutions and industries by exposing students to current industrial practices, technologies, and professional expectations.

3. To Improve Employability Skills

To equip students with essential employability skills such as communication, teamwork, critical thinking, problem-solving, adaptability, and professional ethics required in the modern workplace.

4. To Provide Exposure to Real-Time Work Environment

To familiarize students with organizational culture, work discipline, project management practices, and industry standards, thereby preparing them for professional careers.

5. To Foster Innovation and Creativity

To encourage students to think innovatively and develop creative solutions to real-world challenges, contributing to research, product development, or process improvement.

6. To Promote Entrepreneurial Mindset

To inspire students to explore entrepreneurship opportunities by understanding business operations, market dynamics, and startup ecosystems.

7. To Support Outcome-Based Education (OBE)

To facilitate the attainment of Programme Outcomes (POs) and Graduate Attributes defined by the National Board of Accreditation through experiential and industry-oriented learning.

8. To Develop Professional Networking

To enable students to build professional connections with industry experts, mentors, and organizations, which may support future career opportunities.

9. To Identify Career Interests and Specialization Areas

To help students explore different domains within their field of study and make informed career choices based on their interests and strengths.

10. To Encourage Lifelong Learning

To instill a continuous learning attitude by exposing students to evolving technologies, tools, and industry trends.

1.3 BENEFITS OF INTERNSHIP

Internships play a crucial role in creating a mutually beneficial ecosystem involving industry, students, and institutions. In the context of rapid technological advancements, digital transformation, and evolving workforce expectations, internships have become a strategic tool for skill development, innovation, and employability enhancement.

1.3.1 Benefits to the Industry

- **Access to Industry-Ready Talent:** Provides a pipeline of pre-trained, job-ready candidates aligned with organizational requirements.
- **Fresh Perspectives and Innovation:** Interns contribute new ideas, digital skills, and innovative approaches to problem-solving.
- **Cost-Effective Workforce:** Offers flexible and economical human resources for short-term projects, research, and development activities.
- **Talent Identification and Recruitment:** Enables organizations to evaluate potential employees before offering full-time roles (Pre-Placement Offers – PPOs).
- **Support for Emerging Technologies:** Interns bring exposure to modern tools such as AI, data analytics, automation, and simulation techniques.
- **Enhanced Productivity:** Allows existing staff to focus on strategic and creative tasks while interns assist in operational work.
- **Strengthened Industry–Academia Collaboration:** Facilitates partnerships with institutions like ACE for research, consultancy, and training.
- **Employer Branding:** Enhances organizational visibility and reputation among students and academic institutions.
- **Contribution to Skill Development Ecosystem:** Supports national initiatives on employability, innovation, and entrepreneurship.

1.3.2 Benefits to Students

- **Improved Employability and Career Opportunities:** Increases chances of securing placements, including Pre-Placement Offers (PPOs).
- **Real-World Experience:** Provides exposure to actual industrial environments, bridging the gap between theory and practice.
- **Skill Development:** Enhances technical, analytical, digital, and domain-specific competencies.
- **Exposure to Emerging Technologies:** Offers hands-on experience with modern tools, platforms, and industry practices.
- **Career Clarity:** Helps students identify their interests, strengths, and preferred career paths.
- **Professional Skills Enhancement:** Develops communication, teamwork, leadership, and problem-solving abilities.
- **Workplace Readiness:** Familiarizes students with organizational culture, ethics, time management, and professional behavior.

- **Networking Opportunities:** Enables interaction with industry professionals, mentors, and peers for future career growth.
- **Academic Enrichment:** Strengthens understanding of classroom concepts through practical application.
- **Higher Education Advantage:** Enhances profiles for higher studies, research opportunities, and global exposure.
- **Entrepreneurial Exposure:** Encourages innovation and startup thinking through real-world problem-solving.

