INSTITUTE OF AERONATICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

INTERNSHIP POLICY

Institute of Aeronautical Engineering (IARE) Industry Internship is an integral part of the academic curriculum. Internship is a learning activity in which a student fortifies and deepens his/her theoretical knowledge and skills attained in the classrooms by integrating with practical activities which facilitates:

- Acquisition of practical skills such as making observation, doing research and processing information.
- Familiarization with the objectives and urgent issues of the sector he/she is specializing in, and
- Attainment of necessary employability skills.

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.

Objectives:

- Exposure to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Create conducive conditions with quest for knowledge and its applicability on the job.

Guidelines to apply for Internship and Academic Credentials:

The following framework is formulated to give academic credit for the internship undergone as part of the program.

- Internships may be full-time or part-time. The period of full-time in the summer break and part-time in the winter break during the academic session.
- Internship Centre of IARE identifying internship opportunities with different industries, NGOs, startups, outside institutes, Government organizations etc.
- Sharing available opportunities with students, facilitating campus / off campus / online selection process for companies hiring interns.
- Internship Centre with each department internship coordinator maintain internship track, record and statistics department wise.
- Issue recommendation letter to students for obtaining various external internships.
- Issue internship completion certificate for in-house internships.

The following table for possibility of availing internship opportunities during semester breaks:

S. No	Schedule	Duration	Internship Type
1	Summer Break after 2nd semester	4 – 6 Weeks	In-house / External
2	Winter Break after 3rd semester	1 – 2 Weeks	In-house / External
3	Summer Break after 4th semester	4 – 6 Weeks	In-house / External
4	Winter Break after 5th semester	1 – 2 Weeks	In-house / External
5	Summer Break after 6th semester	4 – 6 Weeks	In-house / External
6	Winter Break after 7th semester	1 – 2 Weeks	In-house / External

**Internships options available to Students:**

➤ **In-house Internships:**

- Internship offered by faculty member (Inter/Intra-department)
- Science and Technology Start-Up Park (STSP) / Technology Innovation and Incubation Centre (TIIC)
- Workshops / Training Programs / Departments / Student's Councils
- Library / Department / Institute / Campus administration
- Any other internship approved by concerned authorities

➤ **External Internships / Field Trip:**

- Industry Internship with / without stipend.
- Government / PSU Internship (NSIC/CITD/C-DAC/BARC / Railway / ISRO etc.).
- NGO / Social Internship.
- Working at Family Business.
- Internship with outside Institute / Professor.
- Internship with Startups / Monitored Incubation Centre's.
- Industrial Training Programs organized by external entities.
- Any other internship approved by concerned authorities.

Organization structure of internship center:
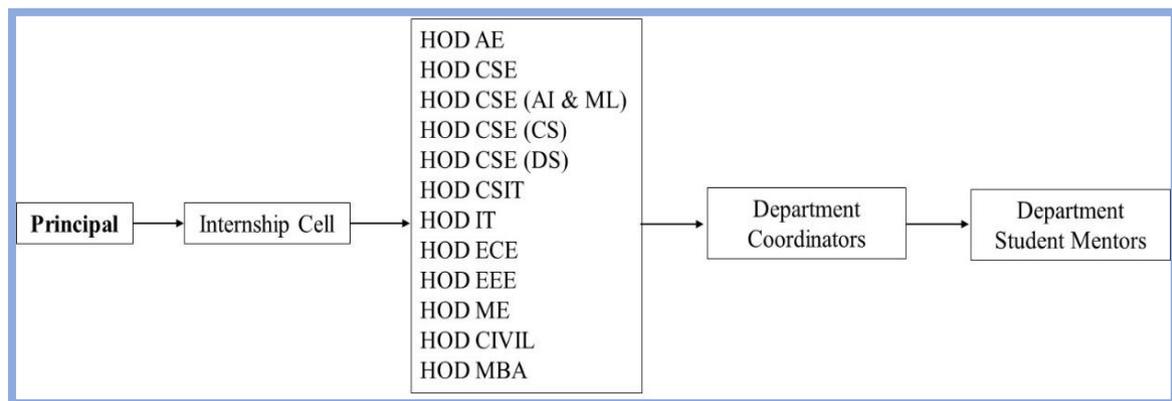
Role of Department Coordinator and Department Mentors:

➤ **Department Coordinator:**

- Identify in-house internship opportunities within the department and share the same with students through Internship Centre
- Monitor the student's internship progress and update the same to Internship Centre
- Maintain the department wise statistics of in-house & external internships to keep track of credits earned by each student
- Assign & monitor the duties of Student Coordinators

➤ **Department Mentors:**

- Assist department coordinator to monitor, track and collect the information for internships done by all the students of particular department
- Assist internship center in conducting campus / online selection process for internships
- Assist department coordinator to prepare and validate the internship statistics
- Assist internship centre / TPO to organize training / workshops / seminars
- Designing & printing Placement Brochure
- Preparing list of potential recruiters & past recruiters

Benefits of Internship:

➢ **Benefits to Students:**

- An opportunity to get hired by the Industry/ organization
- Practical experience in an organizational setting & Industry environment
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world
- On-floor experience provides much more professional experience which is often worth more than classroom teaching helps them decide if the industry and the profession is the best career option to pursue
- Opportunity to learn new skills and supplement knowledge
- Opportunity to practice communication and teamwork skills
- Opportunity to learn strategies like time management, multi-tasking etc. in an industrial setup
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education
- Creating network and social circle and developing relationships with industry people
- Provides opportunity to evaluate the organization before committing to a full time position

