



MAR BASELIOS INSTITUTE OF TECHNOLOGY AND SCIENCE [MBITS]

Industry Institute Partnership Cell (IIPC)

GUIDELINES/OPERATING PROCEDURE FOR INTERNSHIP

The student or the group of students who wish to do an internship at any company need to follow the following operating procedure;

1. Students should identify the industry where they wish to intern.
2. A minimum of 5 days should be the internship duration as instructed by the university. Students can do any number of internships with prior permission from the institute.
3. The students can utilise their semester breaks to do internships.
4. Submit the internship request letter to the respective HOD (The general format of the request letter can be downloaded from the IIPC page of the college website: www.mbits.ac.in).
5. Once the college approves, students may approach their department HOD to issue a student authorization letter to be sent to the company, if required.
6. The students need to arrange their accommodation and travel on their own during the internship period.
7. After completing the internship, the student must hand over a copy of the internship certificate issued by the company to both the Faculty Advisor and the IIPC office through the IIPC department coordinator.
8. Students should also fill out the internship completion feedback form (format available on the IIPC page of the college website www.mbits.ac.in) and hand over the same to both the Faculty Advisor and IIPC office through the IIPC department coordinator.

GUIDELINES/OPERATING PROCEDURE FOR INDUSTRIAL VISIT

The students who wish to go for an industrial visit from college need to follow the following operating procedure;

1. Students should identify the industry where they wish to go for Industrial Visit.
2. The students should identify accompanying faculty observing a 1:20 ratio. A lady faculty should be on the accompanying list if female students are present in the traveller's list.
3. Submit the IV request letter to the principal through the respective HOD and get sanction for going IV (The general format of the request letter can be downloaded from the IIPC page of the college website: www.mbits.ac.in).

4. Once getting a permission letter from the company, the students need to get approval from DTE by submitting the following documents;
 - a. IV Request letter from Institution.
 - b. IV Plan (Listing the visit and sightseeing schedule with time and date of arrival and departure).
 - c. Student list along with accompanying faculty details containing name and contact numbers.
 - d. SC/ST/OEC student list, If any.
 - e. Consent forms – From Students and their respective parents (Forms available in the college office)
 - f. Mode of transportation – Copy of reservation details of accommodation and transportation if any, Fitness document, Insurance, PUC certificate, Speed limiter certificate, and Drivers Licence of contract carriage if any.
 - g. Request to RTO and Vehicle Inspection report.
 - h. Copy of permission letter from Industry.
 - i. Copy of IV sanction letter from college.
5. Once sanction is obtained from the DTE, the students should hand over a copy of the approval to the principal office. The office of the principal will issue an authorization letter and student list to be kept in possession by the faculty accompanying for the visit. A copy of the same is to be handed over to the respective HOD.
6. Once the IV is completed, the student IV coordinator needs to submit the visit report to the Faculty Advisor along with a copy of the participation certificate issued by the company. A copy of the same should be handed over to the IIPC department coordinator along with the IV feedback form (The general format of the feedback form can be downloaded from the IIPC page of the college website: www.mbits.ac.in).



Principal