

Visvesvaraya Technological University, Belagavi



Mandatory Internship Guidelines (for the scheme 2022)

Applicable to University Constituent College, University Departments, and Affiliated
Non-Autonomous Colleges and Autonomous Colleges
offering B.E./B. Tech. Programs from Academic Year 2022-23 under NEP 2020

Office of the Academic Section,
Visvesvaraya Technological University,
"Jnana Sangam" BELGAUM-590018,
Karnataka, India.
0831-2498112, 2498100,
Fax: 0831-2405467
Website: www.vtu.ac.in
E-mail: info@vtu.ac.in
E-mail: registrar@vtu.ac.in

Draft Copy

INDEX

Sl. No	Content Details	Page no.
	Introduction, Internships and Research Internships, Scope of Internships	05
01	Objectives of the Internship under the VTU curriculum	06
02	Areas or verticals for an internship	08
03	Internship Structure for 2022 scheme	13
04	Competencies to be developed during Industry Internships	14
05	Competencies to be developed during Research Internships	16
06	Competencies to be Developed During Placement Training as Internships	17
07	Role Of Internship Providing Organization, Nodal Officer, Internship Supervisor And Mentor	19
08	Recommended Types of Companies/Industries/Organizations for Internship (The list is indicative only)	23
09	Documents to be submitted by the students for evaluation of the CIE and SEE of the Internship	26
10	Evaluation (CIE and SEE)	29
11	Annexures I, II, and III	33-37

Draft Copy

Introduction

In alignment with the National Education Policy (NEP) 2020 and AICTE guidelines, Visvesvaraya Technological University (VTU) has incorporated Internship/Industry Training as an integral component of the B.E./B.Tech. curriculum under the 2022 Scheme. The objective is to bridge the gap between academic learning and industry requirements, enhance employability skills, and promote experiential learning among students.

These guidelines outline the framework, duration, eligibility, evaluation methodology, and roles of stakeholders involved in the successful implementation of internships. They are intended to provide clarity and uniformity across all affiliated institutions, ensuring that internships are meaningful, structured, and aligned with students' academic and professional goals.

Scope of Internships

Internships under NEP-2020 include opportunities to work with:

- Government and private organizations
- Higher education institutions and universities
- Research and development (R&D) labs and research organizations
- Non-government organizations (NGOs)
- Enterprises, startups, and entrepreneurial centers
- Business organizations and local industries
- Artists and craftspeople

These internships aim to bridge the gap between theoretical knowledge and practical application, enabling students to gain valuable insights into their chosen fields.

<p>VTU (Visvesvaraya Technological University), Belagavi, has made internships a crucial part of its curriculum to provide students with practical, real-world experience in their field of study. The university offers various internship programs for engineering students, including those focused on innovation, societal impact, and entrepreneurship.</p>	
01	<p>The following are the objectives of the Internship under the VTU curriculum;</p> <p>Objectives of Internship: Internships serve as a bridge between academic learning and professional work environments. They provide students with hands-on experience, allowing them to apply their theoretical knowledge to practical situations.</p>
1.1	<p>Practical Application of Knowledge: Internships enable students to implement what they have learned in classrooms in real-world settings. Academic concepts and theories often differ in practice, and internships help students gain first-hand experience in applying their knowledge effectively.</p>
1.2	<p>Skill Development: Internships help students develop both technical and soft skills that are essential for career success. Technical Skills: Industry-specific skills such as programming, CAD modeling, financial analysis, laboratory techniques, or data analysis. Soft Skills: Communication, teamwork, leadership, critical thinking, and problem-solving abilities that are crucial in any workplace.</p>
1.3	<p>Industry Exposure: Internships provide students with direct exposure to the industry, helping them understand:</p> <ul style="list-style-type: none"> • Industry norms and standards • Work culture and ethics • Project management and workflow processes • The expectations of employers of professionals
1.4	<p>Networking Opportunities: Internships offer a platform to connect with professionals, mentors, and industry leaders, which can help in future career growth.</p>
1.5	<p>Career Exploration: Internships allow students to explore different career paths before making long-term commitments. They help in assessing:</p>

