



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625 015

Academic Collaborations Initiative of 'SAVITHA' Project

Standard Operating Procedure for
Student Academic Intern /Visit (Sem II through VII)
to Higher Learning Institute / R&D Labs

Objective of Student Academic Intern/Visit:

- To connect the students to the current technological developments in their discipline.
- To enable the students acquire in-depth knowledge to deal with real-time problems in contemporary areas.

Scope of SOP: Identifying reputed institutions / R&D Labs in India or abroad for short term or long term students' intern or visit and facilitating the chosen students to prepare for intern/visit after obtaining necessary approval from the administration, and assess the outcome after the intern/visit.

List of Tasks for Student Intern/Visit:

1. At the beginning of the semester (Odd/Even), the Dept Level Coordinator (DLC) and the members of Academic Collaboration team of SAVITHA shall initiate steps to collate the higher learning institutions / R&D Labs for students' intern/visit.
2. The intern/visit (short term or long term) shall be preferably during our college summer/winter vacation for students. Even a short term visit for 2 or 3 days could also be encouraged.
3. The institutions for intern/visit shall be identified through the Department webinar's experts, SIG, and alumni. Every SIG shall identify one such institution at the beginning of the semester (Odd/Even).
4. The DLC shall ensure that the Department has obtained formal approval / acceptance from the host higher learning institution/organization.
5. The DLC shall facilitate the identification of the students as per the norms of our college and host institution for intern/visit and submission of requisition form (as per template) to the Principal through the Head of the Department.
6. After the completion of intern/visit, students have to submit a closure report (as per template) to the Head of the Dept. The DLC shall forward a copy of the same to the concerned member of Academic Collaboration team of SAVITHA within two weeks. Also, the DLC will update the details in TCE SAVITHA Portal for Data Management.
7. The reports received from the students will be reviewed for further extension activities by respective department.