1.3.3 Benefits to the Institution

- **Strengthening Industry Linkages:** Builds long-term collaborations with industries, research organizations, and startups.
- **Enhanced Placement Outcomes:** Improves placement rates, quality of offers, and employer engagement.
- **Curriculum Enrichment:** Enables continuous curriculum revision based on industry feedback and technological trends.
- **Improved Teaching-Learning Process:** Facilitates experiential learning and application-oriented teaching methodologies.
- **Institutional Branding and Reputation:** Enhances credibility and visibility at regional, national, and global levels.
- **Support for Outcome-Based Education (OBE):** Contributes to attainment of Programme Outcomes (POs) and Graduate Attributes.
- **Promotion of Research and Innovation:** Encourages collaborative research, consultancy, and product development.
- **Student Retention and Engagement:** Increases student motivation, satisfaction, and academic involvement.
- **Alignment with National Policies:** Supports implementation of skill-based education frameworks such as those promoted by the All India Council for Technical Education and the National Education Policy 2020.

GUIDELINES FOR ORGANIZING INTERNSHIP

ACE adopts a structured and flexible internship credit framework in alignment with the guidelines of the All India Council for Technical Education. The framework ensures that internships are academically integrated, outcome-oriented, and aligned with industry requirements.

A. Credit Requirements

- A minimum of 14–20 credits shall be allocated for Internship / Entrepreneurial Activities / Project Work / Seminar / Inter & Intra Institutional Training in B.E./B.Tech. programmes.
- These credits are distributed across multiple semesters to ensure progressive learning and skill development.
- The credit allocation shall be approved by the Academic Council and integrated into the curriculum under Regulation 2025.

B. Credit–Hour Equivalence

- 1 Credit = 40–45 Hours of internship engagement
- A full-time internship typically involves 40–45 hours per week
- The total internship engagement for a B.E./B.Tech. programme shall be approximately: 600–700 hours (minimum requirement)

This ensures adequate exposure to real-world industrial practices and competency development.

C. Internship Duration and Scheduling:

Internships at ACE are structured in a phased manner across the programme:

Table 1:

Stage	Semester / Period	Type of Activity	Duration	Mode
Stage 1	After II Semester	Inter / Intra Institutional Training	2–4 Weeks	In-house / Online
Stage 2	After IV Semester	Industry / Skill-Based Internship	4–6 Weeks	Industry / Virtual
Stage 3	After VI Semester	Core Industry / Research Internship	6–8 Weeks	Industry / R&D
Stage 4	VII / VIII Semester	Long-Term Internship / Project	12–24 Weeks	Industry / Startup

D. Mode of Internship

ACE permits multiple modes to enhance accessibility and flexibility:

- **Full-Time Internship:**
 - During semester breaks (summer/winter)
- **Part-Time Internship:**
 - During academic session (with approval)
- **Virtual / Online Internship:**
 - Through recognized platforms and organizations
- **Hybrid Mode:**
 - Combination of on-site and remote engagement

E. Flexibility in Implementation

- The institute provides flexibility in scheduling internships based on:
 - Availability of industry opportunities
 - Student interest and specialization
 - Emerging technologies and interdisciplinary domains
- Students may also undertake:
 - Entrepreneurial activities / Start-up work
 - Research / Consultancy projects
 - Rural / Social internships

These may be considered for credit equivalence subject to approval.

F. Academic Integration

- Internships are treated as credit-bearing courses under Outcome-Based Education (OBE)
- Credits will be awarded based on:
 - Duration and attendance
 - Quality of work and outcomes
 - Internship report and presentation
 - Industry supervisor feedback
- Internship performance will be reflected in:
 - Grade Sheets / Transcripts
 - Programme Outcome (PO) attainment

G. Compliance and Documentation

To earn academic credits, students must:

- Obtain prior approval from the department
- Complete the minimum required duration/hours
- Submit:

- Internship report
 - Logbook
 - Completion certificate
- Successfully complete evaluation

