

VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

(Sponsored by SARASWATHI VIDYA PEETAM)

Approved by AICTE New Delhi, Affiliated by JNTUK, Kakinada)

Certified by ISO 9001:2015 :: Accredited by NAAC with 'B+' Grade.

NUNNA – 521212, Vijayawada Rural, NTR dt., A. P. India

6.5.1 Internal quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process

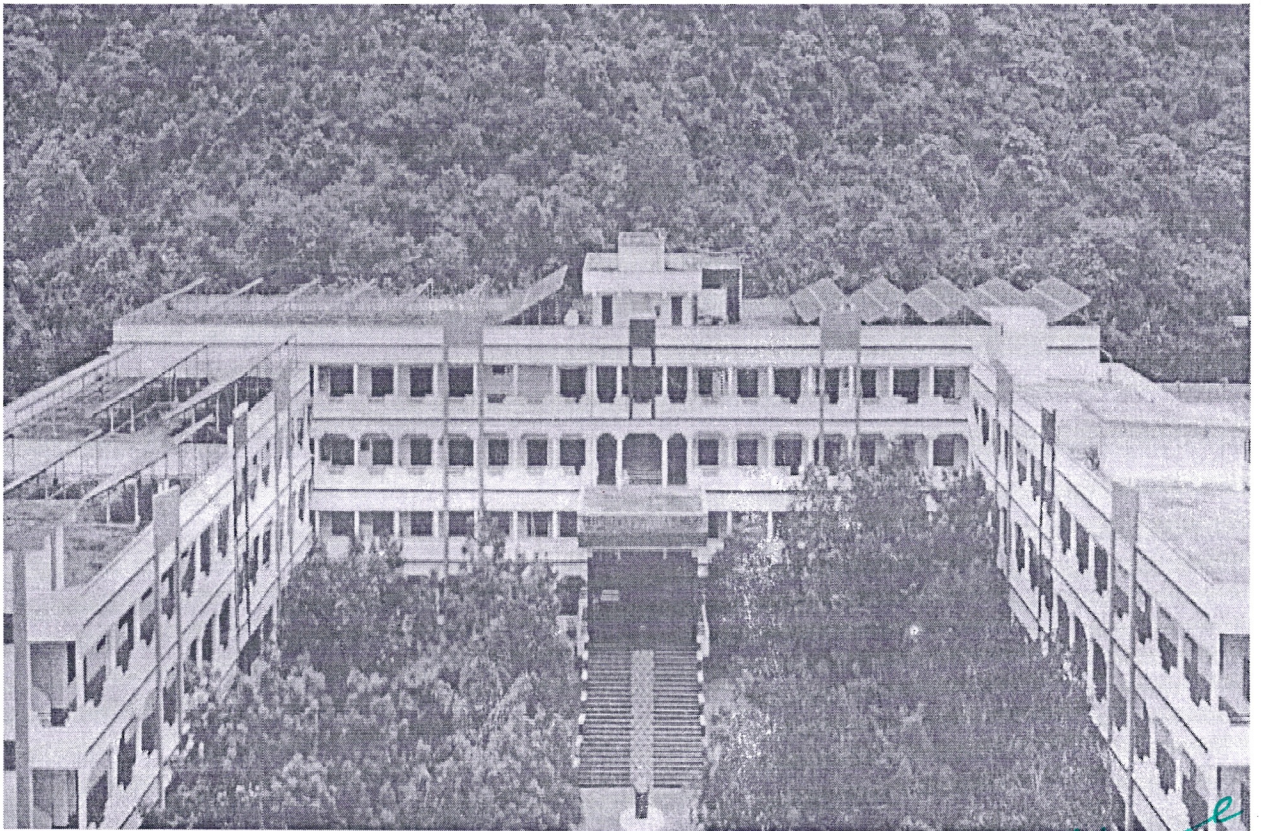
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Internship Policy

Guidelines and Procedures

With Effect from Academic 2022-2023

Principal
PRINCIPAL
VIKAS COLLEGE OF ENGG. TECH.
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

INTERNSHIP POLICY

Applicable
for
(All Branches of Engineering)

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INTRODUCTION

Industry Internship is an integral part of the academic curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture. Internship often acts as a gateway for final placement for many students.

OBJECTIVES

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-degree career plans based on real-life work exposure
4. Pre-placement offers where feasible/appropriate.



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DURATION

Minimum duration of the internship needs to be of six weeks during the summer vacation. Typically, summer internships start around May every year. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the College.

ELIGIBILITY

The student applicant must be validly enrolled in a program at the College.

The College would facilitate internship placement of its students undergoing UG Programme provided that the student has successfully completed their previous semester examinations and their conduct at the College has been satisfactory throughout the program.

Students are required to maintain a good record of attendance in their courses, to be able to participate in internship placement (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc). Those having poor attendance record may not be permitted to participate in the internship placement process.

Students are required to have 75% attendance in their regular course work, Value Added Courses and Placement Related Workshops. Those who fall short of attendance may not be permitted to participate in the campus internship placement process.

