



Aditya Institute of Technology and Management, Tekkali.
(An Autonomous Institution)
DEPARTMENT OF FINISHING SCHOOL



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 in at a stretch 4 weeks or 2+2 weeks in either one company or two companies.
Internship break: After III B. Tech. (1st Semester)
After III B. Tech. (2nd Semester)
After IV B. Tech. (1st Semester)
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 AITAM-IIPC 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 IIPC Individually.
5. Students are required to submit the undertaking form duly signed by self and parents, to IIPC 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. Institute / 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 behavior 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 If any student is involved in any discipline related issues, he/she will be withdrawn from the internship programme immediately and it will be treated seriously by the college and appropriate punishment initiated against that student.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 are 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 IIPC 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).


IIPC Coordinator
(Sri B. Rajesh)


Principal
PRINCIPAL
ADITYA INSTITUTE OF
TECHNOLOGY & MANAGEMENT
TEKKALI


Dean Finishing School
(Dr. A.S. Srinivasa Rao)
DEAN (Finishing School)
AITAM
TEKKALI

Director
DIRECTOR
Aditya Institute of Technology
And Management
TEKKALI

LIST OF INTERNSHIP COORDINATORS

College IIPC coordinator: Dr. B. Rajesh
Mobile: 9490779888
Email: prof.rajeshb@gmail.com

Department Coordinator	Faculty	Mobile No.	Email
ECE	Sri A. Rajesh	9490797729	rajeshattada@gmail.com
EEE	Sri Y. Santhosh	9553649439	santhosh.mvgr@gmail.com
CSE	Sri L.V. Satyanarayana	9441341589	satyacse2005@gmail.com
IT	Sri G. Jagadeswara Rao	8008884480	gjr508@gmail.com
MECH	Sri Y. Haribabu	8886533178	haribabuyegireddi@gmail.com
CIVIL	Sri B. Govindarajulu	8985407626	rajubadana@gmail.com

LIST OF INDUSTRIES

NOTE: List of industries mentioned in the list are agreed to provide 'Internship' for AITAM students. Number of students accommodated by industry is limited (it may change time to time), and they provide internship to the student on first come first basis. Providing of internship by a listed company is their option only, but it is mandatory. Name of contact persons may change time to time according to company policy.

S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	ABACUS INFRA	ASHOK KUMAR	DIRECTOR	HYDERABAD	CIVIL
2	EESAVYASA TECH	RAJESH	HR EXECUTIVE	HYDERABAD	CIVIL
3	IVRCL	RAMCHANDAR	HR-HEAD	HYDERABAD	CIVIL
4	NCC	NARAYANA RAO	CGM-HR	HYDERABAD	CIVIL
5	SOMA INFRASTRUCTURE	SUMAMTH	HR	HYDERABAD	CIVIL
6	G-CON INDUSTRIES	SHIVA RAM	MD	VISHAKAPATNAM	CIVIL
7	NTPC	PK	HEAD	VISHAKAPATNAM	CIVIL
8	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	CIVIL
9	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	CIVIL
10	VIJAYA NIRMAL	VIJAY KUMAR	CEO	VISHAKAPATNAM	CIVIL
11	OPEL CONSTRUCTIONS	SAI KIRAN	MD	VISHAKAPATNAM	CIVIL
12	PORT -VSP	JANARDHANA RAO	DIRECTOR	VISHAKAPATNAM	CIVIL
13	STEEL PLANT	MURALI MOHAN	AGM	VISHAKAPATNAM	CIVIL
14	MSME			HYDERABAD	CIVIL
15	Millenium Infra	ANANTH	HEAD	VISHAKAPATNAM	CIVIL
16	NAGYUGA				CIVIL
17	L&T			HYDERABAD	CIVIL
18	SEIL			VISHAKAPATNAM	CIVIL
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	CLOUD TECHNOLOGIES	SANTHOSH	HR	HYDERBAD	CSE
2	AWESOME LABS	A.SAI KIRAN	CEO	HYDERABAD	CSE
3	CYIENT	ASHOK REDDY	PRESIDENT	HYDERABAD	CSE
4	AQUARIAN IT Solutins	SURESH	HR MANAGER	VISHAKAPATNAM	CSE
5	EFFECTRONICS	RAMKRISHNA	MD	HYDERABAD	CSE
6	IIIT HYDERBAD	SANHYA	PROFESSOR	HYDERABAD	CSE
7	TCS	JC	HEAD	HYDERABAD	CSE
8	CYIENT	RM KUMAR	MANAGER	VISHAKAPATNAM	CSE
9	GIT SOLUTIONS	PHANEENDRA	HEAD	VISHAKAPATNAM	CSE
10	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	CSE
11	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	CSE
12	MAPLE SOFTWARE	SIVA KUMAR	CEO	VISHAKAPATNAM	CSE
13	MEDIA 3 INTERNATIONAL	RAMESH RAJ	MD	VISHAKAPATNAM	CSE
14	MILLENIUM	ANANTH KUMAR	HEAD	VISHAKAPATNAM	CSE
15	NANO MINDS	SRINIVAS	HR HEAD	VISHAKAPATNAM	CSE
16	SYMBIOSYS	NARESH KUMAR	MD	VISHAKAPATNAM	CSE
17	PHOENIX	SHARMA	VP	VISHAKAPATNAM	CSE
18	MSME			HYDERABAD	CSE
19	INTERNSHALA			VISHAKAPATNAM	CSE
20	XINTH	RAM	VP	VISHAKAPATNAM	CSE
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	HOSPIRA	VINEET BHUSHAN	VICE PRESIDENT	VISHAKAPATNAM	DIPLOMA ALL
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	AQURIAN IT	SURESH	HR	VISHAKAPATNAM	ECE
2	AWESOME LABS	A.SAI KIRAN	CEO	HYDERABAD	ECE
3	BHEL	PHANI KUMAR	AGM	HYDERABAD	ECE
4	CYIENT	ASHOK REDDY	PRESIDENT	HYDERABAD	ECE
5	DEMEN IT SOLUTIONS	RANJIT	HR MANAGER	HYDERABAD	ECE
6	EFFECTRONICS	RAMKRISHNA	MD	HYDERABAD	ECE
7	IIIT HYDERBAD	SANHYA	PROFESSOR	HYDERABAD	ECE