Table 2: Detailed Credit Distribution for Internship Activities

Major Head of Activity	Credits (Max.)	Suggested Period	Total Duration (Weeks)	Sub-Activities	Evidence Required
Inter / Intra Institutional Activities	3–4	After II Semester	2–4 Weeks	Workshops / Training Programmes - Skill Development Courses - Lab / Tinkering Activities - Participation in Technical Events	Certificate / Report
Skill Development / Certification	2–4	II Year (During Semester / Vacation)	3–4 Weeks	Programming / CAD / Simulation Tools - Domain-Specific Certification - Online Internship Modules	Certificate / Assessment Report
Industry Internship	4–6	After IV Semester	4–6 Weeks	Internship in Industry / MSME / Startup - Exposure to Industrial Practices - Problem-solving tasks	Internship Certificate Evaluation Report
Research / Innovation / Entrepreneurship	4–6	After IV / VI Semester	4–6 Weeks	Research Projects - Product Development - Startup / Business Plan - Hackathons / Innovation Competitions	Report / Prototype / Certificate
Advanced Industry / Core Internship	4–6	After VI Semester	6–8 Weeks	Core Domain Internship - R&D Activities - Industrial Problem Solving	Internship Certificate Project Report
Rural / Social Internship	2–4	II / III Year	3–4 Weeks	Community Development Projects - Sustainable Solutions - UBA Activities	Report / Certificate
Long-Term Internship / Project Work	6–10	VII / VIII Semester	12–24 Weeks	Industry-based Project - Full-time Internship - Product / Process Development	Project Report Certificate Presentation
Seminar / Technical Presentation	2–3	Final Year	Continuous	- Seminar on Internship Work - Technical Presentation	Presentation / Report

Summary of Credit Distribution:

- **Total Credits (B.E./B.Tech.): 14 – 20 Credits**
- **Total Internship Duration: 600 – 700 Hours (Minimum)**
- **1 Credit = 40–45 Hours** (as per AICTE guidelines)

Key Features:



2.2 TRAINING & PLACEMENT CELL AND ITS ROLE IN PROVIDING INTERNSHIP

The Training & Placement Cell (T&P Cell) at ACE serves as the central coordinating body for facilitating internships, training, and placement activities. In alignment with the guidelines of the All India Council for Technical Education, the T&P Cell plays a strategic role in enhancing employability, industry engagement, and career readiness of students.

A. Structure of the T&P Cell

The T&P Cell functions through a well-defined organizational structure:

- **Training & Placement Officer (TPO)** – Head of the Cell
- **Departmental Coordinators** – Faculty representatives from each department
- **Faculty Mentors** – Assigned to guide and monitor students
- **Student Coordinators** – Selected student representatives for coordination

This multi-level structure ensures effective planning, communication, and execution of internship activities across departments.

B. Key Roles and Responsibilities

1. Internship Facilitation and Coordination

- Establish and maintain MoUs with industries, startups, research organizations, and government bodies
- Identify and secure internship opportunities for students across disciplines
- Coordinate with industries to allocate internship slots
- Maintain a centralized internship database and records

2. Student Career Guidance and Preparation

- Conduct career counselling sessions to help students identify suitable career paths
- Organize training programmes on:
 - Resume writing
 - Interview skills
 - Group discussion techniques
 - Aptitude and technical skills
- Enhance communication, soft skills, and professional etiquette

3. Pre-Internship Training

- Arrange skill development programmes aligned with industry needs
- Provide exposure to emerging technologies (AI, Data Science, IoT, CAD, etc.)
- Conduct mock interviews and assessments

4. Industry–Institute Interaction

- Strengthen collaboration through:
 - Industry visits
 - Guest lectures and expert talks
 - Industrial MoUs and partnerships
- Invite companies for internship drives and campus recruitment

5. Internship Process Management

As per AICTE procedure , the T&P Cell ensures:

- Sending official requests to industries for internship opportunities
- Coordinating student applications and selections
- Allocating students based on:
 - Merit
 - Interest
 - Industry requirements

6. Monitoring and Evaluation Support

- Coordinate with faculty mentors for tracking student progress
- Facilitate industry feedback and evaluation reports
- Ensure proper documentation and compliance

7. Placement Integration

- Use internship performance as a basis for:
 - Pre-Placement Offers (PPOs)
 - Final placement opportunities
- Maintain strong industry relations for recruitment

8. Skill Development and Capacity Building

- Organize continuous training in:
 - Technical skills
 - Soft skills
 - Personality development
 - Foreign languages (if applicable)
- Support entrepreneurship and innovation initiatives

C. Student Engagement in T&P Activities

Students are actively involved through:

- Preparation of placement brochures and company databases
- Coordination during campus drives and internship programmes
- Participation in career development activities

This enhances leadership, teamwork, and organizational skills.

D. Institutional Support

- ACE allocates necessary resources for effective functioning of the T&P Cell
- Digital platforms may be used for:
 - Internship tracking
 - Communication with industries
 - Student data management

2.3 INTERNSHIP GUIDELINES

To ensure effective planning, execution, and outcome-based learning, ACE adopts the following standardized internship guidelines. These guidelines define the process, responsibilities, and compliance requirements for all stakeholders.