	<ul style="list-style-type: none"> • Interest in a specific job role • Alignment of personal skills with industry demands • Future opportunities in the chosen domain
1.6	Hands-on Experience: Internships provide hands-on experience, making learning more engaging and effective. Real-life projects and challenges prepare students to handle professional responsibilities.
1.7	Adaptability and Professionalism: Internships teach students how to: <ul style="list-style-type: none"> • Adapt to different work environments • Manage tasks under deadlines • Follow workplace ethics and professionalism • Handle constructive criticism and improve performance
1.8	Bridging the Gap Between Academia and Industry: There is often a difference between academic education and industry expectations. Internships help students bridge this gap by: <ul style="list-style-type: none"> • Understanding how theories are used in practical applications • Learning about emerging trends and technologies not covered in textbooks • Gaining insights into real-world problem-solving
1.9	Enhancing Employability: Employers often prefer hiring candidates with prior work experience. Completing an internship improves employability by: <ul style="list-style-type: none"> • Adding practical experience to a resume • Demonstrating the ability to work in a professional setting • Showcasing skills learned during the internship
1.10	Research and Innovation: Internships encourage students to think critically, solve real-world problems, and innovate new solutions. Some internships also provide research opportunities, allowing students to contribute to new developments in their field.
Internships are an essential part of career development, helping students transition from academic learning to professional work. They provide a practical foundation, boost employability, enhance skills, and allow for career exploration.	

02	Areas or verticals for an internship Further, there are certain verticals that HEIs may incorporate as options while choosing a sector by a student while making registration and undergoing an internship/research internship. The list is indicative only
2.1	Engineering & Technology <ul style="list-style-type: none"> • Software Development & IT: Web development, app development, cybersecurity, AI/ML, cloud computing. Deep Learning/ Augmented Reality, Virtual Reality Information Technology/Information Technology-enabled services and Electronics area • Digitalization & Emerging Technologies, Electronics & Communication: VLSI design, embedded systems, IoT, robotics. • Mechanical & Smart Manufacturing: CAD/CAM, 3D printing, automation, industrial design. • Civil Engineering: Structural design, construction management, geotechnical engineering. • Electrical Engineering: Power systems, renewable energy, electric vehicles. etc
2.2	Core Industries <ul style="list-style-type: none"> • Automobile: Automotive design, vehicle testing, electric vehicles (EVs). • Aerospace: Aerodynamics, propulsion systems, UAVs. • Energy & Sustainability: Renewable energy, green building design, energy auditing. • Big, Medium, and Small Scale Industries area etc
2.3	Management & Entrepreneurship <ul style="list-style-type: none"> • Business & Marketing: Digital marketing, financial modeling, business analytics. • Supply Chain & Operations: Logistics, procurement, lean manufacturing. • Entrepreneurship: Startup incubators, innovation centers, business strategy. • Tourism & Hospitality area etc

	<p>2.4 Research & Development</p> <ul style="list-style-type: none"> • AI & Machine Learning: Data science, NLP, computer vision. • Biotechnology & Biomedical: Drug research, medical devices, bioinformatics. • Nanotechnology & Material Science: Advanced materials, coatings, semiconductor technology. <p>A Research Internship is a short-term academic or industry-based program where students or early-career researchers engage in hands-on research projects under the guidance of faculty members or industry experts. The primary goal is to provide practical exposure to research methodologies, data analysis, experimentation, and technical problem-solving.</p> <p><i>Key Aspects of a Research Internship</i></p> <ol style="list-style-type: none"> Duration: Typically ranges from a few weeks to six months, depending on the program. Mentorship: Supervised by a professor, researcher, or industry expert. Research Focus: <ol style="list-style-type: none"> Conducting literature reviews Experimentation and data collection Analyzing and interpreting results Writing reports or research papers etc Domains: Research internships can be in various fields such as engineering, sciences, medicine, social sciences, or humanities. Outcome: <ol style="list-style-type: none"> Research publications (conference/journal papers) Prototype or proof-of-concept development Enhanced understanding of research methodologies Types of Research Internships <ul style="list-style-type: none"> • Academic Research Internship: Conducted at universities, research institutes, or IITs/NITs.
--	--

		<ul style="list-style-type: none"> • Industry Research Internship: Offered by R&D divisions of companies like ISRO, DRDO, Microsoft Research, etc. • International Research Internship: Programs like DAAD (Germany), MITACS (Canada), or internships at global universities.
2.5	Emerging Technologies	<ul style="list-style-type: none"> • Cryptocurrency, smart contracts. • AR/VR: Game development, simulation design. • Artificial Intelligence and Machine Learning • Internet of Things (IoT) • Robotics and Automation • Augmented and Virtual Reality • Quantum Computing • Blockchain Technology • Advanced Materials and Nanotechnology • Cybersecurity • 5G and Next-Generation Communication Networks • Clean Energy and Sustainable Technologies etc
2.6	Societal (Social) related activities	<p>The internship at villages, slums or urban areas can be under social internship. The internship will be more fruitful, if students work in teams. The teams can select one or more fields to do their best in the field of agriculture, watershed management, wastelands development, non-conventional energy, low cost housing, sanitation, nutrition and personal hygiene, schemes for skill development, income generation, blood bank, government schemes such as</p> <ul style="list-style-type: none"> (i) Swachh Bharat: Swachh Bharat Mission, Swachh Bharat Abhiyan, or Clean India Mission is a country-wide campaign to eliminate open defecation and improve solid waste management. (ii) Accessible India: Accessible India Campaign or Sugamya Bharat

Abhiyan is a program to serve the differently-able community of the country.

