

Phone: 0891- 2541156

E-mail: visakhawomen@gmail.com

FAX- :0891-2541156

VISAKHA GOVT. DEGREE COLLEGE for WOMEN

(ISO 9001: 2015, 5001: 2018, 4001: 2015, 45001:2018, 27001:2013 Certified College)

Quality Brands India College

(ACCREDITED BY NAAC "B" GRADE INSTITUTION)

<http://www.womengovtcollegevisakha.ac.in>

(SURYABAGH, DABAGARDENS VISAKHAPATNAM 530 020, ANDHRA PRADESH).



Dr.S.Shobha Rani,,

M.Sc.M.Phil.,Ph.D.

Principal, RJD-CE Zone-I,

Andhra University Senate Member,

Standard Operating Procedure for Internship

An internship is a wonderful opportunity for the students to learn the application of knowledge and skills learnt in the classrooms in real life workplace situations and thereby enhance their employability skills .Visakha Govt. Degree College for Women as per the guidelines given by CCE (Commissionerate of Collegiate Education), APSCHE(Andhra Pradesh State Council of Higher Education) and Affiliated University (Andhra University) implementing the internships for students.

As per the revised CBCS based curriculum which is implemented from the academic year 2020-21, three internships are mandatory for all students irrespective of the programme of study (BA/B.Com/B.Sc/BBA/Honours, etc.).

The following Standard Operating Procedure shall be followed for the implementation of Internship in the college.

1. Objectives:

- ❖ To inculcate social responsibility and compassionate commitment among the students,
- ❖ To develop communication, interpersonal and other critical thinking skills required in the future job.
- ❖ To acquire additional skills required for the world of work.
- ❖ To acquire employment contacts leading directly to a full-time job following graduation from college.
- ❖ To provide workplace skills.
- ❖ Develop hands on technical skills which will be of great help in facing the world of work.

2. Internship Types

- Community Service Project
- Short-Term Internship
- Semester-Term Internship

3. Duration of Internship

- Community Service Project: Two Months
- Short-Term Internship: Two months
- Semester-Term Internship: Two months

4. Schedule:

1. Community Service Project: Summer VAcation in the intervening 1st and 2nd years of study
2. Short-Term Internship: Summer VAcation in the intervening 2st and 3rd years of study
3. Semester-Term Internship: During the entire 6th semester as per affiliated University guidelines.

5. Learning outcomes of Community Service Project:

- ❖ To facilitate an understanding of the issues that confronts the vulnerable / marginalized sections of the society.
- ❖ To initiate team processes with the student groups for societal change.
- ❖ To provide students an opportunity to familiarize themselves with the urban / rural community they live in.
- ❖ To enable students to engage in the development of the community.
- ❖ To plan activities based on the focused groups.\
- ❖ To know the ways of transforming the society through systematic programme implementation.

6. Learning outcomes of Internship:

- ❖ Explore career alternatives prior to graduation.
- ❖ Integrate theory and practice.
- ❖ Assess interests and abilities in their field of study.
- ❖ Learn to appreciate work and its function towards the future .
- ❖ Develop work habits and attitudes necessary for job success.

- ❖ Develop communication, interpersonal and other critical skills in the future job.
- ❖ Build a record of work experience.
- ❖ Acquire employment contacts leading directly to a full-time job following graduation from college.
- ❖ Acquire additional skills required for the world of work.

7. Responsibilities of the Principal:

- ❖ The Principals should identify the Regular, Contract and Guest Lecturers as the Mentors and mapping the students with the mentors.
- ❖ Each faculty member is to be mapped with a minimum of 15 students. The maximum number of students for mapping depends upon the availability of the number of faculty members and Students strength.
- ❖ The principal shall be monitoring the activities of the students as well as mentors from time to time.

8. Responsibilities of the Mentors:

- ❖ The mentor shall identify the industries.
- ❖ The mentor may divide their mapped students into batches based on Industry or based on the same class.
- ❖ The mentor shall map the student to the Industry based on the specialization of the student.
- ❖ The mentor should regularly interact with the students through Whatsapp or Phone Calls and clear their doubts regarding the Internship.
- ❖ The mentor should monitor their mapped students using I-MAP.
- ❖ Using I-MAP, The mentor should assign weekly tasks to their mapped students and should validate the log book regularly.

9. Responsibilities of the Students:

- ❖ The student should undergo the Internship, which is assigned by the college.
- ❖ The student should complete the tasks before the deadline assigned by the mentor and trainer.
- ❖ The student should submit their assigned tasks by the deadline through the I-MAP.

- ❖ Students must make their own arrangements of transportation to reach the industry.
- ❖ The student should maintain punctuality in attending the internship and follow the rules and regulations of the Industry.
- ❖ The student should learn about the industry, policies, procedures, and processes by interacting with their trainer.
- ❖ While in the intern industry, always wear your College Identity Card.
- ❖ Practice professional communication skills with team members, co-interns and the supervisor. This includes expressing thoughts and ideas effectively through oral, written and non-verbal communication, and utilizing listening skills.
- ❖ The student should regularly fill out their Program Book, the Activity log and the weekly reports with their handwriting.
- ❖ Students should never cause any disturbance to the regular activities of the industry.