➢ **Benefits to the Institute:**

- Build industry academia relations
- Makes the placement process easier
- Improve institutional credibility and branding
- Helps in retention of the students
- Curriculum revision can be made based on feedback from Industry / alumni / parents/ students
- Improvement in teaching learning process

➢ **Benefits to the Industry:**

- Availability of ready to contribute candidates for employment
- Year round source of highly motivated pre-professionals
- Students bring new perspectives to problem solving
- Visibility of the organization is increased on campus
- Quality of candidate's availability for temporary or seasonal positions and projects
- Freedom for industrial staff to pursue more creative projects
- Availability of flexible, cost-effective workforce not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Enhancement of employer's image in the community by contributing to the educational enterprise

Guidelines for Students:

- Various internship opportunities will be announced by internship Center from time to time. Interested students can apply in response to these announcements. Student can also identify and opt for external internship of their preference on their own with due permissions from Department Coordinator / HOD and Internship Centre.
- Recommendation letter for the external internship will be issued by Internship Centre.
- Student should submit the offer letter / joining confirmation mail received from Industry / Organization to the department coordinator before joining the internship
- Students should submit internship report and certificate to department coordinator after completion of internship.
- Student will receive the internship certificate from Industry / Organization in case of External Internship and from IARE
- Internship Centre in case of In-house internship.

Rules:

1. Students are required to inform and take due approval from the IIIC before starting any internship.

2. In case full time internship extends beyond available vacation, extension can be granted not more than:
   - 1 week during winter break
   - 2 weeks during summer breaks

3. Internship extension may not be availed every year, and to all students, however it may be considered on a case to case basis with prior approval from HOD and Internship Cell.

4. After completion of internship, students are required to submit
   - Report of work done
   - Copy of Internship certificate
   - Feedback from employer / internship mentor
   - Stipend proof (in case of paid internship)

5. External Internship Certificate & Credits
   - In case of full time internship, the internship certificate should clearly mention internship duration in week or number of days and activity done. The working weeks / days will be taken into consideration by the concerned authority.
   - In case of part time / work from home internship, the internship certificate should clearly mention total number of human-hours devoted and activity done. The human-hours will be taken into consideration by the concerned authority.

6. In-house Internship Certificate & Credits
   - The worth of week or human-hours work done will be decided by the faculty mentors offering internships which will be taken into consideration by the concerned authority.

Guidelines to the Faculty members offering internship:

➢ Faculty members can offer internship like,
   - Projects
   - Research work
   - Training on software / hardware
   - Model making /simulation
   - Content development
   - Administration work(faculty member/persons holding admin positions of Department/College/Campus)
   - Other areas in coordination with Internship Centre.
➢ To offer internship, faculty member has to inform Internship Cell / respective Department Coordinator.
➢ Faculty member should specify their details of internship through the form as per Internship policy.
➢ Internship Cell will help faculty member to select students as per their requirement.
➢ In case a faculty member has already identified the students, they are required to submit their details to Internship Cell / Department Coordinator.
➢ In case of an interdisciplinary group, student application should be forwarded through respective Department Coordinator / HOD.
➢ Once students are selected, faculty member has to make sure that student completes the internship application process with Internship Cell / Department Coordinator before the start of internship.
➢ At the end of the internship, faculty member has to mention & validate the number of weeks/hours completed by a student on the internship report as per Internship policy.

Evaluation of Internship:

S No.	Category	Type	Supporting Documents	Evaluation done by
1.	In-house	1. Internship offered by facultymember (Inter/Intra-department)	1. Internship Report 2. Certificate	1. Faculty Mentor 2. Department Coordinator / HOD
		2. STSP / TIIC	1. Internship Report 2. Certificate	1. STSP / TIIC faculty memberin-charge 2. Department Coordinator / HOD
		3. Workshops / Training Programs organized by College / Departments / Student's Councils	1. Training Report 2. Certificate	1. Faculty member Convener 2. Department Coordinator / HOD
		4. Library / Department / Institute / Campus administration.	3. Internship Report 4. Certificate	3. Faculty Mentor 4. Department Coordinator / HOD
2.	External	1. Industry Internship with/without Stipend	1. Internship Report 2. Certificate 3. Stipend Proof (if provided)	1. Concerned person from Industry 2. Department Coordinator / HOD
		2. Government / PSU Internship (BARC/ Railway / ISRO etc.)	1. Internship Report 2. Certificate	1. Concerned person from Industry 2. Department Coordinator / HOD
		3. NGO / Social Internship	1. Internship Report 2. Certificate	1. Concerned person from NGO 2. Department Coordinator / HOD
		4. Working at Family Business	1. Internship Report 2. Declaration from Parents	1. Concerned person from Business 2. Department Coordinator / HOD
		5. Internship with outside Institute / Professor	1. Internship Report 2. Certificate	1. External Professor 2. Department Coordinator / HOD
		6. Internship with Incubationcenters / Start-ups	1. Internship Report 2. Certificate	1. Concerned person from Incubation Centre / startup 2. Department Coordinator / HOD
		7. Industrial Training Programsorganized by external entities	1. Training Report 2. Certificate	1. Concerned person from Industry 2. Department Coordinator / HOD

Evaluation of the internship will be based on presentation and evaluation panel of the respective departments.

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. Recruiter 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 University 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:

- Introduction: Clear understanding of the topic/subject; understanding of the organization/unit/field
- Literature Review: Published studies, review of similar studies
- Details about the study: Objectives, formulation of the problem, scope, and rationale of the study.

- Methods / methodology adopted for the study: Analytical, Survey, Field Work or any other method with appropriate justification and reasoning
- Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- Contribution and learning from the project: Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organizations
- Presentation of the report, format of the report, flow of the report, style, language, etc.

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