- (iii) Digital India: A campaign to ensure the Government's services are made available to citizens electronically by improved online infrastructure and by increasing Internet connectivity or making the country digitally empowered in the field of technology.
- (iv) Beti Bachao and Beti Padhao: A campaign of the Government of India that aims to generate awareness and improve the efficiency of welfare services intended for girls in India.
- (v) Environment and Energy Conservation and Education, legal aid, consumer protection and allied field including Indian Red Cross Society, National Cadet Corps, Bharat Scouts and Guides.

Societal activities is one of the NBA graduate attributes (reproduced below) covered under 8.3. Mapping of internship programme outcome with NBA graduate Attributes by AICTE in its AICTE Internship Policy: Guidelines and Procedures. The Societal activities that are reproduced below.

The engineer and society : Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

Environment and Sustainability : Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development. Long term goal under Societal (social work) related activities, particularly at a rural area, results into a rural internship.

As most of the colleges and universities are usually located in the urban areas and long distance between the college campuses and the villages, the visit to villages may become expensive and time consuming. Therefore, it is preferable, especially by colleges located in urban areas, to adopt slum/ economically weaker section areas for short duration social internship to

	<p>uplift the living conditions.</p> <p>In view of the foregoing, internship coordinators should encourage students to take up societal internship as far as possible. Also, the internship coordinators must,</p> <ol style="list-style-type: none"> a) Establish good rapport with the government officials and development agencies to seek the help of various government departments and agencies for technical advice and financial assistance, and, b) Select social internship projects very carefully in consultation with students so that the projects taken can be successfully completed within the stipulated time period. Successful completion of the projects can win appreciation and credit of the community.
2.7	Entrepreneurship Programs: Programs that support students in developing their own startups
2.8	<p>A Rural Internship is a program designed to expose students, particularly engineering and management students, to rural life, challenges, and development opportunities. It typically involves spending a few weeks in rural areas, engaging in activities like:</p> <ul style="list-style-type: none"> • Surveying Rural Communities: Understanding local socio-economic conditions, infrastructure, and challenges. • Problem Identification & Solutions: Identifying key issues like water scarcity, lack of sanitation, or poor educational facilities and proposing feasible solutions. • Technical and Social Projects: Implementing small-scale engineering or management solutions, such as solar lighting, water filtration, or digital literacy programs. • Interaction with Local Authorities & NGOs: Collaborating with panchayats, self-help groups, or NGOs working on rural development.
	In the context of AICTE and VTU , rural internships align with Unnat Bharat Abhiyan (UBA) and other government initiatives to promote rural engagement among students

	<p>In addition to fields such as trade and agriculture, handicrafts, art, design, music, healthcare and life sciences, sports, wellness and physical education, and environmental sciences, VTU students can utilize these verticals for internships.</p> <p>Above all, domains provide a strong foundation for students to pursue internship opportunities that align with their interests and career goals</p>
03	Internship Structure for 2022 scheme
3.1	<p>Scheme A:</p> <p>Swappable 7th and 8th Semesters: One-Semester Internship Model</p> <p>In the current academic structure, Project Work (Bxx786) along with theory courses (Bxx701–703, 714x, and 755x) are assigned to the seventh semester. Meanwhile, the eighth semester includes Professional Elective Courses (PEC, online), Open Elective Courses (OEC, online), and a 14–15-week Internship (Bxx803).</p> <p>However, if all students statewide were to undertake the eighth semester (Internship and PEC, OEC), reputed organizations might not have enough positions to accommodate everyone. To address this, the seventh and eighth semesters are designed to be interchangeable (swappable), allowing flexibility for internship placements.</p> <p>During the ODD semester, approximately 50% of final-year students may opt to complete their eighth-semester components (PEC, OEC, and Internship), while the remaining students continue with their seventh-semester theory courses and project work. In the EVEN semester, students will switch roles.</p> <p>This swappable model ensures that all students can complete a one-semester internship by choosing from the following types of internships:</p> <ul style="list-style-type: none"> • Industry Internship • Rural Internship, • Post Placement training as an internship (one semester duration), preferably in the 8th semester (even) duration