8		SANDEEP	HR	HYDERABAD	ECE
9	SIGN NODE	RANGANATH	HRAD-HR	HYDERABAD	ECE
10	IIIT HYDERBAD	SANDHYA	PROFESSOR	HYDERABAD	ECE
11	CLOUD TECHNOLOGIES	SANTHOSH	SDE	HYDERBAD	ECE
12	CYIENT	RAVI KUMAR	MANAGER	VISHAKAPATNAM	ECE
13	GIT SOLUTIONS	PHANEENDRA	HEAD	VISHAKAPATNAM	ECE
14	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	ECE
15	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	ECE
16	IND POWER	SAJAN	DIRECTOR	VISHAKAPATNAM	ECE
17	MAPLE SOFTWARE	SIVA KUMAR	CEO	VISHAKAPATNAM	ECE
18	MEDIA 3 INTERNATIONAL	RAMESH RAJ	MD	VISHAKAPATNAM	ECE
19	PORT -VIZAG	KRISNA BABU	CMD	VISHAKAPATNAM	ECE
20	PORT -GANGAVARAM	JANARDHANA RAO	DIRECTOR	VISHAKAPATNAM	ECE
21	POWER PLANT ENG WORKS	RAMESH	MD	VISHAKAPATNAM	ECE
22	SS TECHNOLOGIES	RAO	AGM	VISHAKAPATNAM	ECE
23	MEDHA SERVO DRIVES	SRIKANTH	HR		ECE
24	GRAFX			VISHAKAPATNAM	ECE
25	MSME			HYDERABAD	ECE
26	ECIL			HYDERABAD	ECE
27	SEIL			VISHAKAPATNAM	ECE
28	INTERNSHALA			VISHAKAPATNAM	ECE
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	IMPEX FERR0 ALLOYS	SUMIT	MANAGER	BOBBILI	EEE
2	BHEL	PHANI KUMAR	AGM	HYDERABAD	EEE
3	JINDAL STEELS	GOPALA KRISHNA	HR -AGM	KOTHAVALASA	EEE
4	SSEL	RAMA KRISHNA	HR	KUDAPAH	EEE
5	COSEMIC POWER SYSTEMS	BUIH	MD	VISHAKAPATNAM	EEE
6	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	EEE
7	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	EEE
8	NTPC	PK	HR	VISHAKAPATNAM	EEE
9	PORT -GANGAVARAM	JANARDHANA RAO	DIRECTOR	VISHAKAPATNAM	EEE
10	POWER PLANT ENG WORKS	RAMESH	MD	VISHAKAPATNAM	EEE
11	STEEL PLANT	MURALI MOHAN	AGM	VISHAKAPATNAM	EEE
12	SARADA FERROLYSIS	NEERAJ	MD	VISHAKAPATNAM	EEE
13	SRK STEEL	VENKANNA	MD	VISHAKAPATNAM	EEE
14	MSME			HYDERABAD	EEE
15	INTERNSHALA			VISHAKAPATNAM	EEE
16	SEIL			VISHAKAPATNAM	EEE
17	OTPTC			PUNE	EEE
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	HIDDEN BRAINS	JUGAL KISHORE	HR	AHEMDABAD	IT
2	AWESOME LABS	A.SAI KIRAN	CEO	HYDERABAD	IT
3	CYIENT	ASHOK REDDY	PRESIDENT	HYDERABAD	IT
4	DEMEN IT SOLUTIONS	RANJIT	HR MANAGER	HYDERABAD	IT
5	EFFECTRONICS	RAMKRISHNA	MD	HYDERABAD	IT
6	SS TECHNOLOGIES	KUMAR	BM	VISHAKAPATNAM	IT
7	IIIT HYDERBAD	SANDHYA	PROFESSOR	HYDERABAD	IT
8	CYIENT	RAVI KUMAR	MANAGER	VISHAKAPATNAM	IT
9	GIT SOLUTIONS	PHANEENDRA	HEAD	VISHAKAPATNAM	IT
10	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	IT