A. General Framework

- Internships are a mandatory academic requirement for all students.
- Students must complete internships as per the prescribed duration, credits, and academic regulations.
- Internships may be undertaken in:
 - Industries / MSMEs / Startups
 - Government organizations / PSUs
 - Research institutions
 - Recognized online platforms

B. Internship Arrangement Procedure

The internship process at ACE shall follow a structured approach:

ACE INTERNSHIP PROCESS – AT A GLANCE



CHAPTER – 3

ACE ASSISTANCE/ FACILITATION

3.1 MOUS WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP PROGRAMME

In order to facilitate internships for the students, AICTE has been identifying organizations/Ministries both in India & abroad and signing MoUs. AICTE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the AICTE website www.aicte-india.org. The institutions are requested to adequately publicize this information on their website so that students can apply for internship.

S.No	Collaborated Agency Name	Collaborated Agency Type	Date of MOU	Valid up to
1	Civil Engineering Association, Hosur	Corporate/Industry Association	18.03.2026	18.03.2028
2	CUMI - Bonded Abrasive Division, Hosur	Corporate/Industry Association	28.02.2026	28.02.2028
3	Hotel HILLS	Corporate/Industry Association	11-02-2026	11-02-2028
4	Kiddofin	Corporate/Industry Association	27-01-2026	27-01-2029
5	Flytutor Technologies private limited	Corporate/Industry Association	22-12-2025	22-12-2026
6	Issojet Group	Corporate/Industry Association	12-12-2025	12-12-2028
7	Knitvel Needles	Corporate/Industry Association	12-12-2025	12-12-2028
8	Craftwell Infra Projects Private Limited	Corporate/Industry Association	08-12-2025	08-12-2028
9	EEE Energy Private Limited	Knowledge/Mentoring Agency	27-11-2025	26-10-2028
10	MICRO - TECH group of companies	Knowledge/Mentoring Agency	22-11-2025	21-11-2028
11	NUMANN GROUP	Knowledge/Mentoring Agency	19-11-2025	18-11-2028
12	Raana Semiconductors Pvt Ltd	Knowledge/Mentoring Agency	19-11-2025	18-11-2028
13	Seisou Labs Pvt Ltd, Bangalore	Knowledge/Mentoring Agency	17-11-2025	16-11-2028
14	Elkayem Auto Ancillaries Pvt Ltd	Knowledge/Mentoring Agency	14-11-2025	13-11-2028

15	Aerospace Engineers Pvt Ltd	Knowledge/Mentoring Agency	14-11-2025	13-11-2028
16	SSV Power Solutions	Corporate/Industry Association	03-11-2025	02-11-2028
17	Alubee Die Casters Pvt Ltd	Corporate/Industry Association	03-11-2025	02-11-2028
18	Aqura Turn Tech	Corporate/Industry Association	31-10-2025	30-10-2028
19	HARVEST SQUARE Pvt Ltd, Hosur	Knowledge/Mentoring Agency	30-10-2025	29-10-2025
20	Aargee Equipments Pvt Ltd	Corporate/Industry Association	24-10-2025	23-10-2028
21	INTI INTERNATIONAL UNIVERSITY operated by INTI INTERNATIONAL EDUCATION SDN BHD	International Agency	06-10-2025	05-11-2025
22	Pi Square Technologies India Pvt Ltd (QNX)	Knowledge/Mentoring Agency	17-09-2025	16-09-2027
23	Chattingbirds Pvt Ltd	Non Govt. Agency	31-07-2025	30-07-2028
24	XFINITO BIODESIGNS PRIVATE LIMITED	Non Govt. Agency	21-07-2025	20-07-2028
25	CMCA - Children's Movencnt for Civic Awareness,	Non Govt. Agency	03-06-2025	02-06-2028
26	FORGE INNOVATION AND VENTURES	Non Govt. Agency	21-03-2025	30-03-2027
27	AAKAM360 Private Ltd	Non Govt. Agency	21-03-2025	20-03-2028
28	Grahaa Space (Akshath Aerospace Private Limited)	Corporate/Industry Association	18-03-2025	17-03-2028
29	GyanMatrix Academy Pvt. Ltd.	Knowledge/Mentoring Agency	08-03-2025	07-03-2030
30	Magic Bus India Foundation	Knowledge/Mentoring Agency	27-01-2025	27-01-2026
31	Innoforge Pvt. Ltd.	Corporate/Industry Association	23-01-2025	22-01-2028
32	ASEM Education and Research Hub for Lifelong Learning	Knowledge/Mentoring Agency	13-01-2025	12-01-2030
33	Tamilnadu Technology Hub(iTNT)	Knowledge/Mentoring Agency	09-01-2025	08-01-2028
34	Aeroiin Space Tech Private Limited	Non Govt. Agency	05-12-2024	04-12-2027