		<ul style="list-style-type: none"> • Research Internship in the identified research centers or research centers of the institute who is guiding funded research etc • NSDC & reputed organizations' Online Internships • Internship under NATS (National Apprenticeship Training Scheme) • Skill Enhancement Courses under online.vtu.ac.in, Students must choose an appropriate combination of Skill Enhancement Courses to ensure that the total credits earned through SEC are equal to or greater than the credits assigned for the internship.
3.2	<p>Scheme B:</p> <p>One year (two-semester) duration Internship</p> <ul style="list-style-type: none"> • Students may choose to undertake a minimum two-semester industry internship that leads to project work. Along with an internship, students have to complete the PEC and OEC online courses of the 7th and 8th semesters. • Students may opt for a minimum two-semester industry internship that results in the establishment of a start-up. • Students may pursue a minimum two-semester research internship that leads to project work and includes paper publications in UGC-listed or Scopus-indexed journals. • Post-Placement Training as Internship: Students selected by the university or college placement cell for a one-year salaried internship at a company, industry, or organization, leading to job confirmation. Such students will complete their project work individually under the guidance of a mentor or faculty member while participating in placement training. <p>Students may opt for Skill Enhancement Courses (SEC) under online.vtu.ac.in in place of the internship and are required to complete a sufficient number of SECs to earn credits equivalent to those allotted for the internship. These students will undertake their project work independently, under the supervision of a faculty member from their respective department.</p>	
04	Competencies to be developed during Industry Internships	

	During industry internships, students should develop a range of competencies to bridge the gap between academic knowledge and practical application. These competencies can be broadly categorized as follows:
4.1	Technical Competencies <ul style="list-style-type: none"> • Domain-Specific Knowledge: Application of theoretical concepts in real-world scenarios. • Software & Tools Proficiency: Hands-on experience with industry-standard software, tools, and technologies. • Problem-Solving & Troubleshooting: Identifying and resolving technical challenges efficiently. • Process Understanding: Familiarity with industry workflows, protocols, and standards.
4.2	Professional Skills <ul style="list-style-type: none"> • Communication Skills: Effective verbal and written communication for reports, emails, and presentations. • Teamwork & Collaboration: Working in multidisciplinary teams and understanding team dynamics. • Time Management: Prioritizing tasks and meeting deadlines efficiently. • Adaptability & Flexibility: Adjusting to new environments, tasks, and technologies.
4.3	Industry Awareness & Work Ethics <ul style="list-style-type: none"> • Business & Market Knowledge: Understanding industry trends, customer needs, and business strategies. • Workplace Etiquette: Professional behavior, punctuality, and respect for organizational culture. • Ethical & Legal Awareness: Adhering to industry standards, regulations, and ethical practices. • Quality & Safety Standards: Understanding workplace safety protocols and quality assurance practices.
4.4	Innovation & Critical Thinking

		<ul style="list-style-type: none"> • Analytical Thinking: Evaluating data, processes, and outcomes to make informed decisions. • Creativity & Innovation: Suggesting new ideas or improvements in existing processes. • Research & Development Skills: Engaging in research-oriented tasks, literature reviews, and technical studies.
	4.5	Entrepreneurial & Leadership Abilities <ul style="list-style-type: none"> • Decision-Making Skills: Assessing situations and making logical, informed choices. • Project Management: Managing small-scale projects, budgeting, and resource allocation. • Leadership & Initiative: Taking responsibility, leading small tasks, and mentoring peers.
	<p>These competencies help students become industry-ready professionals, enhancing their employability and career prospects.</p>	
05	5.1	Competencies to be developed during Research Internships <p>Students should develop research-oriented competencies by completing courses under the Research Ability Enhancement Courses (RAEC) and undertaking a research internship project.</p> <ul style="list-style-type: none"> ▪ Students should be proficient in research techniques and methodologies that support knowledge creation. ▪ They should be able to analyze complex problem statements and develop solutions for real-world challenges. ▪ Students should possess strong comprehension skills to interpret oral and written research communications and present their own insights effectively. ▪ They should be capable of communicating technical information and research findings to their peers.

	<ul style="list-style-type: none"> ▪ Students should be aware of research ethics, professional accountability, and conduct, ensuring they practice ethical research and apply appropriate skills in their work. ▪ They should enhance their academic productivity by developing strong writing and reading skills and contributing to social and economic issues through their research in the future. ▪ Research interns should cultivate adaptability and flexibility to tackle new challenges at both organizational and individual levels, fostering teamwork and collaboration.
06	Competencies to be Developed During Post-Placement Training as Internships Post-Placement training internships help develop the following competencies:
6.1	<ul style="list-style-type: none"> • Workplace Etiquette: Email and meeting etiquette, punctuality, dress code, and professional conduct. • Corporate Communication: Effective business writing, presentation skills, and inter-departmental communication. • Time Management: Prioritization, scheduling tasks, meeting deadlines. • Goal Setting: Setting short-term and long-term professional goals aligned with organizational objectives. • Domain/Role-Specific Tools & Technologies: Practical proficiency in tools used in the job role. • Advanced IT Skills: Exposure to commonly used platforms like SAP, ERP, Git, Jira, etc. • Project Management Basics: Understanding of agile, scrum, Kanban, and basic project lifecycle principles. • Analytical Thinking: Ability to analyze data, interpret results, and make data-driven decisions. • Critical Reasoning: Making informed judgments and troubleshooting problems effectively. • Adaptability & Learning Agility: Learning quickly in new environments, dealing with ambiguity, and embracing feedback.

