



INSTRUCTIONS TO STUDENTS FOR INTERNSHIP

1. All the students shall undergo the internship period of 4 weeks and the students have an option of choosing their own industry which may be related to their respective branch.
2. All the students must complete the internship program only during internship breaks as per time schedule given by the college and the students can undergo internship training.

Internship break: AS PER THE SCHEDULE

3. It is the prime responsibility of the student to get permission from industry for his Internship programme. If any student fails to get it then LENORA- Institution-Industry Cell (IIC) will assist the student for the same.
4. Students should get the permission from the respective Head of the Department for Internship and also forward the letter from HOD to Institution-Industry Cell (IIC) Individually.
5. Students are required to submit the undertaking form duly signed by self and parents, to Institution-Industry Cell (IIC) before going to internship.
6. Students are hereby informed to report to the company in time on 1st day itself as per the schedule.
7. Student must have 100% attendance during internship programme. That is, they must attend the programme for all 30 days.
8. EITHER Institute OR Company does not provide any facility such as transportation, travel charges etc., for attending internship programme.
9. Students should understand that during internship programme, you are the ambassadors of the institute and your behaviour during the internship programme is of utmost importance. If any student is involved in any discipline related issues, he/she will be withdrawn from the internship programme immediately and it will be treated seriously by the college and appropriate punishment initiated against that student.
10. During internship programme student must wear college ID CARD.
11. During internship programme all the Rules and Regulations of company are applicable to students. Students must follow all the safety instructions given by the company during internship.
12. Facilities from the company such as food, accommodation, transportation, usage of canteen facilities is only subjected to availability and with prior-permission of the authority concerned

in the company. It is the responsibility of students to get such permissions wherever needed. However, there is no obligation on the company to provide these facilities.

13. In case of any un-avoidable health reasons students can take leave with prior permission from the internship coordinator of the respective company formally and it should be intimated to respective HOD and Institution-Industry Cell (IIC) of the college.

14. At the end of the programme, student should get no due certificate and certificate of completion from the company.

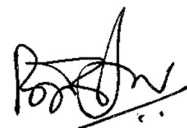
EVALUATION METHODOLOGY FOR INTERNSHIP

1. At the end of Internship programme, each student has to submit, a self-study report, no due certificate and certificate of completion issued by concerned authority of internship training, to the respective department, at the beginning of IV year II-Semester.

2. A self-study report for the internship shall be evaluated during the IV year II- Semester for a total of 75 marks consists of 25 marks for internal assessment and 50 marks for end examination.

3. Internal assessment for 25 marks shall be done by the internship supervisor.

4. Semester end examination for 50 marks shall be conducted by committee consists of Head of the Department, internal supervisor and an external examiner (nominated by the Principal from Panel of experts recommended by HOD).



Principal
Lenora College of Engineering
Rampachodavaram-533 288
East Godavari District