



RATHINAM COLLEGE OF ARTS AND SCIENCE

STANDARD OPERATING PROCEDURE

FOR

SUMMER INTERNSHIP PROGRAM



RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

SUMMER INTERNSHIP PROGRAM (SIP)

Introduction

Summer Internship Programme will provide the platform to the students to gain an exposure to industry practices, understand live organizational situation and learn the procedures and policies and the functions of the industry.

Guidelines for Summer Internship Program (SIP)

- 1) The primary objective of the Summer Internship Program is to enable students gain an exposure to industry and understand current and contemporary management practices by spending a minimum of three to four weeks in a company during their summer break
- 2) The internship training is done individually.
- 3) Students are required to identify a company for their SIP in consultation with and approval of their faculty guide. The choice of the company should be intimated to the SIP coordinator before commencement of the Internship. Simultaneously, students should also have identified a guide within the company (industry guide) under whose supervision and guidance they would carry out their SIP.
- 4) During their stay with the company, students are required to gain and understand the company's history, details of its founders or shareholders, the nature of business, organisational structure, reporting relationships, working of the different management functions (such as finance, HR, marketing, sales and Operations), key issues and concerns, and nature and types of customers through observation, discussion, and interaction with the company personnel. This list is only indicative, and not exhaustive. Students should collect and gather as much as possible of written materials, published data, and related matter.
- 5) Obtain SIP completion certificate on company letterhead before leaving the organization.
- 6) Maintain SIP diary with details on activities and personal learning during project period.

- 7) A committee, consisting of the Director, Head of the department, and another member of faculty is formed for the compliance of the internship,
- 8) At the end of the SIP, The student shall prepare at least two copies of the report: one copy for submission to the college and one copy for the student. More copies may be prepared If the organization or the guide or both ask for one copy each. The report should clearly indicate the sources from which information was obtained. All pages should be numbered, and numbers should be placed at the centre of the bottom of the page. All tables, figures and appendices should be consecutively numbered or lettered, and suitably labelled. The report shall be printed and bound (preferably spiral bound) *with not less than 50 A4 size pages*.
- 9) The internship training report should be submitted to the department within a month from the date of commencement of third semester..
- 10) If the student fails in submitting the internship training report on or before the above date, an application for late submission along with the necessary fee for late submission as fixed by the college shall be forwarded to the Controller of Examinations along with the report.
- 11) However, such submission shall not be accepted after the end of third semester Examinations.

Evaluation of the Internship:

- Evaluation will be based on three factors –
 - i. Assessment and feedback from the industry guide
 - ii. Assessment by the faculty guide
 - iii. Quality of report and presentation (to be evaluated by the committee with an external member.
 - iv. The presentation should be specific, clear and well analysed, and indicate the specific sources of information. Each of the three factors would carry equal weight.

College Guide Manual – Summer Internship Program

1. The guide should give proper procedures to the intern before and after the Internship.
2. The Guide should interact with the company at-least once before completion of the internship.
3. The weekly report submitted by the student should be reviewed and reported to the SIP coordinator.

4. The final report should be perfectly vetted and authenticated by the guide and submit for the viva-voce.
5. The guide has to conduct two reviews during the Internship program.

SIP Coordinator Manual – Summer Internship Program

1. The SIP coordinator is responsible for issuing necessary documents for the Internship program.
2. He / She will collect the company acceptance letter from the interns through the concerned guide.
3. The SIP coordinator is responsible for consolidating the internship particulars of the interns and the same will be submitted to the HOD.
4. The format for the weekly review will be governed by the coordinator.
5. The SIP coordinator may cross check the interns' progress with the company.

Joining or Acceptance Letter (In Company Official Letter Head)

To

Date:

The Head of the Department,
Department of _____,
Rathinam College of Arts and Science.
Eachanari, Coimbatore - 21

This is to inform that Mr/Ms. _____, roll number _____ a student of Department of _____, Rathinam College of Arts and Science, Eachanari, Coimbatore - 21 has reported to Mr/Ms _____ on _____ to undergo a summer Internship Program in partial fulfillment of his/her _____ programme.

