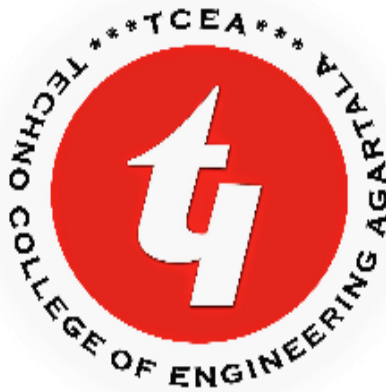


Techno College of Engineering Agartala

Maheshkhola, PO: Anandanagar, Tripura (W) PIN: 799004



Training & Placement Cell

Internship Policy: Forms I-VII

With Effect from Academic Year 2022-2023

Student internship program application format

Form-I

To
The Training & Placement Officer,
T&P Cell
Techno College of Engineering Agartala

Office use only
Ref. No: _____

Subject: Prayer for granting permission for undergoing _____ (summer/winter) training in _____ (company name) from _____ to _____.

Sir,
I beg most respectfully to state that I/we, am/are student (s) of _____ Department, _____ Semester, Academic Session _____ want(s) to undergo Summer/Winter training as per details below:

1. Company/Organization Name: _____
2. Address of Training Company/Organization:

3. Contact person in company: _____
4. Mobile no. of Contact person: _____
5. Email id. Of Contact person: _____
6. Total period of training : _____ (weeks)
7. Total No. Of Students(s): _____
8. Whether Permission letter from College required? _____ (Yes/No)
9. Type of Training: _____ (online/offline)
10. Time of training: _____
11. Whether permission of HOD of Department attached: _____ (Yes/No)

Detail of Student Applicant (s):

Sl. No.	Name	TU Roll No.	Branch	Semester	Mobile No.
1					
2					

Email id of applicant (any one): _____

Parent/Guardian Consent Form—Internship

Please complete all blanks and sign in *three* places.

Student's Name: _____ **Branch:** _____
TU Roll No: _____ **Semester:** _____

Part I: Permission to Participate

I have read the information concerning the internship program and give my son/daughter, _____, permission to participate in the program. I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must meet the application requirements to be accepted into the program.

Date

Signature of Parent/Guardian

Part II: Emergency Authorization

In the event that I cannot be reached in an emergency, I give permission to the staff of the college or the internship workplace supervisor to secure proper treatment for my son/daughter.

Contact No.:

Alternative contact in case of emergency:

Date:

Signature of Parent/Guardian

Part III: Liability

I hereby agree to waive and release any and all rights that I, my ward, or our representatives may have to make claim against College or their respective officers, employees, or representatives arising from injury or damages, including lawyer's fees, that may result from my ward's participation in the internship program.

I further agree to indemnify and hold harmless the college or their respective officers, employees, or representatives from any claims, including lawyer's fees, which I or my ward might make or which might be made on my or our behalf by others, or which might be made against me or my ward by others, arising from my ward's participation in the internship program.

Date:

Signature of Parent/Guardian

Student Joining Letter Format

To,

The HOD

_____ (Department)

Techno college of Engineering Agartala

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organization) through letter/email dated _____, I hereby pleased to communicate you that I have joined as Internee on _____. Initially I have been posted in _____ department. During this Internship, my contact number will be _____ and e mail id will be _____. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards,

(Name of the student with signature)

TU Roll NO: _____

Branch: _____

Semester: _____

Academic Year: _____

** Note: This letter to be submitted by the student to HOD of their respective department through Departmental Faculty Coordinator before joining the Training/Internship.

Format for Supervisor Evaluation of Intern

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviors.

Overall performance of student intern (Tick one):

Sl. No.	Parameter	Needs Improvement (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1	Attendance & General Behavior					
2	Initiatives & Efforts in Learning					
3	Knowledge & Skill Improvement					
4	Time utilization and Professional Attitude					

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

**Student Feedback of Internship (To be filled by Students after
Internship Completion)**

Student Name: _____ Branch: _____
 TU Roll No: _____ Semester: _____ Date: _____
 Industrial Supervisor: _____ Title: _____
 Supervisor Email: _____ Internship is: Paid / Unpaid
 Company/Organization: _____
 Internship Address: _____
 Faculty Coordinator: _____ Department: _____
 Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): _____

Was your internship experience related to your major area of study?

- _____ Yes, to a large degree
 _____ Yes, to a slight degree
 _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

- In what areas did you most develop and improve? _____
- What has been the most significant accomplishment or satisfying moment of your internship? _____
- What did you dislike about the internship? _____
- Considering your overall experience, how would you rate this internship? (Tick one).

Satisfactory/ Good/ Excellent