11	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	IT
12	MAPLE SOFTWARE	SIVA KUMAR	CEO	VISHAKAPATNAM	IT
13	MEDIA 3 INTERNATIONAL	RAMESH RAJ	MD	VISHAKAPATNAM	IT
14	NUNET SOFTWARE	SATISH KUMAR	VP	VISHAKAPATNAM	IT
15	PORT -GANGAVARAM	JANARDHANA RAO	DIRECTOR	VISHAKAPATNAM	IT
16	SYMBIOSYS	NARESH KUMAR	MD	VISHAKAPATNAM	IT
17	AQUARIAN IT	SURESH	AGM	VISHAKAPATNAM	IT
18	INTERNSHALA			VISHAKAPATNAM	IT
19	SEIL			VISHAKAPATNAM	IT
20	MSME			HYDERABAD	IT
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	RELIANCE INDUSTRIES	UDAY	AGM	HYDERABAD	MBA
2	SRAVAN SHIPPING PVT LTD	SAMBASIVA RAO	MD	HYDERABAD	MBA
3	SIGN NODE	RANGANATH	HRAD-HR	HYDERABAD	MBA
S.NO	INDUSTRY NAME	CONTACT PERSON	DESIGNATION	PLACE	BRANCH
1	NDTT	SUMIT	MANAGER	VISAKHAPATNAM	MECH
2	ISUZU	AJAY	HEAD	SRICITY	MECH
3	MAHINDRA&MAHINDRA	RAHUL	HR	HYDERABAD	MECH
4	SIGN NODE	RANGANATH	HRAD-HR	HYDERABAD	MECH
5	SSEL	RAMA KRISHNA	HR	KUDAPAH	MECH
6	ASHOK LEYLAND	SAMPATH	AGM	VISHAKAPATNAM	MECH
7	GEETHA ENGINEERING	BHASKAR	ADMIN	VISHAKAPATNAM	MECH
8	HPCL	SATYAA RAO	TRANINING CHIEF	VISHAKAPATNAM	MECH
9	HINDUSTAN SHIPYARD	SURYA RAO	GM(TRAINING)	VISHAKAPATNAM	MECH
10	PORT -GANGAVARAM	JANARDHANA RAO	DIRECTOR	VISHAKAPATNAM	MECH
11	POWER PLANT ENG WORKS	RAMESH	MD	VISHAKAPATNAM	MECH
12	STEEL PLANT	MURALI MOHAN	AGM	VISHAKAPATNAM	MECH
13	SARADA FERROLYSIS	NEERAJ	MD	VISHAKAPATNAM	MECH
14	SYNERGIES	RAJU	HR	VISHAKAPATNAM	MECH
15	NDCTC			VISHAKAPATNAM	MECH
16	OTPTC			VISHAKAPATNAM	MECH
17	HPCL			VISHAKAPATNAM	MECH
18	SEIL			VISHAKAPATNAM	MECH
19	MSME			HYDERABAD	MECH
20	SYNERGIES			VISHAKAPATNAM	MECH
21	KOBELCO	RAJKUMAR	HR HEAD	SRICITY	MECH