35	1 Million for 1 Billion	Non Govt. Agency	23-10-2024	22-10-2026
36	Hosur Industries Association	Corporate/Industry Association	21-10-2024	20-10-2027
37	EXCELR EDTECH PVT LTD	Knowledge/Mentoring Agency	14-10-2024	13-10-2026
38	Mind Burger	Corporate/Industry Association	07-10-2024	06-10-2027
39	National Association of Software and Service Companies	Knowledge/Mentoring Agency	25-09-2024	24-09-2027
40	Garuda Aerospace	Corporate/Industry Association	24-09-2024	24-09-2027
41	Zeekers Technology Solutions Pvt. Ltd., Coimbatore	Corporate/Industry Association	24-08-2024	23-08-2027
42	Tunku Abdul Rahman University of Management And Technology, Malaysia	Knowledge/Mentoring Agency	23-08-2024	22-08-2029
43	INDIGENEOUS TECH PRIVATE LIMITED	Non Govt. Agency	07-06-2024	06-06-2027
44	SGBS Unnati Foundation	Knowledge/Mentoring Agency	01-04-2024	01-04-2025
45	Center for Bioscience and Nanoscience Research, Coimbatore	Corporate/Industry Association	22-02-2024	22-02-2027
46	SCTIMST-TIMED	Govt. Agency (Central)	12-01-2024	12-01-2034
47	SCTIMST-TIMED	Incubation Unit	12-01-2024	12-01-2026
48	HIEE Empowering Engineers Pvt.Ltd.	Corporate/Industry Association	10-01-2024	10-01-2027
49	SS GROUPS OF COMPANIES & INSTITUTIONS	Non Govt. Agency	10-01-2024	10-01-2026
50	HSDP Techno Private Limited	Corporate/Industry Association	08-01-2024	07-01-2026
51	TKS Aerospace Private Limited	Knowledge/Mentoring Agency	01-12-2023	01-12-2026
52	Arka Networkz Systems	Corporate/Industry Association	01-12-2023	30-11-2024
53	Make Labs Research and Developments	Knowledge/Mentoring Agency	04-11-2023	04-11-2026
54	MAKELABS	Corporate/Industry Association	13-10-2023	18-10-2025

55	Make vision AI Software and Development, Bengaluru	Corporate/Industry Association	13-10-2023	13-10-2034
56	MS Equipments Pvt.Ltd.	Corporate/Industry Association	12-10-2023	12-10-2025
57	INSPIRE SOFTECH SOLUTIONS	Corporate/Industry Association	11-10-2023	11-10-2028
58	Mediomix-Diagnosis and Nanoscience Research, Coimbatore	Corporate/Industry Association	04-10-2023	04-10-2026
59	FAMEHUB	Knowledge/Mentoring Agency	11-09-2023	11-09-2025
60	VK ACADEMY IT SOLUTIONS PVT LTD	Corporate/Industry Association	10-09-2023	10-09-2026
61	INFOSYS	Corporate/Industry Association	01-09-2023	01-09-2028
62	VI Microsystems Pvt.Ltd.	Corporate/Industry Association	25-08-2023	25-08-2026
63	Indian Biomedical Skill Council(IBSC)	Corporate/Industry Association	19-08-2023	19-08-2026
64	Aerosparke Industries Private Limited	Corporate/Industry Association	18-08-2023	18-08-2026
65	VEL Technologies Pvt. Ltd.	Corporate/Industry Association	14-07-2023	13-07-2024
66	FATHOM TECHNOCRATS PVT LTD	Corporate/Industry Association	12-06-2023	06-06-2025
67	Ashok Leyland II	Corporate/Industry Association	24-04-2023	23-04-2026
68	APOLLO COMPUTER EDUCATION	Corporate/Industry Association	25-11-2022	24-11-2024
69	KATE ACADEMY	Knowledge/Mentoring Agency	10-11-2022	10-11-2024
70	Medox Biotech India Pvt. Ltd	Corporate/Industry Association	07-11-2022	07-11-2025
71	G-TEC COMPUTER EDUCATION	Corporate/Industry Association	07-11-2022	06-11-2024
72	Dhiraj Engineers	Corporate/Industry Association	07-11-2022	06-11-2025
73	Aspire Precision Tech.	Corporate/Industry Association	19-10-2022	18-10-2025
74	Jeeva Industries	Corporate/Industry Association	19-10-2022	18-10-2025
75	Gee Vee Fab	Corporate/Industry Association	19-10-2022	18-10-2025