10. Execution Process:

a. Mapping of Mentors:

- The college Principal should identify all the lecturers as mentors.
- The Principal will map the mentors to the students.

b. Industry Connect:

- The Principal and lecturers will identify the industries in the district. For the identification of the industry, they may take the help of district collectors and/or the industries listed in the Industry Connect Portal.
- After the identification of the industry, the mentor will contact the industry for the Internships.
- The principal and mentors should ensure that the industry is a safe zone for the students.

c. Internship Offer and Acceptance:

- The organization offers the internship to a candidate, who then accepts the offer. The organization and the intern should then sign a formal agreement to establish the terms and conditions of the internship.

d. Internship Objectives:

- The organization and the intern should establish clear objectives for the internship. This may include specific tasks and responsibilities, as well as goals for the intern's professional development.

e. Internship Plan:

- The organization should develop a detailed plan for the internship, including the intern's schedule, tasks and responsibilities, and any required training.
- The plan should be reviewed and approved by both the organization and the intern.

f. Supervision and Mentorship:

- The organization should assign a supervisor or mentor to the intern to provide guidance and support throughout the internship.
- The supervisor or mentor should be available to the intern on a regular basis and provide regular feedback and guidance.

g. Internship Mapping:

- After the acceptance of the industries for Internships to the college, the mentors should map the industries to the relevant specialization of the students.
- For Short-term Internships, the students from all specializations are eligible for virtual mode Internship. Whereas for Semester-Term Internships, only the students from the specialization of computers are eligible for virtual mode Internship.

h. Pre-Internship:

- Before the student will undergo the Internship, the Principal and the mentor should guide the student for the following:
 - a. How to fill out the program book?
 - b. How to use the I-MAP?
 - c. What are the instructions given to the students by APSICHE, CCE and Affiliated University etc.
 - d. What are the Internship norms of the Industry?
- For Short-term Internship, the student will undergo 2 months Internship in the mapped industry. For Semester-term Internship, the student will undergo 6 months Internship in the mapped industry.

i. Tasks & Monitoring:

- The Principal, mentor and trainer should monitor the student with I-MAP.
- The mentor assigns weekly tasks to the students. The student should submit their task on or before the next Monday.
- The mentor should verify the student's task and give the grade within 3 days of the next week of the task assigned week.

Grade	Description
A	Good
B	Satisfactory
C	Not Satisfactory

- The student should regularly fill out their Program Book, the Activity log and the weekly reports in their own handwriting.
- After the completion of the Internship, the student will return to the college along with a completely filled Program book and should present the details of the project in the form of a report in the college.

j. Internship Report:

- The intern should prepare a final report at the end of the internship, summarizing their experiences, achievements, and lessons learned.
- The report should be reviewed and approved by the organization.

k. Internship Completion:

- At the end of the internship, the organization should provide the intern with a certificate of completion and feedback on their performance. The intern should also provide feedback on the organization and the internship experience.

12. Evaluation Process:

12.1 Community Service Project:

- Total marks: 100
- There is only Internal Evaluation.
- At the end of the Internship, the student performance shall be evaluated by the Supervisor of the intern organization.
- There shall also be an evaluation at the end of the internship by the Faculty Guide and the Principal.
- For the assessment, the following should be taken into account:
 - Effort and commitment of the student.
 - Originality and quality of the work produced by the student.
 - Student's integration and cooperation with the work assigned.
 - Completeness of the logbook.

- Max. Marks allotted for Internal Assessment components.

Internal Assessment Component	Max.Marks
1. Project Log	20
2. Project Implementation	30
3. Project Report	25
4. Presentation	25
Total	100

1.2 Short-term Internship Evaluation:

- Total marks: 100
- There is only Internal Evaluation.
- At the end of the Internship, the student performance shall be evaluated by the Supervisor of the intern organization. There shall also be an evaluation at the end of the internship by the Faculty Guide and the Principal.
- For the assessment, the following should be taken into account:
 - Effort and commitment of the student.
 - Originality and quality of the work produced by the student.
 - Student's integration and cooperation with the work assigned.
 - Completeness of the logbook.
- Max. Marks allotted for Internal Assessment components.

Internal Assessment Component	Max.Marks
1. Project Log	20
2. Project Implementation	30
3. Project Report	25
4. Presentation	25
Total	100

1.3 Semester Internship Evaluation:

- Total Marks: 100
- There are both Internal and External evaluations.
- The Maximum Mark for Internal Evaluation is 50 and for External Evaluation is 150.
- The internal assessment is to be conducted by the trainer.
- The External Evaluation shall be conducted by an Evaluation Committee comprising the

- Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description:
 - Description of the Work Environment.
 - Real-Time Technical Skills acquired.
 - Managerial Skills acquired.
 - Improvement of Communication Skills.
 - Team Dynamics.
 - Technological Developments recorded.
- While evaluating the student's Activity Log, the following shall be considered:
 - The individual student's effort and commitment.
 - The originality and quality of the work produced by the individual student.
 - The student's integration and cooperation with the work assigned.
 - The completeness of the Activity Log.
- Max. Marks were allotted for both Internal & External Assessment components.

Internal Assessment Component	Max.Marks
1. Project Log	10
2. Project Implementation	20
3. Project Report	10
4. Presentation	10
Total	50
External Assessment Component	Max. Marks
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100
External Viva Voce	50
Grand Total	200

13. A College level committee has been constituted with Principal as the chairperson, Vice principal as an Internship Coordinator and Four Coordinators for each B.Sc. Physical Sciences, B.Sc.Life Sciences, B.Com and B.A respectively to direct the mentors for proper organization of internships in the college.