



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(CFTI- Deemed to be University, under the Ministry of Education, Govt. of India)
LONGOWAL -148106, DISTT. SANGRUR, PUNJAB, INDIA
DEPARTMENT OF TRAINING AND PLACEMENT

Ref. No. SLIET/T&P/2022/773-784

Dated: 07/01/2022

Circular for Students and Class Counsellors regarding "Internship"

As per study scheme, UG students can undergo semester long internship in the 8th semester. The students had already applied for "Request Letter" through ERP whether through own or through Dept of T&P.

Now, the students are required to apply for the confirmation of Internship from Institute. There is separate tab for "**Confirmation Letter**" under "**Internship and Training**" head in their respective login.

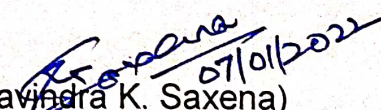
The student will select the industry from where they have received the confirmation under the drop-down menu "select". Fill out exact "start date" and "end date" as per confirmation. Upload the copy of the confirmation from Industry as a "jpg" file and press "Insert New Entry". Now, the application is submitted to Class Counsellor.

The class counsellor will fill the name of "**Faculty Mentor**" in view of the Approved guidelines by Senate. Once approved by Class Counsellor, the confirmation letter will be issued to student and information will be passed to Department of T&P, SLIET. Later, appropriate OO will be issued by Department of T&P in view of such confirmations by respective Class Counsellor.

The student can submit the copy of "**Confirmation Letter**" and download the copy of "**Joining Letter**" and copy of "**Rubrics for Feedback from Industry Mentor**" from their ERP Login under the same head. The "**Joining Letter**" need to be uploaded in their ERP login after filling all the details and respective signatures. Sample copy of Confirmation Letter, Joining Letter and Rubrics is attached for reference.

The Class Counsellor are requested to approve the internship in compliance with the approved guidelines by Senate. Further, only such student can register for internship in 8th semester who are confirmed by their respective Class Counsellor.

This is issued for information and needful action by all concerned.


(Ravindra K. Saxena)

Head T&P, SLIET Longowal

CC:

1. Director, SLIET; for information please.
2. Dean (Acad); for information please.
3. Dean (SW); for information please.
4. All HODs; for circulation to all concerned please.
5. Chief Class Counsellor: for circulation to all concerned please.
6. All Students: through all available social media tools of T&P.
7. File Copy

Ref. No.: SLIET/T&P/INID/Confirmation/

Date:

CONFIRMATION LETTER

To

.....
.....

Subject: UG Internship Confirmation letter.

Sample

Dear Sir,

In view of the permission granted by your esteemed organization, following student will undergo semester long Internship in your esteemed organization:

Student details: <Name of Student>, < Regn. No.>
<Studen Degree Name>

Faculty Mentor Name: <Name>

Faculty Mentor Email ID: <mail ID>

This internship being an essential part of the UG curriculum, the following guidelines have been prescribed for the internship. You are therefore, requested to please issue following guidelines to the concerned official/Industry Mentor.

1. Internship schedule may be prepared and a copy of the same may be sent to the faculty mentor.
2. The name and contact details of industry mentor may please be communicated to faculty mentor.
3. The attendance record should be maintained and the same will be shared with the faculty mentor at regular intervals.
4. The faculty mentor will connect with industry mentor for Industrial visit to evaluate student's performance, if possible.
5. Student is required to prepare Internship report under the supervision of industry mentor. The same will be submitted by the student to department for evaluation.
6. On completion of internship, the assessment report (as per attached rubrics) may please be forwarded to the undersigned and to faculty mentor on respective mail IDs OR in print copy within a sealed envelope.
7. Student will abide by the rules and regulation of your organization and will maintain a proper discipline with keen interest during the internship.

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.

With Warm Regards

(Ravindra K. Saxena)
Head (T&P)

JOINING REPORT FOR INTERNSHIP

(To be sent by student within a week of joining by scanned copy to the faculty mentor)

1. Regn. No. _____
2. Name: _____
3. Name of the Project (s): _____

4. Name & Address of the Organization: _____

Sample

5. Telephone No. _____
6. E-mail (Concerned HR Officer): _____

7. Residential Address of the Student: _____

8. Contact / Mobile No. _____
9. E-mail: _____
10. Stipend Amount (If any) _____
11. Any Other Facility provided
(Like meals/ Accommodation/Conveyance etc.) _____

I hereby inform that I have joined the organization on _____ for the 8th semester.

Date:

Signature of the Student

CERTIFICATE BY THE INDUSTRY MENTOR

Certified that Mr/Ms. _____ has joined our organization for project semester.

Date:

Signature of the mentor
(With Seal)

Name of the Industry mentor:

Designation:

Phone No.:

E-mail:

Table-6: Rubrics 4 (Feedback from Industry Mentor)

| | ASSESSMENT MATRIX | Excellent | Good | Fair | Average | Poor | Distribution of Marks |
|-----|--|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|
| | | Weightage 100% | Weightage 80% | Weightage 60% | Weightage 40% | Weightage 20% | |
| (a) | Technical Knowledge (refers to knowledge, clarity of fundamentals, and latest development) | | | | | | 5 |
| (b) | Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job). | | | | | | 5 |
| (c) | Work Quality (refer to the value of work delivered by the student, accuracy and competency level) | | | | | | 5 |
| (d) | Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates) | | | | | | 5 |
| (e) | Problem Solving Skills (refer to the involvement to find best alternative for any problem) | | | | | | 5 |
| (f) | Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought Professional Attitude (refer to the way of handling the problems) | | | | | | 5 |
| (g) | Regularity and Punctuality (toward assigned tasks) | | | | | | 5 |
| (h) | Time Management (complete task in given time frame) | | | | | | 5 |
| (i) | Adaptability to New | | | | | | 5 |

| | | | | | | | |
|--------------|--|--|--|--|--|--|----|
| | Environment (refers to the ability to acclimatize with new work environment/culture) | | | | | | |
| (j) | Professional Ethics and Responsibilities | | | | | | 5 |
| Total Marks= | | | | | | | 50 |

(k) Whether PPO/Placement is offered to the student.

Yes/No

(l) Remarks, if any:

(Signature)

Name_____

Designation_____