76	Atheenapandian Private Ltd	Corporate/Industry Association	10-10-2022	10-10-2032
77	Mediomix Diagnosis and Bioresearch Pvt Ltd	Corporate/Industry Association	07-10-2022	07-10-2025
78	Kay Pee Eff Pvt. Limited	Corporate/Industry Association	26-09-2022	25-09-2025
79	Syntronix	Corporate/Industry Association	23-09-2022	22-09-2027
80	Technilab Instrument	Corporate/Industry Association	23-09-2022	22-09-2027
81	Ionpure Systems and Services(I) Pvt.Ltd.	Corporate/Industry Association	23-09-2022	22-09-2027
82	Advantech Instruments and Services	Corporate/Industry Association	23-09-2022	22-09-2027
83	Deepam Hospital	Corporate/Industry Association	30-08-2022	30-08-2032
84	St.Peters Medical College Hospital and Research Institute	Corporate/Industry Association	26-08-2022	26-08-2032
85	CADD Centre Training Services	Knowledge/Mentoring Agency	01-08-2022	31-07-2025
86	CADD CENTRE Training Services	Knowledge/Mentoring Agency	06-01-2022	06-01-2025
87	Biocon Academy, Bengaluru	Corporate/Industry Association	15-05-2019	15-05-2029
88	Biocon Academy	Corporate/Industry Association	15-05-2019	15-05-2029
89	Alpha Omega Hi-Tech Bio Research Center, Salem	Corporate/Industry Association	04-11-2015	04-11-2035
90	Alpha Omega Hitech Bioresearch	Corporate/Industry Association	04-11-2015	04-11-2025
91	Genewin Biotech Pvt. Ltd, Hosur	Corporate/Industry Association	03-04-2014	04-03-2034
92	Sangenomics Research Labs Pvt Ltd	Corporate/Industry Association	28-11-2012	28-11-2027

CHAPTER – 4

INTERNSHIP REPORT

The internship reporting system at Adhiyamaan College of Engineering (ACE) is designed to ensure continuous learning documentation, reflective analysis, and outcome-based evaluation, aligned with NBA Graduate Attributes and Programme Outcomes (POs).

4.1 STUDENT'S DIARY / DAILY LOGBOOK

The **Student Daily Logbook** is a mandatory component of the internship, aimed at developing:

- Systematic documentation skills
- Analytical thinking and observation ability
- Professional reporting practices

Purpose

The logbook enables students to maintain a day-to-day record of:

- Tasks performed and activities undertaken
- Technical observations and learning outcomes
- Tools, techniques, and processes used
- Problems identified and solutions attempted
- Suggestions and reflections (if any)

Content Requirements

The logbook shall include:

- Daily entries with date-wise records
- Diagrams, sketches, flowcharts, and calculations (where applicable)
- Description of industrial processes / project work
- Reflection on learning and skill development

Authentication

- Each entry must be verified and signed daily by the Industry Supervisor
- The logbook shall be reviewed periodically by the Faculty Mentor (ACE)
- Ratification during faculty visits (physical/virtual) is mandatory

Submission Requirements

Students shall submit:

- Completed logbook
- Internship attendance record
- Industry evaluation sheet (signed & stamped)

Evaluation Criteria (Logbook)

Assessment will be based on:

- Regularity and consistency of entries
- Depth and clarity of observations
- Quality of sketches, drawings, and technical data
- Analytical thinking and reflection
- Organization and presentation of content

4.2 INTERNSHIP REPORT

At the end of the internship, students must submit a comprehensive Internship Report documenting their overall learning experience.