GUIDELINES

The Placement Committee of each department is responsible for operationalizing the Internship Placement Process. At the commencement of each academic year, each participating Department will constitute a Placement Committee consisting of students and a faculty member to be nominated by the Head of the Department.

The College will assist in organizing the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the College in writing before the student embarks upon the internship.

In line with the College's intent to nurture the spirit of entrepreneurship, the College will support students working on their own ventures in lieu of industry internships if these are formally approved by the Heads of the respective Department and are conducted under respective faculty mentors.

Any engagement involving freelancing, work from home etc if not approved by the respective Head of the Department will not be accepted as valid internships.

All students who are eligible and are required to undergo internships must fill an internship registration form.

The students must complete the requisite paperwork, including project reports, presentations in the prescribed formats (if any), and obtain the completion certificates from the sponsoring organizations adhering to minimum specified duration of internship.

EXPECTATIONS FROM STUDENT INTERNS

The students act as unofficial spokespersons and help in building the image of the College. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the College. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.

The College expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the College. Any student found disregarding any of the norms would be liable for disciplinary action.

The students should abide by the dress code and other professional norms of their internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.

Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the College's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behavior that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.

Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.

The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behavior and/or non-cooperation with the internship process and/or continued non-performance in assignment.

The College cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.

Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the College.

If a student gets a pre-placement offer (PPO) from an Organization, he/she will be considered as campus placed and will not be eligible for further placement assistance from the College.

FACULTY MENTOR ALLOCATION, REPORTING & SUPERVISION

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective department depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty mentor. The following process is envisaged:

1. Faculty mentor will be assigned for each student by the Heads of the respective Department.
2. The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry. Such interactions are expected to lead to collaborations for research, executive education, and consultancy projects etc. and are viewed as beneficial to the faculty members of the College.
3. Upon the allocation, Placement Office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. During this course, several interactions between the faculty and the organization are expected. These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate.
5. While there is no explicit guideline about the number of interactions, the following interactions are envisaged:
 - (a) Placement Office will introduce the reporting manager of the sponsoring organization to the College's faculty mentor. The faculty mentor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship.
 - (b) Faculty Mentor will conduct a Mid-term review of the progress of the internships.
 - (c) At the end of the internship, the student intern shall prepare a report and may be optionally required to make a presentation to the organization. As a proof of completion of internship, the student intern needs to obtain a letter of completion from the Organization. Based on report submitted by the intern and feedback from the organization the faculty mentor shall evaluate the effectiveness of the internship attended by a student.
6. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have indulged in such misconduct, **then he/she is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.**

Appendix 1: Internship initiation report

Name of the student intern:

Name of the company:

Manager supervising the internship

project: Faculty mentor:

Project start date:

Project objectives:

Project scope and activities:

How will the project be performed?

Project deliverables:

Appendix 2: Mid-term checkpoint review

Name of the student intern:

Name of the company:

Manager supervising the internship

project: Faculty mentor:

Project start

date: Checkpoint

date:

Activities completed:

Activities stalled or delayed:

Suggested interventions:

Manager comments/feedback:

Appendix 3: Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The College expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) **Introduction:** Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- (ii) **Literature Review:** Published studies, review of similar studies
- (iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) **Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organisations. viii) Presentation of the report, format of the report, flow of the report, style, language, etc.



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All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2022-23

Extension of Approval (EoA)

F.No. South-Central/1-10973057101/2022/EOA

Date: 03-Jul-2022

To,

The Principal Secretary
(Higher Education) Govt. of Andhra Pradesh,
J Block, 4th Floor, Secretariat Building,
Hyderabad-500022

Sub: Extension of Approval for the Academic Year 2022-23

Ref: Application of the Institution for Extension of Approval for the Academic Year 2022-23

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2022 Notified on 4th February, 2022 and amended on 24th February 2022 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-4233034	Application Id	1-10973057101
Name of the Institution	VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY	Name of the Society/Trust	SARASWATHI VIDYAPEETAM
Institution Address	NUNNA VILLAGE & POST, VIJAYAWADA RURAL MANDAL, KRISHNA DIST., VIJAYAWADA, KRISHNA, Andhra Pradesh, 521212	Society/Trust Address	D.NO: 9/278, BEHIND MDO OFFICE, VISSANNAPETA, KRISHNA, Andhra Pradesh, 521215
Institution Type	Private-Self Financing	Region	South-Central
Year of Establishment	2008		

To conduct following Courses with the Intake indicated below for the Academic Year 2022-23

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2021-22	Intake Approved for 2022-23	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
DIPLOMA	ENGINEERING AND TECHNOLOGY	ARTIFICIAL INTELLIGENCE (AI) AND MACHINE LEARNING	State Board of Technical Education and Training, Hyderabad	0	60##	NA	NA
DIPLOMA	ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	State Board of Technical Education and Training, Hyderabad	120	60	NA	NA
DIPLOMA	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEERING	State Board of Technical Education and Training, Hyderabad	0	60##	NA	NA

