

Rules and Guide to Students from Internship Coordination Office

- ✓ Before departure students have to take orientation and have to take and read this guide and rules
- ✓ Students should understand their role and have the major responsibility to involve in finding and securing placement for their internship task and ICO be involved in facilitating and guiding students find placements and students should not just wait for ICO to secure placing organization/Office
- ✓ So students should search and find an organization/office that host him/her to spend their internship and enable them gain knowledge skill and experience.
- ✓ Students search hosting organization/office by giving the letter to the organization/office responsible department (organization/office Human resource)/Person in charge and wait for response through the same letter to be returned to the student with official stamp and regularly ask for response of Accepted letter
- ✓ Students have to copy as much as they need (more than one copy) and give to more than one organizations/offices in case they did not got acceptance from one organization/office
- ✓ Some organizations does not accept letter of acceptance from students (accept students) and they need students to be assigned by our institute only (ICO). In such cases ICO will assign students based on their interest and according to their CGPA order if the interested students are more than the organization/office hosting number.
- ✓ After getting acceptance Students should submit the copy of the acceptance letter to the ICO (internship coordination office) and retain the original copy with them.
- ✓ Students should decide and inform to (ICO) where to go in case they got more than two acceptances and need to not change their selection after they are assigned
- ✓ Students Must take Assigning letters from internship coordination office before departure (end of February for second semester and end of September for first semester leave) submit the original letter to the organization/office and retain a copy for themselves and start on October 1 for (1st semester) & March 1 for (2nd Semester) and work for four (4) Months
- ✓ Students must leave address (their Mobile number) before departure by filling on estudent
- ✓ If a student has got more than one acceptance he/she need to submit all acceptance letters to ICO for it is a place to be filled and our office will assign any other students by replacing
- ✓ If a student has got acceptance and have good grade to be assigned by our office (ICO) to some organizations that give placement quota to our office then he will be assigned by our office based on his/her interest but his acceptance could be given to others and he/she has to submit the acceptance letter to our office (ICO) Room No 303/324
- ✓ If group of students are assigned to any organization/office the students should have one student as their representative who can take the letter from ICO and be responsible for communicating with the organization/office however students should have to gather together and need to go together to the organization/office for ease of managing and grouping by the organization/office.
- ✓ Students must submit the original placement letter to their Respective Organization/Office as soon as possible and have to go as well as enquire organization/office to start their task
- ✓ Students should retain copy to themselves when submitting the original letter to their respective organizations in case the original may be missed in the organization
- ✓ Students must take two (3) Evaluation letters which include attendance sheet, and one report guide before departure and give the Evaluation letters to the organization supervisor to be filled
- ✓ Students must start their internship duty from March 01 (EC) for all schools except Electrical and Computer Engineering and or from October 01 for School of Electrical and Computer Engineering
- ✓ If any reasonable delay in start the 4 month period should be maintained and hence end date will be postponed by negotiating with the organization and ICO office
- ✓ Students should first try to get experience on the (office/organizational) practical activities and need to study the overall Tasks performed, work flow, and practices before starting doing projects
- ✓ Two months is required for studying the overall organizational activities and practices. After two months students can start their projects by selecting project titles and tasks they are interested and collecting data for their project parallel to other activities and tasks in the organization

- ✓ Students must start work and end their work (activities) similar with the regular working Hours of the organization full day regular task or as per the organizational suited time of work.
- ✓ Students must respect and follow the Rules and regulations of the organizations
- ✓ Students must stay and work throughout 4 months of the Internship Period in the organizations
- ✓ Students Must inform both the Institute Mentor and Organization supervisor if any problem on their internship condition and or for any other problem that hinders to perform their internship activity and stay
- ✓ Students Must inform the Organization supervisor if they need any reasonable rest or Sick leave and the Organization supervisor is the students boss to allow the leave
- ✓ Advisors (Instructors) from respective schools of the institute will visit the students once in four month period and students just do their activities and advisors have to contact students and inform students when they are visiting after two months from the time of the internship starting time (for two days) duties and help students select projects
- ✓ Organizations must allow students observe all areas of the organization and facilitate conditions for the students to observe and study in all areas of the organization with exception that it will not risk organizational activities. The organization supervisor must prevent any damage to the organization or office by giving awareness on sensitive parts and creating awareness on the students to not harm organization Components, furniture's, Instruments tools, machineries, materials and equipment.
- ✓ Students are obliged to work 50% of their time in the organizational activities with the guide of their organizational Supervisor and 50% of their time in studying the organizational activities.
- ✓ Organizations are obliged to assign a responsible person supervisor to guide and help students do activities that help the organization and enable the student to gather the necessary knowledge and experience from the organization. Further the supervisor is the student boss and controls the student in all his duties and responsibilities and evaluates him/her accordingly.
- ✓ Organizations must allow students to asses documents like drawing, Material listings, manuals, formats and activities related documentation that would help students understand the activities of the organization and help them know how the task flow and procedures in the organization tasks.
- ✓ Students should be responsible in handling documents and data that are organizational properties and be aware of not misuse the documents or harm them
- ✓ The organization supervisor is the one to fill the evaluation letters and sign on it assured with organizational stamp and need to be sealed. Students have to take it back on return and submit it to respective schools.
- ✓ Every student has to leave an address mobile number to ICO for communication
- ✓ Students need to be aware of the importance of the Internship program and have to work like every class activity and need to be accepting orders from their Industry supervisor as well as Institute Mentor (advisor).
- ✓ Industrial and project work safety rules should be considered and you need to ask as well as be aware of dangerous areas, conditions, as well as sensitive machines and equipment. This will make you safe from any harm to yourself and prevent the organization from any danger and
- ✓ Students should plan monthly what to learn and submit the plan and their activities to both the Organization supervisor and Institute advisor (Instructor)
- ✓ Students have to record every day activities and what they have learned in their daily activities so that they will latter compile it to monthly reports.
- ✓ For report guide and on time progress evaluation of your duties and report students need to communicate with their institute advisors through mail and seek guide from their respective advisors.
- ✓ Institute Advisors (Instructors) have to follow up the student activities in conjunction with the organization supervisor starting from project selection, guiding the activities to be accomplished, follow up of report and on time commenting, and reporting system
- ✓ Institute Advisors (Instructors) have to check that the evaluation and follow up formats are being followed accordingly by the students and organization
- ✓ Institute Advisors (Instructors) have to communicate students during visiting and make sure to visit the student at the working place at least two times to give guide on the report as well as research method.

Good luck with Your Internship Time!!!

Work hard and ask more to get Experience and practical Knowledge!!!