	<ul style="list-style-type: none"> • Teamwork and Conflict Resolution: Working in diverse teams and resolving misunderstandings constructively. • Leadership Readiness: Taking initiative, accountability, and emerging as a potential team leader. • Empathy and Emotional Intelligence: Understanding workplace dynamics and interpersonal relations. • Understanding Organizational Structure: Hierarchies, roles, and communication protocols. • Corporate Values and Ethics: Aligning with the company's mission, vision, and code of conduct.
	These competencies equip students with the necessary skills to excel in job interviews and corporate roles.
07	Role Of Internship: Providing Organization, Nodal Officer, Internship Supervisor, and Mentor
7.1	<p>Role of the Internship Providing Organization: Internship Providing Organization (IPO) is any organization, HEI, philanthropy, farmer, government organization, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates, providing an opportunity to the student for an Internship during the programme</p> <ul style="list-style-type: none"> • The internship providing organization will connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc. • The mentor from the internship providing organization needs to provide time-to-time guidance to the candidate to have exposure to the research environment and the employability market.

	<p>7.2 Role of Nodal Officer (or Placement Officer):</p> <p>Each college must establish an Internship Cell, headed by a Nodal Officer. The Nodal Officer may be the Placement Officer or any other faculty member nominated by the Principal/Director of the college.</p> <p>The Nodal Officer for Internship at the college level plays a crucial role in ensuring the smooth planning, coordination, implementation, and monitoring of internship activities for students as per university or regulatory guidelines (like AICTE, UGC, or VTU directives). Below is a detailed outline of the roles and responsibilities of the Nodal Officer for Internship:</p> <p>Role of the Nodal Officer for Internship (College Level)</p> <p>1. Planning and Coordination</p> <ul style="list-style-type: none"> • Act as the primary point of contact between the college, university, industry partners, and students regarding internships. • Formulate an internship calendar in alignment with the academic schedule and university guidelines. • Coordinate with Heads of Departments (HoDs) and faculty to ensure all eligible students are identified and encouraged to undertake internships. <p>The University has created an online platform (https://www.internships.vtu.ac.in/) to provide internship opportunities to all its students. The Nodal Officer must coordinate with the Internship Special Officer of the University to facilitate and complete the registration of the students for the internship.</p> <p>Communication and Awareness</p> <ul style="list-style-type: none"> • Conduct orientation and awareness sessions for students on the importance, procedures, and expectations of internships. • Share information about available internship opportunities, eligibility criteria, deadlines, and application processes.
--	---

2. **Internship Facilitation**

- Support students in identifying suitable organizations based on their stream of study.
- Guide students in preparing resumes, applications, and letters of recommendation if needed.
- Assist in getting approval or no-objection letters from the college, if required by the internship provider.

3. **Documentation and Compliance**

- Maintain a record of internships undertaken by students, including:
 - Name of the student
 - Name of the organization
 - Duration and nature of internship
 - Internship completion certificates
 - Ensure that students submit internship reports, evaluation forms, and feedback as per the prescribed format.

4. **Monitoring and Supervision**

- Assign faculty, coordinators/mentors/supervisors to monitor the progress of students during internships.
- Coordinate/mentor/Supervisor regular updates and interim reports from students during the internship period.
- Ensure that the evaluation process (internal/external) is completed timely manner and grades are submitted to the examination section as the internship is credit-based.

5. **Reporting to the University**

- Submit consolidated internship reports to the university or regulatory bodies as required.
- Participate in university-level meetings or training programs related to internships and share the knowledge with faculty and students.

	<p>6. Ensuring Quality and Feedback</p> <ul style="list-style-type: none"> • Collect feedback from students and industry mentors on the quality and outcome of the internship. • Use feedback to improve the internship process and ensure alignment with
7.3	<p>Role of the Internship Supervisor under the Nodal Officer</p> <p>The Internship Supervisor (typically a faculty member assigned to supervise a group or batch of students) works under the guidance of the Nodal Officer to ensure effective mentoring, monitoring, and evaluation of students during their internships.</p> <p>Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1. Guidance and Mentoring <ul style="list-style-type: none"> ○ Guide students in selecting a relevant internship aligned with their academic background and career goals. ○ Help students understand the learning objectives and expected outcomes of the internship. 2. Approval of Internship Plan <ul style="list-style-type: none"> ○ Review and approve the students' internship plans, including the organization, duration, and nature of work. ○ Ensure that the internship aligns with the university's academic calendar and program outcomes. 3. Monitoring and Communication <ul style="list-style-type: none"> ○ Maintain regular contact with students during the internship period through email, calls, or scheduled reviews. ○ Coordinate with industry mentors or supervisors, if necessary, to assess student performance and address concerns. 4. Assessment and Evaluation <ul style="list-style-type: none"> ○ Evaluate students based on:

		<ul style="list-style-type: none"> ▪ Internship progress reports/logbooks ▪ Mid-term reviews ▪ Final internship reports ▪ Presentations or viva (as applicable) ○ Submit the evaluation marks/grades to the Nodal Officer for record and further action. <p>5. Documentation and Reporting</p> <ul style="list-style-type: none"> ○ Ensure students maintain proper documentation such as attendance, daily/weekly logs, and internship certificates. ○ Submit a supervisor's evaluation report along with observations and recommendations. <p>6. Feedback and Suggestions</p> <ul style="list-style-type: none"> ○ Collect and share feedback from students and industry mentors regarding the internship experience. ○ Provide suggestions to the Nodal Officer for enhancing the effectiveness of future internship programs.
08	Recommended Types of Companies/Industries/Organizations for Internship (The list is indicative only)	

8.1	Core Sector Industries (based on branch) <ul style="list-style-type: none"> • Mechanical/Civil/Electrical: <ul style="list-style-type: none"> ◦ L&T, BHEL, HAL, BEL, Tata Projects, Ashok Leyland, JSW Steel, NTPC, KPCL, Indian Railways, etc. • Computer Science/IT: <ul style="list-style-type: none"> ◦ Infosys, TCS, Wipro, HCL, IBM, Tech Mahindra, Capgemini, Cognizant, startups, SaaS companies, etc. • Electronics/Telecom: <ul style="list-style-type: none"> ◦ BSNL, Qualcomm, Texas Instruments, DRDO labs, Bharat Electronics, Nokia Networks, etc. • Aeronautical/Automobile: <ul style="list-style-type: none"> ◦ HAL, DRDO, NAL, ISRO, Tata Motors, Mahindra, Maruti Suzuki, General Motors, etc. • Chemical /Textile Technology: <ul style="list-style-type: none"> ◦ TATA Chemical Limited, Solar Industries India Limited, Gujarat Heavy Chemicals Limited, Indianglycols Limited, Gujarat Alkaline and Chemicals Limited, Linde India Limited. etc ◦ Arvind Mills Limited, Arvee denim Limited, Acil Cotton Limited, Addi Industries Limited, Alok Industries Limited, Ambika Cotton Mills Limited. etc
8.2	Government & Public Sector Units (PSUs) <ul style="list-style-type: none"> • Indian Railways • ISRO, DRDO, NAL • NTPC, BHEL, ONGC • PWD, CPWD, BBMP (for Civil Engg.) • Karnataka Power Transmission Corp. (KPTCL), etc. • Karnataka German • National Apprenticeship Training Scheme (NATS) South Zone • Karnataka German Multi-Skill Development Centers, Karnataka • NTTF pan India organizations

		<ul style="list-style-type: none"> • Mangalore Refinery and Petrochemical Limited. • Karnataka Soap and Detergent Limited • Hatti Gold Mines • Karnataka Milk Federation <p>etc</p>
	8.3	MSMEs & Startups <ul style="list-style-type: none"> • Companies/Organizations/Industries registered with MSME • Registered under Startup India, K-tech, NSRCEL, NASSCOM 10,000 Startups, etc. • Offers practical exposure and flexible work roles. • VTU Startups at the VTU head office and regional centers <p>etc</p>
	8.4	Research & Academic Institutions <ul style="list-style-type: none"> • IISc, IITs, NITs, CSIR Labs • VTU's Research Centers • AICTE IDEA Labs at VTU Muddenhalli • Internships under faculty-led funded projects (AICTE, DST, DBT, etc.) • VTU Approved Research Centers at affiliated colleges <p>etc</p>
	8.5	Incubation & Innovation Centers <ul style="list-style-type: none"> • Atal Incubation Centers (AIC) • Technology Business Incubators (TBIs) • MSME Technology Centers • VTU's innovation and research centers (VIRF), Belagavi <p>etc</p>
	8.6	Professional Organizations & NGOs <ul style="list-style-type: none"> • CII, FICCI, NASSCOM, IEEE, ISTE, etc. • NGOs working in technology, education, sustainability, or development (relevant for interdisciplinary students).