Application No:1-10973057101

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Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2021-22	Intake Approved for 2022-23	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
DIPLOMA	ENGINEERING AND TECHNOLOGY	ELECTRICAL AND ELECTRONICS ENGINEERING	State Board of Technical Education and Training, Hyderabad	60	60	NA	NA
DIPLOMA	ENGINEERING AND TECHNOLOGY	MECHANICAL ENGINEERING	State Board of Technical Education and Training, Hyderabad	120	60	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	AGRICULTURAL ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	60	60	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	60	30	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	120	180 ^{\$5}	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING (ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING)	Jawaharlal Nehru Technological University, Kakinada	0	60 ^{##}	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING (DATA SCIENCE)	Jawaharlal Nehru Technological University, Kakinada	0	30 ^{##}	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	ELECTRICAL AND ELECTRONICS ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	60	30	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	ELECTRONICS & COMMUNICATION ENGG	Jawaharlal Nehru Technological University, Kakinada	120	60	NA	NA
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	MECHANICAL ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	60	30	NA	NA

Application No:1-10973057101

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Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2021-22	Intake Approved for 2022-23	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
POST GRADUATE	ENGINEERING AND TECHNOLOGY	STRUCTURAL ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	24	24	NA	NA
POST GRADUATE	ENGINEERING AND TECHNOLOGY	SYSTEMS AND SIGNAL PROCESSING	Jawaharlal Nehru Technological University, Kakinada	24	24	NA	NA
POST GRADUATE	MANAGEMENT	MBA	Jawaharlal Nehru Technological University, Kakinada	120	120	NA	NA
POST GRADUATE	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	Jawaharlal Nehru Technological University, Kakinada	18	18	NA	NA
POST GRADUATE	ENGINEERING AND TECHNOLOGY	EMBEDDED SYSTEMS	Jawaharlal Nehru Technological University, Kakinada	24	24	NA	NA
POST GRADUATE	ENGINEERING AND TECHNOLOGY	MACHINE DESIGN	Jawaharlal Nehru Technological University, Kakinada	24	24	NA	NA
POST GRADUATE	ENGINEERING AND TECHNOLOGY	POWER ELECTRONICS AND ELECTRICAL DRIVES	Jawaharlal Nehru Technological University, Kakinada	24	24	NA	NA

Approved New Course(s)

\$\$ New Course(s)/Increase in Intake should be offered in Emerging Area

\$\$ New Course(s)/Increase in Intake should be offered in Emerging Area

It is mandatory to comply with all the essential requirements as given in APH 2022-23 (Appendix 6)

Application No:1-10973057101

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Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 is implemented without affecting the reservation percentages of SC/ ST/ OBC (NCLY) General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years.
2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfill all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2022-23 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook. All such Institutions/ Universities shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS to fulfill the norms based on the Affidavit submitted to AICTE beginning with the Academic Year 2022-23
3. Strict compliance of Anti-Ragging Regulation, Establishment of Committee for SC/ ST, Establishment of Internal Complaint Committee (ICC), Establishment of Online Grievance Redressal Mechanism, Barrier Free Built Environment for disabled and elderly persons, Fire and Safety Certificate should be maintained as Approval Process Handbook and provisions made in AICTE Regulation notified from time to time.
4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Pharmacy Institute: In compliance with the order dated 05.03.2020 passed by the Hon'ble Supreme Court of India in Transferred Petitions (CIVIL) No 87-101 of 2014, for the existing institutions offering courses in Pharmacy Programme, approval of Pharmacy Council of India (PCI) is mandatory and AICTE approval is NOT required. The requirements for running the Programme (Diploma / UG / PG) such as Land & Build-up Area, Student-faculty ratio, Intake etc. will be as per the respective regulatory body (PCI). In case of any inconsistency in the course name and Intake for EoA issued by AICTE and the approval by PCI, the approval of PCI shall prevail.

Architecture Institute: In compliance with the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India CA No.364/ 2005, for the existing Institutions offering Courses in Architecture Programme, approval by the Council of Architecture (CoA) is mandatory and AICTE approval is NOT required. The requirements for running the Programme (Diploma / UG / PG) such as Land & Build-up Area, Student-faculty ratio, Intake etc. will be as per respective regulatory body (CoA). In case of any inconsistency in the course name and Intake for EoA issued by AICTE and the approval by CoA, the approval of CoA shall prevail.

Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), It is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education**, Andhra Pradesh**
2. **The Registrar**,
Jawaharal Nehru Technological University, Kakinada**
3. **The Principal / Director,
VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY
Nunna Village & Post,
Vijayawada Rural Mandal,
Krishna Dist.,
Vijayawada,Krishna,
Andhra Pradesh,521212**
4. **The Secretary / Chairman,
D.NO: 9/278,
BEHIND MDO OFFICE
VISSANNAPETA,KRISHNA
Andhra Pradesh,521215**

Application No:1-10873067101

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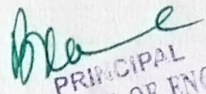
5. **The Regional Officer,**
All India Council for Technical Education
First Floor, old BICARD Building
Jawaharlal Nehru Technological University
Masab Tank, Hyderabad-500076

6. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.

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