Objective

To evaluate the student's ability to:

- Integrate practical exposure with academic knowledge
- Analyze real-world engineering/industrial problems
- Present structured technical documentation

Report Preparation

- The report shall be prepared based on:
 - Daily logbook entries
 - Assigned tasks / projects
 - Guidance from Industry Supervisor and Faculty Mentor
- Students may be assigned specific problem statements or project topics

Recommended Structure

1. Introduction to Organization
2. Objectives of Internship
3. Description of Work / Project Undertaken
4. Methodology / Tools & Techniques Used
5. Observations and Analysis
6. Learning Outcomes (Mapped to POs)
7. Challenges Faced & Solutions

8. Conclusion and Suggestions
9. References (if applicable)
10. Annexures (Drawings, Data Sheets, etc.)

Authentication

The report must be duly signed by:

- **Industry Supervisor**
- **Faculty Mentor (ACE)**
- **Training & Placement Officer (TPO)**

Evaluation Criteria (Internship Report)

The internship report will be evaluated based on:

1. Originality and authenticity of work
2. Adequacy and relevance of content
3. Organization, format, and presentation quality
4. Use of diagrams, sketches, and technical illustrations
5. Diversity and relevance of learning experiences
6. Application of theoretical concepts to practical situations
7. Clarity of analysis and problem-solving approach

ACE-Internship Distinct Features



1

✓ **Outcome-Based Assessment**
aligned with Programme Outcomes (POs)



2

✓ **Integration of Logbook + Report + Industry Evaluation**



3

✓ **Emphasis on Reflective Learning and Critical Thinking**



4

✓ **Standardized Format**
for Institutional Quality Assurance (IQAC)



5

✓ **Supports NBA / NAAC**
Documentation and Accreditation



 A comprehensive and industry-aligned assessment approach ensuring quality learning, accountability and continuous improvement. 

CHAPTER – 5

MONITORING & EVALUATION OF INTERNSHIP

The internship programme at ACE shall be monitored and evaluated through a multi-level, outcome-based assessment system, ensuring transparency, accountability, and alignment with Programme Outcomes (POs).

The evaluation of internship shall be carried out in **three stages**:

- **5.1 Evaluation by Industry**
- **5.2 Monitoring & Evaluation by Institute (ACE)**
- **5.3 Seminar Presentation & Viva-Voce**

5.1 EVALUATION BY INDUSTRY

The Industry Supervisor shall evaluate the intern's performance based on professional conduct, learning ability, and technical contribution.

Evaluation Parameters

- Punctuality and regularity
- Discipline and professional behaviour
- Eagerness to learn and adaptability
- Quality of work and technical skills
- Maintenance of Daily Logbook
- Ability to work in a team
- Problem-solving and initiative

Industry Feedback

- A structured Industry Evaluation Form shall be submitted
- Qualitative remarks and performance rating are mandatory
- Certification of successful completion must be provided

5.2 MONITORING & EVALUATION BY INSTITUTE (ACE)

ACE shall ensure continuous monitoring through the Training & Placement Cell (T&P), Faculty Mentor, and Department.

Monitoring Mechanisms

- Periodic interaction with students and industry mentors
- Review of logbook and progress reports
- Online/offline follow-up meetings

Institutional Visit / Verification

- Surprise or scheduled visits may be conducted by:
 - TPO
 - Faculty Mentor
 - Department representatives

Attendance & Discipline Policy

- Students must maintain regular attendance at the internship site
- Unauthorized absence may lead to:
 - Cancellation of internship
 - Non-award of academic credit

Leave Policy

- Prior intimation (minimum one day in advance) must be given to:
 - Industry Supervisor
 - Faculty Mentor
 - T&P Cell (via email)
- Permissible leave:
 - 1 day for internships up to 4 weeks
 - 2 days for internships up to 6 weeks
 - (Excluding holidays and weekly offs)

5.3 SEMINAR PRESENTATION & VIVA-VOCE

At the completion of the internship, students shall undergo a formal evaluation at ACE through a seminar and viva-voce.

