

Action Taken Report

Meeting of Internal Quality Assurance Cell (IQAC)

Date: 25/01/2024

Time: 12:00 PM

Venue: Principal's Room

Members Present:

1. Dr. C Sathish Kumar, Principal
2. Dr. K B Radhakrishnan, HOD-BT
3. Dr. Anoop Kumar S, Dean Academics
4. Dr. G Mohan, Professor, Mechanical
5. Dr. Subu Surendran, Professor, CSE
6. Smt. Sajitha Kumari, AO
7. Dr. Anoop M S, Assistant Professor, Mechanical

Agenda:

1. Discussion on Shreya Maria Santhosh's long-term internship request.
2. Establish the responsibilities of the interning students.

Action Taken:

1. **Shreya Maria Santhosh's Internship Request:**
 - **Request Verification:**
 - The committee reviewed the request from Shreya Maria Santhosh, an 8th-semester B.Tech CSE (AI&ML) student, to attend a full-time internship program at Visteon Technical & Services Centre Pvt. Ltd.
 - Verified her current CGPA and confirmed she meets the necessary criteria for a long-term internship.
 - The offer letter from Visteon Technical & Services was found to comply with university standards, possessing the required facilities and expertise for a B.Tech level internship.
 - **Decision:**
 - The committee decided to adhere to the university's norms for long-term internships and forwarded Shreya Maria Santhosh's request to the university for approval.
2. **Guidelines for Structured Internship Experience:**
 - **Reporting Requirements:**
 - The intern must submit joining reports, attendance statements, and weekly progress reports signed by the internship supervisor to the Faculty Adviser and HOD via email.
 - **Attendance:**
 - A minimum attendance of 85% must be maintained at the industry site.
 - **Internship Diary:**

- The intern is obligated to maintain an internship diary, documenting project updates, observations, information, and suggestions.
- **Completion Requirements:**
 - Upon completion of the internship, the student must submit an internship diary, an internship report signed by the supervisor/project manager, a copy of the internship certificate, and feedback from the industry/internship supervisor.
 - For students pursuing the Main Project, a project report is mandatory.
- 3. **Online/Special Classes for Interning Students:**
 - The HOD-CS was entrusted with the responsibility of ensuring the conduct of online/special classes for students undergoing internships in their eighth semester.
 - Attendance in these classes will be considered when calculating the minimum attendance required for end-semester examinations.

Coordinator: IQAC