8.7	AICTE-Approved Internship Platforms <ul style="list-style-type: none"> • AICTE Internship Portal (https://internship.aicte-india.org/) • TULIP – for urban learning under smart cities • NEAT, YUKTI, and NPTEL project-based internships
8.8	Industry-Academia Collaborations <ul style="list-style-type: none"> • Through MoUs signed by the university/Colleges (approved by the University) • Industry partners supporting curriculum development, training, and placements
8.9	Companies/Organizations/Industries listed on the Internship platform of the university (https://www.internships.vtu.ac.in/)
8.10	Skill Enhancement Courses in place of Internship available @ http://online.vtu.ac.in
The list mentioned is suggestive only however, the college can seek the opinion from the university through the nodal officer for internship.	
09	Documents to be submitted by the students for evaluation of the CIE and SEE of the Internship
9.1	Student's Diary The main purpose of writing a daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students shall record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any, and activities carried out. It should contain the sketches and drawings related to the observations made by the students. The daily training diary should be signed after every day or at least twice a week by the Faculty/ in charge of the section (external expert) where the student has been working. Student's Diary should be submitted by the students along with their attendance records. It shall be evaluated on the basis of the following criteria:

	<ul style="list-style-type: none"> (i) Regularity in the maintenance of the diary. (ii) Adequacy and quality of information recorded. (iii) Drawings, sketches and data recorded. (iv) Thought process and recording techniques used. (v) Organization of the information
9.2	<p>Industry-Internship Report /(Annexure-III)</p> <p>After completion of Internship, the student shall prepare, with daily diary as reference, a comprehensive report in consultation with the mentor/s to indicate what he has observed and learnt in the training period along with the internship outcomes. The training report should be signed by the Internship supervisor.</p> <p>The Internship report shall be evaluated on the basis of the following criteria and/or other relevant criteria pertaining to the activity completed.</p> <ul style="list-style-type: none"> (i) Originality. (ii) Adequacy and purposeful write-up. (iii) Organization, format, drawings, sketches, style, language etc. (iv) Practical applications, relationships with basic theory and concepts taught in the appropriate course. (v) Variety and relevance of learning experience. <p>“The above information may also be utilized by students pursuing internships at start-up companies or Incubation Centers for the purpose of preparing their internship reports.”</p>
9.3	<p>Research Internship Report</p> <p>The students undergoing research internship have to make a report (project report) which contains: Title of the Research work, Content table, Abstract, Literature Review, methodology, work done and results, Conclusion and future work, certificate signed by the research guide.</p>

	9.4	<p>Societal Internship Report</p> <p>The report should contain</p> <ul style="list-style-type: none"> • Title (for example- Enhancing Digital Literacy in Rural Communities of Belagavi District) • Abstract-containing Societal problem addressed, nature of internship work, • Introduction- Purpose of societal internship, Need for community engagement, Relevance of the chosen activity, Objectives of the internship • Provide an overview of the NGO / government department / community project, including the key activities and mission of the organization. Mention how the organization's objectives align with the goals of the internship, especially if the activity is supported or facilitated by the organization. • Description of Activities Undertaken- Detailed explanation of tasks done during the internship, Community interaction and stakeholder involvement (Photos). • Outcomes and Impact- Tangible benefits to the community, Number of people reached, Problems identified and addressed, Feedback from beneficiaries (quotes, surveys, etc.). • Conclusion- Summary of contributions and insights, Final thoughts on the experience and its relevance to professional and civic responsibility.
	9.5	<p>Post-Placement Training Report: The report should contain;</p> <ul style="list-style-type: none"> • Name of the Institution, Name of the Student, USN / Roll Number, Branch / Program, Name of the Company, Duration of Training (Start Date – End Date), Mode of Training (Online / Offline / Hybrid), Submitted to: [Department/Coordinator Name], Date of Submission <p>Summary of the Training- Duration: [Start Date] to [End Date], Mode: [Offline / Online / Hybrid], Training Partner (if any): [Company</p>

		<p>Name], The training was structured into daily sessions with assessments, practice tests, mock interviews, and interactive tasks.</p> <p>"The college is required to register the company's name on the VTU Internship Platform (https://vtu.internyet.in/) in cases where students have been placed and have received an official invitation letter for training."</p>
10	Evaluations (CIE and SEE)	
10.1	<p>Continuous Internal Evaluation:</p> <p>(i) Single discipline: The CIE marks shall be awarded by a committee consisting of the Head of the concerned Department and two faculty members of the Department, one of whom shall be the Guide/Supervisor. The CIE marks awarded for the internship shall be based on the evaluation of the diary, report, presentation skill and question and answer session in the ratio 50:25:25.</p> <p>(ii) Interdisciplinary: The CIE marks awarded for the internship shall be group wise at the institution level with the participation of all guides of the internship. Participation of external guide/s, if any, is desirable. The CIE marks awarded for the internship shall be based on the evaluation of the diary, report, presentation skill and question and answer session in the ratio 50:25:25.</p> <p>Rubrics to be followed for CIE</p> <ul style="list-style-type: none"> • Excellent 80 to 100 • Good 60 to 79 • Satisfactory 40 to 59 • Unsatisfactory and fail <35 	
10.2	<p>Semester End Examinations:</p> <p>(i) Single Discipline: Each individual's or group member's contribution and performance during the internship shall be assessed separately in the Semester-End Examination (SEE) conducted by the department. The evaluation will be based on the internship diary, report,</p>	