Evaluation Process

- Presentation before a Departmental Expert Committee
- Based on:
 - Internship Report
 - Logbook / Diary
 - Industry Evaluation

Evaluation Criteria

- Quality and relevance of content
- Organization and clarity of presentation
- Communication and presentation skills
- Depth of technical knowledge

- Understanding of practical applications
- Ability to answer questions (viva performance)
- Overall learning outcomes achieved

Academic Integration

- Seminar serves as a platform for:
 - Knowledge sharing among peers
 - Exposure to diverse industry practices
 - Enhancement of communication and confidence

CHAPTER – 6

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. Overall GPA:			
9. 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			

FORMAT# 2. 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 _____

FORMAT#3: 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 _____

FORMAT#4: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

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)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
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?)

FORMAT# 5 : PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

1. Name of Student _____
2. Mob. No. _____
3. College Roll No. _____
4. Branch/Semester _____
5. Period of Training _____
6. Home Address with contact

7. Address of Training Site:

8. Address of Training Providing Agency:

9. Name/Designation of Training In- charge

10. Type of Work

11. 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)

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

FORMAT 6: ATTENDANCE SHEET

Name & Address of Organization

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

Initials of the student

	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
Mon th & Year																															

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.**

MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH NBA GRADUATE ATTRIBUTES

Mapping Internship Objectives with Programme Outcomes (POs) (As per National Board of Accreditation Graduate Attributes)												
S. No	Internship Objectives	PO1 	PO2 	PO3 	PO4 	PO5 	PO6 	PO7 	PO8 	PO9 	PO10 	PO11
1	Practical Knowledge & Technical Skills	✓	✓	✓	✓	✓						
2	Academia-Industry Gap Bridging	✓	✓	✓		✓	✓			✓	✓	✓
3	Employability Skills		✓	✓					✓	✓	✓	✓
4	Real-Time Work Environment Exposure	✓	✓		✓	✓	✓		✓	✓	✓	✓
5	Innovation & Creativity	✓	✓	✓	✓	✓		✓				✓
6	Entrepreneurial Development	✓	✓	✓			✓	✓	✓	✓	✓	✓
7	Outcome-Based Education Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Professional Networking				✓		✓	✓	✓	✓	✓	✓
9	Career Identification	✓	✓	✓				✓	✓	✓	✓	✓
10	Lifelong Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

PO1
Engineering Knowledge

PO2
Problem Analysis

PO3
Design/ Development of Solutions

PO4
Conduct Investigations

PO5
Modern Tool Usage

PO6
The Engineer and Society

PO7
Environment & Sustainability

PO8
Ethics

PO9
Individual & Team Work

PO10
Communication

PO11
Project Mgt. & Lifelong Learning

ADHIYAMAAN

COLLEGE OF ENGINEERING

HOSUR

INSTITUTIONAL INTERNSHIP POLICY

1. PURPOSE

The purpose of this policy is to provide a structured framework for internships that enhances students' technical competencies, professional skills, and employability through industry and community exposure.

2. OBJECTIVES

- ✓ To promote industry-institute interaction.
- ✓ To provide students with practical exposure.
- ✓ To enhance technical and soft skills.
- ✓ To prepare students for future career opportunities.

3. POLICY GUIDELINES

- ◆ Internships may be of short-term (4–8 weeks) or long-term (up to 6 months) duration.
- ◆ Opportunities will be provided in industries, research organizations, government agencies, and reputed startups.
- ◆ Selection of students will be based on academic performance, aptitude and interest.
- ◆ Students must adhere to the rules and regulations of the host organization.
- ◆ A faculty coordinator will guide and monitor each internship.
- ◆ Students must submit an internship report and obtain a certificate from the host organization.

4. ROLES & RESPONSIBILITIES

INSTITUTE	STUDENTS
● Facilitate internship opportunities. ● Provide guidance and monitoring. ● Ensure quality and relevance of internships.	● Actively seek and participate in internships. ● Abide by the norms of the host organization. ● Submit reports and feedback on time.

5. ASSESSMENT & EVALUATION

The performance of students will be evaluated based on:

- ◆ Performance and feedback from the host organization
- ◆ Internship report and presentation
- ◆ Overall learning experience and reflection

6. POLICY REVIEW

This policy will be reviewed periodically to ensure its effectiveness and alignment with industry and institutional requirements.

“
**ACHIEVE
CREATE
EXCEL**
”



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