

**Faculty of Engineering
Standard Operating Procedures
for
Fast Track and Remote Internship Programme/Industry Based
Projects**

Introduction

CHRIST (Deemed to be University) recognizes the need for knowledge enhancement, timely revision of the syllabus according to the evolving technology to make its students flexible and adaptable to sustain in the dynamic environment as per the defined Vision, Mission of the University. CHRIST (Deemed to be University), a pioneer in imparting quality higher education in the country, has recognised the importance of a strong collaboration between the industry and academia to provide enhanced knowledge sharing between the collaborating parties.

There is often a gap between industry and academia which has resulted in the young graduates being not industry ready resulting in the industry personnel often terming the graduates as being not employable. This is a serious concern for the academic professionals' especially in higher education and thus has made them take a strong initiative in building the relationship between industry and academia, which CHRIST (Deemed to be University) has foreseen in its strategic plan and made early inroads into the same. This has led to the formation of remote internship programme for its final year students of Faculty of Engineering

Purpose

The purpose of this Standard Operating Procedure for remote internship programme is to have a mandatory procedure that needs to be followed by every member who is either directly or indirectly involved with it. The SOP has been developed primarily to clear any discrepancies that may arise out of the activities that may affect the stakeholders who may be either internal or external to the organization.

All the parties involved in the remote internship programme/industry based projects at Faculty of Engineering including the students, the internal supervisors, the coordinators and any other individual involved in these activities are expected to follow the guidelines or the operating procedures listed in this document.

Scope

The scope of this document is to lay down the operating procedures for the eligibility criteria and the process that needs to be followed by the students when being selected as part of this programme. The SOP shall be applicable to all stakeholders involved either directly or



indirectly with the remote internship programme/industry based projects at Faculty of Engineering.

Operating Procedures

To instill the industry culture and to create job opportunities for students, the Faculty of Engineering has taken the initiative to introduce 4-6 months remote internship programme for the final year UG students of the respective departments under the umbrella of the deanery, during their 8th Semester. The scheme of 'industry based project' shall be an option for the student to complete his/her course curriculum of 8th semester through 'experiential learning'. The scheme shall be effective from the academic year 2017-18 as approved by the Interim Board of Studies of the Faculty of Engineering / Academic Council.

Eligibility Criteria

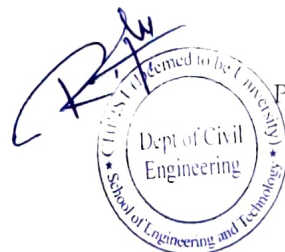
The student can opt for the industry based project provided he/she fulfills the following eligibility criteria

- For a student to be selected for this project, it is essential that he /she scores a minimum of 60% in every semester till the sixth semester of study without any repetition and/or backlog.

Selection Process

1. Students interested to opt for the scheme must submit a written application addressed to the Head of the Department along with an official confirmation of Industry Project offer in the relevant area from any company chosen by the student **within the specified time limit** as may be announced by the Department. It shall be **the responsibility of the student** to identify the company which should be well established having fair credentials in the field of engineering.
2. Shortlisted students based on the above said criteria will be **required** to make a short presentation on their intended project to and will face a Viva-Voce by a select panel of faculty chosen by the Head of the Department. The following aspects will be considered while interviewing the student.
 - i. Relevance and duration of the project.
 - ii. Confidence/knowledge competence of the student in his/her presentation.
 - iii. Availability of monetary/non-monetary stipendiary benefits as per the offer letter issued by the Company for the Industry project.
 - iv. Company Credentials.
 - v. Inclination of the company to follow supervisory guidelines of the Faculty of Engineering.
 - vi. Opportunity for Placement.
3. The students selected by a Panel of Faculty alone will be permitted under the scheme to take up the Industry Based Project **although** the student would have obtained. The decision of the panel members taken in consultation with the Head of the Department will be final and binding.
4. Selected students must sign a letter of undertaking to abide by the rules specified.

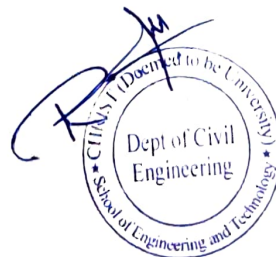
Operating Procedures for the students selected under Remote Internship Programme/Industry Based Projects



The following are the rules to be followed by a student who is selected for 6 months full time Industry Based Project:

- The CIA I and CIA 3 components for these courses should be completed before the commencement of the project as may be guided by the Faculty.
- The students who are selected are required to attend the centrally conducted Mid Semester Examination (CIA 2) and the End Semester Examination (ESE) by the University along with the other regular students without fail.
- For the selected students, the regular courses of eighth semester shall start immediately after the completion of the End Semester Examination (ESE) of seventh semester, and shall end before December of the particular Academic year.
- There will be an Internal Faculty Guide as well as an External Company guide under whose guidance and supervision the student shall be required to undertake the project work.
- The student shall be bound by administrative rules and regulations of the company during the internship period and will attend to the company as per its working hours.
- The student has to maintain a work record diary (a blue book) which needs to be updated daily with the work carried out by him/her at the selected company.
- The work diary needs to be signed by the External Company Guide every day without fail.
- The work diary will be closely monitored by the Internal Guide and be reviewed every 15 days. The Internal Guide shall visit the working place of the student for such assessment.
- Student performance will be graded independently by the two Guides and the combined grades of External and Internal Guides will be considered for allotment of the CIA marks for the Project work.
- The students once selected into a company/industry project cannot withdraw from the project at any time of its duration for whatever reason. If such an event happens including for rejection by the company the student will be required to repeat the semester in the succeeding academic year in accordance with applicable University Regulations unless otherwise decided by the Disciplinary Committee.
- There shall be a Disciplinary Committee under the Head of the Department with 2 additional members nominated by the Dean to deal with any of the following issues of indiscipline.
 - i. Non-compliance of the matters stated in the regulation by the student as may be reported by either of the guides.
 - ii. Irregular attendance by the student.
 - iii. Withdrawal from the project work.
 - iv. Any other matter as may be considered improper by the guides.
- The committee may also directly take up disciplinary proceedings based on its own opinion.

The Decision of the committee as endorsed by the Dean shall be final and binding on the student. The student will be required to repeat the semester in the succeeding academic year in accordance with applicable University Regulations unless otherwise decided by the Disciplinary Committee.

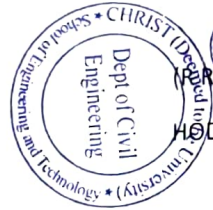


The above industry internship policy is effective with immediate effect from the date of signing.

Prepared by


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