

**9.18: SUB PROCESS – INDUSTRIAL TRAINING /SUMMER INTERNSHIP**

Key Objectives	<ul style="list-style-type: none"> <li>▪ Conduct industrial trainings for the students.</li> <li>▪ Targeting companies for final placements</li> <li>▪ Conduct of training for industry persons</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>▪ List of target companies for industrial training (dept. wise)</li> </ul>

**PROCESS DESCRIPTION**

Key Activities	Description
1. Industrial training	1.1 The industrial training /summer internship should be scheduled during vacations at the end of the semester
	1.2 The training may be for a period of 3-4 weeks and should not affect the commencement of the academic session.
	1.3 The students may opt for industrial training/summer internship in the following manner: <ul style="list-style-type: none"> <li>○ The student can approach a company through personal contacts. (or)</li> <li>○ The student chooses to enroll in a company from database of pas internships which visit the campus.</li> </ul>
2. Invitation to the companies	2.1 The TPO should maintain a list of companies where students have previously taken industrial training/summer internship as well as new companies.
	2.2 The TPO should send the placement brochure to the companies along with the invitation.
	2.3 The T&P committee should invite the company personnel on campus on the following occasions: <ul style="list-style-type: none"> <li>○ Guest lectures</li> <li>○ Seminars</li> <li>○ Workshops</li> <li>○ Judging in relevant competitions</li> </ul> The student-company interaction during these events will help to target the companies from industrial training point of view.
	2.4 The companies that should be targeted are as follows: <ul style="list-style-type: none"> <li>○ The final recruiting companies.</li> <li>○ The companies in the vicinity of the college</li> <li>○ The companies which have already conducted training for students in the past</li> <li>○ Companies having Alumni</li> </ul>
3. Student initiated industrial training	3.1 If the student has approached the company, then he/she should take a bonafide request letter containing name and details of Company dates from the T&P officer, regarding the commencement of industrial training and submit it to the company personnel.
	3.2 The student should get a letter issued from the company confirming the industrial training program which has to be submitted to the T&P committee.
	3.3 The T&P officer should keep an account of the letters.

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<b>Key Activities</b>	<b>Description</b>
	3.4 Thereafter, the T&P committee should not allow these students to enroll for the companies coming on campus for industrial training.
Key Outputs	<ul style="list-style-type: none"><li>▪ Bonafide request letter issued by T&amp;P committee.</li><li>▪ Letter of confirmation by the company</li><li>▪ Feedback forms</li></ul>
KPIs	<ul style="list-style-type: none"><li>▪ Evaluation of projects</li></ul>