PROCEDURE TO COMPLETE INTERNSHIP

STEP 1:

Take “**Request letter for internship**” from the college, duly signed by “Department Internship Coordinator, Dr. B. Rajesh (Head-IIPC), HOD and Principal”.

STEP 2:

Apply “**Request letter for internship**” to a company and take permission.

STEP 3:

Submit permission letter given by the company along with **undertaking from student and parent** to the “Department Internship Coordinator” and take **approval for internship** letter from the college duly signed by “Department Internship Coordinator, Dr. B. Rajesh (Head-IIPC), HOD and Principal”.

STEP 4:

Submit **approval for internship** letter and complete internship at the respective organization, from where the student got permission. At the end of the internship the student required to take the following certificates:

- i) **Certificate of Internship**
- ii) **No due certificate**
- iii) **Internal marks certificate**

STEP 5:

Submit “Certificate of Internship, No due certificate and internal marks certificate” to the respective departments along with the detailed report of internship training at the time of schedule given by the department for evaluation.

The student should note that the internship program will be evaluated in their respective 4th B.Tech. (2nd Semester) for awarding grade points. If the student failed to get grade points against internship program their SGPA, CGPA will not be generated at end of 4th B.Tech. (2nd semester) and hence the student will fail to get final degree certificate.



REQUEST LETTER FOR INTERNSHIP

Date: _____

To

Dear Sir,

Sub: Internship Program – Permission request - Regd.

We wish to send our following engineering student for internship to your esteemed organization to train up and educate technical knowledge through your organization. Our college is recognized by AICTE, New Delhi, permanently affiliated to JNTU, Kakinada and accredited by NBA & NAAC. In this regard kindly permit our students to do internship for successful completion for there B.Tech Program. Our students will obey your rules and regulations.

STUDENT NAME

BRANCH

Regd. No.

Thanking you sir,

Yours faithfully,

**Dept. Internship
Coordinator**

**Dr. B. Rajesh
(HEAD - IIPC)**

HOD

**Dr. K.B. Madhu Sahu
PRINCIPAL**





APPROVAL FOR INTERNSHIP PROGRAM

Date: _____

To

Dear Sir,

Sub: Approval for Internship Program – Regd.

First of all we are very grateful to hear that you have provided great opportunity for our student to complete “Internship” in your esteemed organization. We have approved the departure of the following student. We appeal you to impart him/her technical knowledge with your gracious experience. We also request you to make this program fruitful and helpful for their carrier.

STUDENT NAME

BRANCH

Regd. No.

Here is the duration of the student presence: From _____ to _____.

Thanking you sir,

Yours faithfully,

Dept. Internship
Coordinator

Dr. B. Rajesh
(HEAD - IIPC)

HOD

Dr. K.B. Madhu Sahu
PRINCIPAL



UNDERTAKING FROM STUDENT & PARENT

We herewith accept the allotment to pursue internship at_____

M/s_____ from (Date) _____ to
(Date) _____.

I _____ (student) herewith declare that I accept and agree with the Code of Conduct as specified by the industry/institute either within or outside the organization during my period of my internship.

I _____ (student) shall take the complete responsibility for my behavior during internship and I assure you that I will not directly or indirectly involve in any of the situation that may interfere with the Code of Conduct.