		<p>presentation skills, and a question-and-answer session, in the ratio of 50:25:25, respectively. The examination panel will consist of two evaluators: one internal examiner from the parent department and one external examiner from an industry or institution other than the student's parent institute. Both examiners will be appointed by the university in accordance with the examination schedule announced by the university.</p> <p>(ii) Interdisciplinary: In the case of interdisciplinary internships, the contribution and performance of each group member shall be evaluated individually during the Semester-End Examination (SEE), which will be conducted separately by the departments to which the respective students belong. The assessment will be based on the internship diary, report, presentation skills, and a question-and-answer session, with marks distributed in the ratio of 50:25:25. The evaluation team will comprise two internal examiners from different departments involved in the internship and one external examiner from an industry or institution other than the students' parent institute.</p> <p>Rubrics to be followed for CIE</p> <ul style="list-style-type: none"> • Excellent 80 to 100 • Good 60 to 79 • Satisfactory 40 to 59 • Unsatisfactory and fail <35
10.3	SEE of Research Internship	<p>1. Internship offered by the organization should be followed by one project report and the assessment on evaluation can be judged based on</p> <ol style="list-style-type: none"> Innovativeness of Research Presentation and,

	<p>c. Viva-Voce</p> <p>2. The research project report shall have an undertaking from the student and a certificate from the research supervisor/ mentor/ advisor for originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same Institution or any other Institution.</p> <p>The viva-voce examination shall include both internal and external examiners. The HEIs need to follow their examination structure for the conduct of the examination.</p>
10.4	<p>Skill Enhancement Courses as an Internship</p> <p>Students who opt for Skill Enhancement Courses offered exclusively through http://online.vtu.ac.in, the only VTU-approved platform for such courses, will have their Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) conducted by the Center for Online Education, Mysuru, in a proctored online mode.</p> <p>These examinations, being conducted at the university level, are considered final and binding, and hence, such students are not required to undergo separate CIE or SEE at the college level.</p> <p>Colleges are instructed to collect the marks awarded by the Center for Online Education for these courses and upload the same to the VTU examination portal as and when instructed by the University.</p> <p>Students opting for online (NSDC) internships through organizations listed on the Centralized Internship Platform must appear for both CIE and SEE at their respective colleges, even if the online training provider conducts internal evaluations and assessments after the training. However, the marks awarded by the organizations will be collected and averaged with the CIE and SEE marks awarded at the colleges. The final averaged marks</p>

		from the internship training provider and college will then be uploaded by the colleges to the university's examination portal.
	10.5	The University will notify any revisions or updates about the evaluation of various types of internships as and when they are finalized."

Draft Copy

Appendix-I

Consent of Internship Mentor/Supervisor (college letterhead)

I having designation Assistant Professor/ Associate Professor/Professor nominated as mentor/supervisor in the organization.....
 hereby extend my consent to allow the student Mr/Ms.....of semester
USN..... ofDepartment to do the
 internship inorganization during the
 for the period..... Mr./Ms./Mrs.or myself will act as an
 Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Draft Copy

Seal of the Organization

Appendix-II**Internship Completion Certificate**

It is certified that Mr./Ms./Mrs.....S/D/O.....
 Department.....bearing USN.....of Department/

College/ Institutecarried out his/her internship from.....
 to..... in this organization.....

On the bases of his/her regularity, punctuality, interest shown towards learning skills, team participation, work experience and meeting internship objectives, a score of marks out of 100 marks is awarded.

Remarks, if any

Date:

Signature of Mentor

Name of Mentor

Designation:

Address:

Email:

Seal of the Organization

Appendix-III (Report Index sheet, Cover Sheet and Certificate)**Format of Internship Report****A. Report of Internship****Points to be covered:**

- i Cover page
- ii Certificate
- iii Acknowledgments
- iv Index of Contents
- v About the Organization
- vi Objectives of Internship
- vii Learning experiences
- viii Learning outcomes
- ix Conclusion/Summary
- x Attachments (if necessary)

Draft Copy

Cover Page

<p>INTERNSHIP REPORT</p> <p>ON</p> <p>(Title of the Internship Program Report in CAPITAL LETTERS)</p> <p>By Name of the Student</p> <p>USN.</p> <p>University Logo</p> <p>Name of Department/College/Institute</p> <p>Visvesvaraya Technological University, Belagavi</p> <p>Year of submission</p>
--

Certificate:

CERTIFICATE

"Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor/Supervisor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor(Industry) Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Visvesvaraya Technological University, Jnana Sangama, Machhe, Belagavi-590018".

Date:

Signature of the student

Sign. Of Internship Supervisor (College level/Industry)