Organisational Guide's
Name and Designation:
Postal Address:

Signature of the
Organizational Guide



Mobile No:
Phone No:
Fax:
E-mail id:

RATHINAM COLLEGE OF ARTS AND SCIENCE

Review of Summer Internship Program (Student Feedback)

Department: ----- Academic Year: -----
Name of the Student ----- Reg. No -----
Name of the College Guide: ----- Mobile Number of the college Guide -----
Name of the company ----- Name of the Company Representative: -----
Mobile No. of Company Representative: ----- Company Representative Email id -----

Week No.1 Date fromto.....

Department visited:

a. Discussion held with (Name of the official):
Details of discussion:

b. Interview held with the officials (if any) (Name):
Brief Report of interview:

c. Questionnaire (if any):
Purpose:
Outcome:

d. Any other specified assignment given by the company:
Brief Report thereof

e. Observation:
Outcome:

(Signature)

Student Name

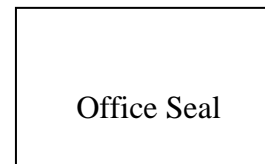
SIP COMPLETION CERTIFICATE (In Company Letter Head)

This is to certify that Mr/Ms **Roll no.....** a student of Rathinam College of Arts and Science. Eachanari, Coimbatore – 21, had undergone a summer Internship Program during the periodto

During the tenure, his/her performance was very good/good/average/poor.

Organizational Guide's
Name and Designation:
Postal Address:

Signature of the
Organizational Guide



Mobile No:
Phone No:
Fax:
E-mail id:

Summer Internship Program - Company's Feed Back
(Please ✓ your response)

Department: _____ Academic Year: 2017-18
 Name of the Student ----- Reg. No -----
 Name of the College Guide: ----- Mobile Number of the college Guide -----
 Name of the company ----- Name of the Company Representative: -----
 Mobile No. of Company Representative: ----- Company Representative Email id -----

1. Whether the student attended the Internship Program from to.....? Yes / No

a) Number of days attended: -----

b) Remarks (If any).....

2. Area of Exposure:.....

3. How would you rate the student's attitude during the internship?

(Please rate between 1 and 5, As 5 being excellent)

SL. No	Particulars	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Remarks (if any)
a.	Punctual						
b.	Responsible						
c.	Knowledgeable						
d.	Supportive						
e.	Cooperative						
f.	Appearance and Attire						
g.	Accomplished the task assigned						

4. Whether the student behaved properly during the internship? Yes/No

5. Whether the student possess any special / unique capability in execution Yes / No

a. If the answer is yes, Please specify

6. Whether any special skill required for the student? Yes / No

a. If the answer is yes, Please specify

7. Overall rating of the student (Please rate between 1 and 5, As 5 being excellent):

8. Whether the company interested to absorb him/her for employment? Yes/No

a. If the answer is no, reason.....

9. Any other information.....

(Signature)

**Name of the company's Representative
with seal and date**

Evaluator's Feed Back - Summer Internship Program

Department: ----- Academic Year: -----
 Name of the Student ----- Reg. No -----
 Name of the College Guide: ----- Mobile Number of the college Guide -----
 Name of the External Evaluator ----- External Evaluator's Email id -----

For external evaluation, there shall be a committee consisting of an external examiner, HOD and project supervisor.

Please rate between 1 and 5, As 1-Poor 2- Fair 3- Good 4- Very Good 5- Excellent

Sl.No	Themes	Rating
1	Presentation skill	
2	Basic knowledge and understanding of the functional area of the study	
3	Knowledge and understanding of the industry and the organization	
4	Knowledge of methods of enquiry and analysis used	
5	Whether the practical training is relevant to his subject.	
6	Whether the SIP objectives were met.	
7	Relevance between aim, activities, and outcome	
8	Suggestions, Value addition and Recommendations given by students	
9	Overall SIP Performance in general	

Evaluator's signature