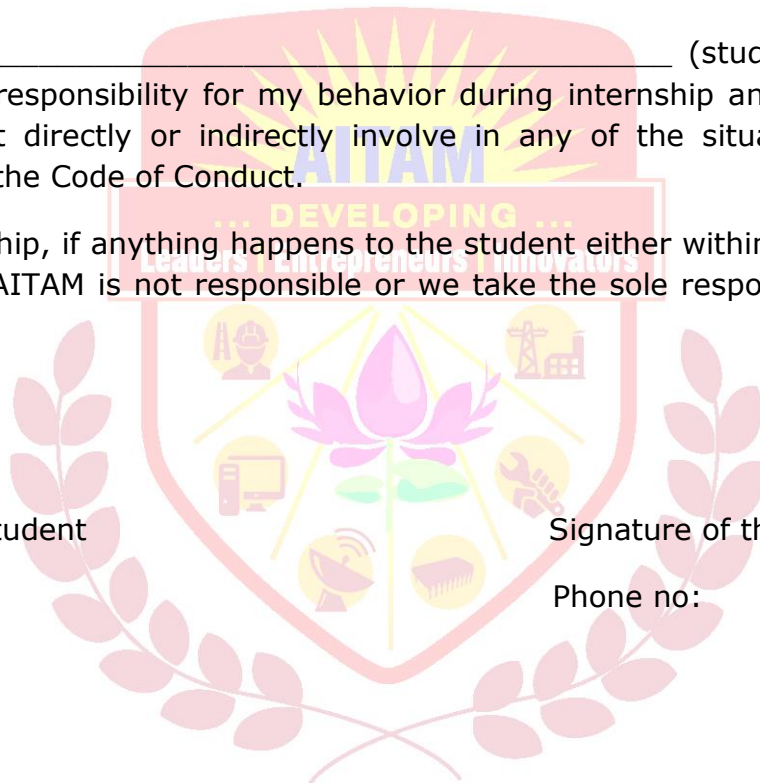
During internship, if anything happens to the student either within or outside the organization, AITAM is not responsible or we take the sole responsibility in that regard.

Signature of student

Signature of the Parent

Phone no:

Address of the student



(Model certificate)

(Please get this letter signed on a company letterhead and duly signed by competent authority. If they issue certificate in other formats, even that is acceptable)

CERTIFICATE OF INTERNSHIP

This is to certify that Mr. /Ms. _____

Student of **ADITYA INSTITUTE OF TECHNOLOGY AND
MANAGEMENT, Tekkali** bearing ID No. _____ has

successfully completed the internship programme from _____

to _____ in our Organization.

Signature & Stamp of Authorized Person

(Model certificate)

(Please get this letter signed on a company letterhead and duly signed by competent authority. If they issue certificate in other formats, even that is acceptable)

NO DUE CERTIFICATE

This is to certify that Mr. /Ms. _____

Student of **ADITYA INSTITUTE OF TECHNOLOGY AND**

MANAGEMENT, Tekkali bearing ID No. _____ has

successfully completed the internship programme from _____

to _____ in our Organization.

The candidate has no dues on his/her name.

Signature & Stamp of Authorized Person

(Model certificate)

(Please get this letter signed on a company letterhead and duly signed by competent authority. If they issue certificate in other formats, even that is acceptable)

CERTIFICATE OF INTERNAL MARKS

This is to certify that Mr. /Ms. _____

Student of **ADITYA INSTITUTE OF TECHNOLOGY AND
MANAGEMENT, Tekkali** bearing ID No. _____ has

successfully completed the internship programme from _____

to _____ in our Organization.

He/She has been awarded marks of _____ (out of 25
marks), _____ (in words).

Signature & Stamp of Authorized Person

Aditya Institute of Technology and Management, Tekkali

(An Autonomous Institution)

INTERNSHIP DIALY REPORT

Name of the student:

Branch:

Roll No:

Industry Name:

Duration of Spell:

1st week report

S.No	DATE	NAME OF THE TOPIC/ MODULE	FINDINGS	GUIDE SIGNATURE	REMARKS
1					
2					
3					
4					
5					
6					
7					

2nd week report

S.No	DATE	NAME OF THE TOPIC/ MODULE	FINDINGS	GUIDE SIGNATURE	REMARKS
1					
2					
3					
4					
5					
6					
7					

3rd week report

S.No	DATE	NAME OF THE TOPIC/ MODULE	FINDINGS	GUIDE SIGNATURE	REMARKS
1					
2					
3					
4					
5					
6					
7					

4th week report

S.No	DATE	NAME OF THE TOPIC/ MODULE	FINDINGS	GUIDE SIGNATURE	REMARKS
1					
2					
3					
4					
5					
6					
7					

NOTE -The student has to submit this report to department IIPC Coordinator every week through E-Mail.